



BUILDING AND CIVIL  
ENGINEERING CONTRACTORS

# Health and Safety Policy

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November 2008	Initial Preparation.
August 2009	Change of address.
September 2009	Minor changes to incorporate office move.
September 2010	Minor changes to risk assessment and office procedures.
September 2011	Minor changes to organisation chart and driving.
July 2012	Addition of Leptospirosis section.
September 2012	Annual Review and re-formatting
October 2013	Annual Review
October 2014	Annual Review and minor amendments to include quality arrangements. Minor amendments to asbestos, vibration, driving, alcohol and drugs and smoking sections also included.
April 2015	Amended to incorporate CDM 2015
March 2016	Annual Review and updates
May 2017	Annual review and company changes

## INTRODUCTION

This policy document has been prepared to define the way that PT Contractors Ltd (PTC) 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 the organisation and arrangements set up to carry out that policy.

PTC Health, Safety and Environmental Management Document System is contained within this policy document and its associated instructions, assessments and guidance documents.

The document system formally communicates the instructions and procedures covering operation and work activities from the Company Director(s) to their supporting Managerial / supervisory staff 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 PTC 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

In every activity of its business, PTC is fully committed to minimising the risk of injury or ill health to people and damage to property or the environment.

PTC fully accepts its moral and legal obligations to safeguard, so far as is reasonably practicable, the health, safety and welfare of its employees and anyone who may be affected by the actions of the Company and its employees.

The Company will set standards to comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.

PTC will:

- Meet its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Provide and maintain safe working environments that minimise the risks to health, safety and welfare.
- Ensure 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 so they can understand their role within the Company.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that:
  - hazardous areas are kept secure from the public, employees, tenants or contractors not required to enter them;
  - adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed when new substances, plant, machinery, equipment, processes or premises are introduced;
  - all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations;
  - contractors working for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractor's legal responsibilities to comply with statutory requirements.

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

Employees are required to cooperate with the Company to ensure their personal safety and to ensure they are not prosecuted for breach of legislation nor have disciplinary action taken against them by the Company for breach of company rules.

This policy, supported by Instructions, Procedures and Organisational Arrangements will be applied to all activities carried out by the Company.

All employees and contractors will enforce this policy. The Managing Director is personally responsible for the health and safety performance of the Company and signs this policy statement in acknowledgement of this.

Signed:



Date:

May 2017

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**For and on behalf of PTC**  
**Mr Philip Trant \_ Managing Director**

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## QUALITY AND ENVIRONMENTAL POLICY STATEMENT

The aim of P T Contractors Limited is to succeed in business by continuously improving Customer satisfaction and value for money whilst operating the business in a manner that reflects good environmental management. In order to meet our Customer requirements within the agreed time and price it is necessary to exercise controls on the activities that affect the successful realisation of our service. We also need to identify our significant environmental impacts and balance the business needs with the requirement to protect the local and global environment.

The Company will achieve this by: -

- Maintaining a Quality & Environmental Management System and continually improving the effectiveness of this system within the requirements of ISO 9001:2008 & ISO 14001:2004;
- Providing our employees with the correct resources, equipment and training to carry out their work
- Monitoring our performance to ensure continuous improvement.

Our Quality & Environmental Policy shall earn the confidence of employees, shareholders, customers and the general public by demonstrating our commitment to comply with all relevant legislation and any other requirements (such as industry schemes) and to minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company has demonstrated a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

In order to achieve this we will:

- Identify all of the Company's environmental aspects and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner, to combat those aspects that are either significant or potentially significant.
- Regularly measure and evaluate our performance, and improve where necessary
- Promote a culture of continual improvement within the Company
- Delegate the responsibility for quality and environmental matters to the appropriate levels in the Company
- Consistently increase the awareness and provide necessary training to all our employees and supply chain partners to ensure environmentally responsible concepts are integrated into their normal working practices
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment
- Identify and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimized
- Use products that have a negligible environmental impact, where appropriate options exist that are acceptable to the client.
- Improve buying, storage and minimise the use of all products and substances, where appropriate
- Reduce the consumption of resources (energy, materials, fuel), where feasible
- Minimise waste through a commitment to apply the waste hierarchy – to eliminate, reduce, reuse, recover, recycle, and then dispose of waste responsibly.

It is our duty to ensure that good quality and environmental management is practised in all contracts and projects that we are involved in, and we will also seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Quality and Environmental Policy to P T Contractors Ltd employees, and it will be freely available to customers, shareholders and the general public.

Mr P Trant is personally responsible for the quality and environmental performance of the Company and signs this policy statement in acknowledgement of this overall responsibility.

Signed:



Date:

May 2017

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**For and on behalf of PTC**  
**Mr Philip Trant – Managing Director**

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## SECTION 1: ORGANISATION

### General Organisation

Arrangements for health, safety, welfare and the environment will be organised by PTC. The Managing Director has overall responsibility for health, safety and the environment.

The Managing Director has appointed 4see responsible for monitoring the Company's Health, Safety and Environmental Policy and for dealing with related health, safety, welfare and environmental matters.

Constructive suggestions to improve health, safety, welfare and environmental awareness in the Company are welcomed from any employee.

### General Responsibilities

Directors and management are responsible for the implementation of the Company's policies on health, safety, welfare and environmental 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, as well as protection of the environment from their work activities.

Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control.

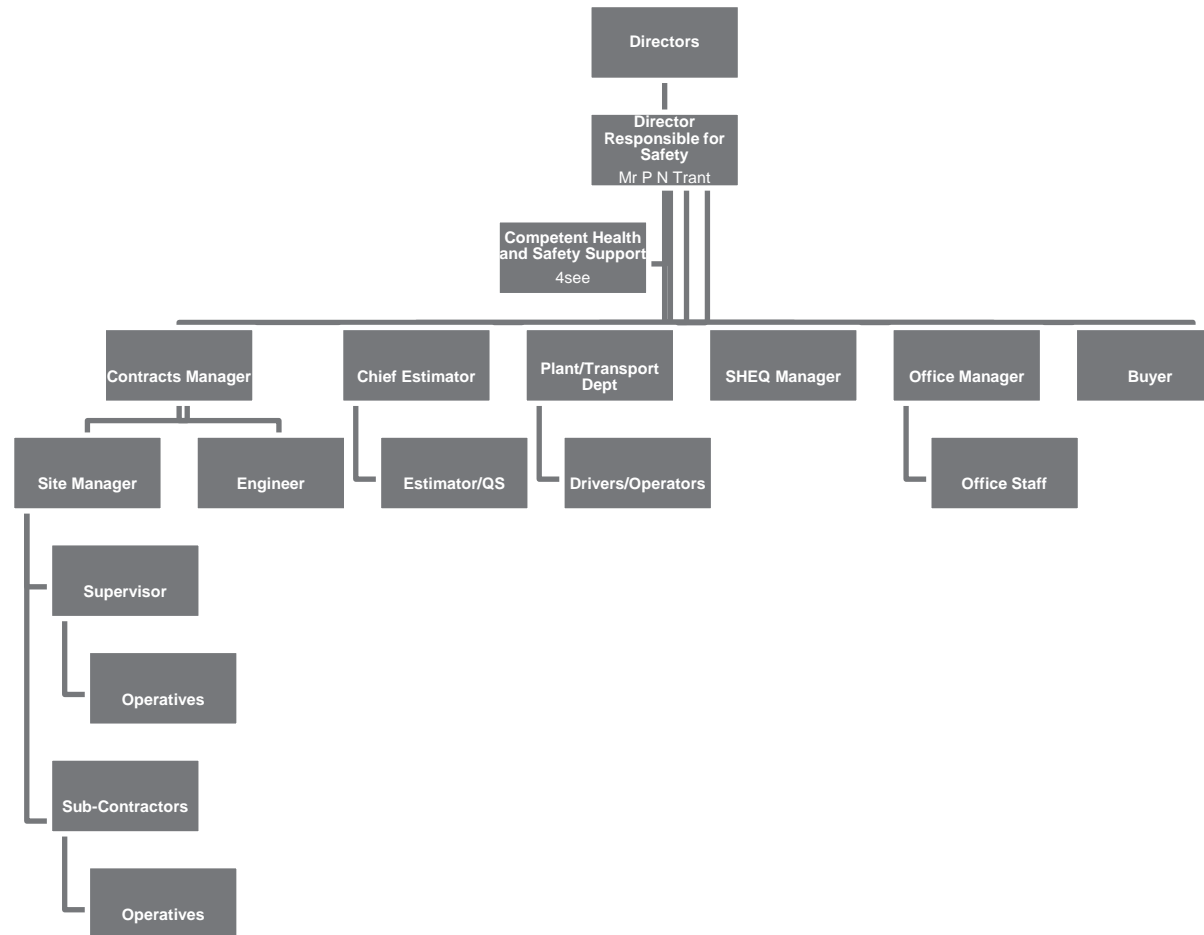
### Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 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. Employees are free to challenge, suggest changes to and discuss the company's arrangements for health, safety and welfare at any time with any member of the managerial staff.

PT Contractors Ltd Organisational Chart





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## SECTION 2: RESPONSIBILITIES

### Responsibilities of the Managing Director

- To have overall responsibility for health, safety and the environment within the Company.
- To ensure that sufficient resources are made available to meet health, safety and environmental needs within the Company.
- To appoint competent persons to manage health, safety and the environment within the Company.

### Responsibilities of the Director Responsible for Health and Safety

- To ensure that the Policy supported by any additional instructions, procedures or other organisational arrangements, is implemented on a day to day basis.
- To bring to the attention of the Board of Directors any Health and Safety matter which may have an adverse effect on the Company, its employees or anyone else who could be affected by the Company's activities.

### Responsibilities of Managers/Assistant Managers

- To read and understand the Company's Health and Safety Policy and comply with the prescribed arrangements.
- To 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, safety and environmental legislation, are complied with as they apply to Company activities.
- To ensure the health, safety and welfare at work of employees under the control of the Company and of contractors working on the company's premises/on behalf of the company by providing and maintaining:
  - Safe places of work and safe access/egress
  - Safe systems of work
  - Adequate levels of supervision, training, instruction, information
  - Relevant Risk Assessments
  - Safe work equipment
  - Adequate personal protective clothing and safety equipment
  - Adequate welfare facilities
  - Safe methods of handling, transporting stores and equipment
  - Accurate Health and Safety records
  - Medical surveillance (where the nature of the work being carried out requires it).
- To ensure all employees are aware of and have knowledge of, their health, safety and environmental responsibilities while undergoing their tasks and that they do not place themselves at risk.
- To employ best practice, as defined by the Company and any relevant bodies, at all times with regard to work activities.
- To set a personal example and carry out their own work in a safe manner using personal protective equipment issued by the Company as necessary.

- To ensure that other people, including visitors and members of the public, are not placed at risk as a result of the Company's activities.
- Where the Company is in control of premises, to ensure that others who visit such location(s) are kept free from risk from either the premises or equipment within.

### Responsibilities of Supervisors

- Set a good example to other employees by following company instructions, guidelines and arrangements when working.
- Ensure workplaces are inspected regularly.
- Monitor waste disposal procedures.
- Ensure Method Statements and Risk Assessment are in place and that control measures that have been identified are being correctly implemented.
- Ensure the correct Personal Protective Equipment is being worn and used correctly.
- Ensure any equipment is used in a safe manner.
- Liaise with the Principal Contractor's Site Manager and PTC's operatives on Health and Safety issues.
- Ensure that work is being carried out without risk to the health and safety of others who may be affected.

### Responsibilities of all Employees

- To read and understand the Company's Health and Safety Policy, its Environmental Policy and comply with the prescribed arrangements and objectives.
- To comply with Risk Assessments and/ Method Statements which apply to their work activities.
- 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 where and when required.
- To use work equipment only as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted. Damage to equipment should be notified to a Manager immediately.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager, including those where no injury occurred.
- To comply with any reasonable instructions given by Directors or appointed persons on matters of Health and Safety, for example; the Fire Marshals.

### Responsibilities of First Aiders

- To provide First Aid to employees and others, as trained.
- To ensure that First Aid Kits are maintained and that accidents are recorded in the accident book and within the company's reporting system.
- To assist in the reporting of serious accidents to Management notably with RIDDOR reporting and where required, assist in any accident investigation.

### Responsibilities of Fire Marshals

- To contribute to the management and enforcement of PTC fire procedures.
- To ensure that the means of escape are clear and free of obstructions by carrying out regular inspections.
- To ensure that firefighting equipment, signage and fire evacuation procedures are in place/displayed and not misused.
- On hearing the fire alarm:
  - Supervise the evacuation of personnel from their area.
  - Check all rooms, stores and toilets to ensure full evacuation.

### Responsibilities of Office and Administration Staff

- To read and understand the Company Health and Safety Policy and comply with the prescribed arrangements.
- To ensure the maintenance of company Health and Safety records.
- To ensure that for each company driver a full UK driving licence is held and fully covers the vehicle being driven and that the driver has been authorised to use a company vehicle or own vehicle for company use.

### Responsibilities of Company Car and Company Van Drivers

- To ensure that a full UK driving licence is held and fully covers the vehicle(s) being driven and that the authorisation to use a company vehicle or own vehicle for company use has been given.
- To not consume alcohol or take medication which could affect driving ability before driving a vehicle on company business.
- To notify the Company of all driving convictions/offences and accidents that occur whilst carrying out company business.
- To ensure that a copy of the relevant business car insurance is obtained and held for use of any vehicle used for company business and that it covers the transfer of passengers and theft of company articles.
- To ensure that the relevant safety checks are made in accordance with the manufacturer's handbook and at the specified frequencies and that any repairs or maintenance are carried out as required.
- For non-company cars, to ensure that all required Road Tax and MOTs (if applicable) are in date and ready for inspection if so requested by the Company.
- To ensure that a mobile phone is only used when it is safe to do so and in accordance with current legislation (i.e. where a hands free kit is fitted). The best recommendation is to wait until the end of a journey to retrieve, receive or send calls

### Responsibilities of Plant/Equipment Operators

- To read and understand the Company Health and Safety Policy and comply with the prescribed arrangements.
- Not to operate any piece of plant, machinery or equipment unless trained and competent to do so.
- To comply with Risk Assessments and Method Statements which apply to their work activities.
- 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 ensure all plant/machinery is subject to a visual inspection before use and that the inspection is recorded.
- To ensure plant/machinery is operated in a safe and controlled manner, with consideration given to operatives and members of the public at all times.

### Responsibilities of Sub-Contractors

Whilst working in any capacity for PTC all Sub-Contractors will be expected to adhere to the Company Health and Safety Policy, to cooperate with the Company on all matters of health and safety at work and to cooperate with the Company's appointed Health and Safety Advisers.

All Contractors employees are to be made aware of PTC Safe Systems of Work (SSoW) and location specific procedures.

Where Contractors activities are outside the above, a specific SSoW must be provided to PTC for approval prior to commencing work.

The SSoW will include a detailed Risk Assessment of the task to be completed and, where applicable, will include safe methods and COSHH information.

All Contractors will be required, where applicable, to be able to demonstrate the applicable and suitable level of competence for the activity(s) they are involved in.

### Responsibilities of 4see

- Advise PTC on the need to prepare, distribute and review a company Health and Safety Policy.
- To provide advice in accordance with the Service Level Agreement on the following:
  - Ensuring a positive Health and Safety culture is established and maintained
  - Effective communication of Health and Safety issues
  - Legal requirements affecting health, safety and welfare
  - Adequate standards of personal protective clothing and equipment
  - Working methods, equipment or materials which could reduce risks
  - Potential hazards in the workplace
  - Health and safety factors affecting the selection of plant and equipment
  - Specialist services including substances hazardous to health, noise, asbestos removal and the application of new and current legislation

- Where requested:
  - Carry out inspections of sites and workplaces as notified by PTC
  - Carry out investigations of serious accidents
  - Assist PTC in notifying and dealing with the Health and Safety Executive/ Environment Agency.

### Health, Safety and Environmental Committee

The Company's Health, Safety and Environmental Committee comprises the following persons:

<b>Name</b>	<b>Role</b>
Philip Trant	Director Responsible for Safety
Jason Woodward	Health and Safety Manager
4see	Appointed Health and Safety Consultants

All employees will be notified whenever there are any changes in personnel on the Committee.

The duties of the Committee will be:

To meet at regular intervals to discuss, assess and revise the on-going implementation of the Company's health, safety and environmental performance, including:

- Accidents, incidents and near-misses
- Employee performance
- Levels of compliance
- Workplace behaviour

The Committee will also review and arrange for the training and instruction of all employees in order for them to maintain the high safety standard expected by the Company.

An on-going review will also be made to allocate individual responsibilities for health and safety throughout the Company and to ensure that all individuals are made fully aware of their level of responsibility.

To assist legal compliance with Health, Safety and Environmental Legislation, PTC have enlisted the services of a specialist company (New Ground) to provide a bespoke (profiled) online Legislation update Service. All staff that require legal or environmental knowledge, reference or guidance have a licence to access the system via the internet, or through the link embedded into the PTC Team Intranet Site.

The online site houses the companies bespoke Legal and Environmental registers, Objectives register, Risks and Opportunity Register, holds many handy reference guides attached to the applicable legislation, ACOP's and LUS guide sheets. The LUS service will also provide monthly updates via email, plus news items based on current and future legislation. Furthermore it will now provide a home our company Quality and Environmental Plans and Objectives for 2017 and onwards, maintaining all the necessary documentation and registers in one easy access place.

## SECTION 3: ARRANGEMENTS

### 1 Introduction

The general details of PTC arrangements for the management of health, safety are provided within this section.

### 2 Health and Safety Policy

The Health and Safety Policy will be reviewed each year, or more frequently if required, to ensure that it is effective and up to date.

The Policy will be amended where required and all employees informed of any amendment.

A copy of the Health and Safety Policy will be available to all employees.

Each workplace will hold a copy of the Policy.

The Health and Safety Policy Statement will be displayed on a health and safety notice board and a copy held at each work location.

### 3 Information and Instruction

PTC recognises the need for effective communication between all parties in the workplace.

We will ensure that its employees are provided with adequate information and suitable instructions to enable them to carry out their work activities.

Information and instruction will be provided in a form which takes account of any language difficulties or disabilities.

Where the workplace is shared information relevant to the safety of all will be communicated.

### 4 Internal Communications

All relevant safety information will be provided at all workplaces where employees are located. This will include:

- Health and Safety Policy
- Environmental Policy
- HSE poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Other safety instructions relevant to that workplace

## 5 External Communication

Managerial and supervisory staff will ensure that they establish lines of communication with other organisations/persons that may be affected by PTC activities. This may be verbally, through the use of signage, in writing or a combination thereof.

Managerial and supervisory staff shall expect likewise that other organisations/persons will communicate health safety, or organisational issues that may impact on PTC Health and safety.

## 6 Training and the Maintenance of Competency

PTC will ensure that its workforce is trained and capable of carrying out their allocated tasks. Many accidents at work happen because an individual is not adequately trained. The likelihood of accidents or injury is reduced when personnel are well trained and are competent.

Managerial and supervisory staff must therefore ensure that all employees under their control have the appropriate training and knowledge required by their tasks and can gain experience relevant to the work being carried out in order to maintain that competence. Newly trained personnel will be appropriately supervised until such time that it is established that a suitable level of competency has been achieved.

PTC have taken the decision to adopt and apply a behavioural based safety system after analysing root cause data from our incident investigations. The identified underlying, and root causes, were proven in many cases to be behaviour based in at least one, or more of the root causes. Behavioural based issues contributing to the final outcomes are too often looked over when it comes to fully addressing the issue, therefore PTC have decided to run a long term behavioural based safety programme called "Safety Champions" Its aim is to improve safety by changing the safety culture to an interdependent safety culture (Brothers Keep mentality) to all our operations and throughout our organization. All PTC personnel and long term subcontractors must attend initial and subsequent training as identified to support the programme long term, along with any follow up and refresher training.

Management and supervisory staff will identify and arrange training and instruction of employees.

Records will be kept of all training related to their work activities (including trade related qualifications) along with health safety and environmental issues. Refresher training will be organised (where required) to keep each employee's qualifications up to date and to maintain competence.

Accurate records of training will enable the company to demonstrate effective management of training to enforcing authorities or other interested parties.

## 7 Risk Assessment

PTC will carry out Risk Assessments of its work activities. Risk Assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.

Managerial and supervisory staff are required to ensure Risk Assessments are in place for activities under their control. These Risk Assessments will be formulated by competent person(s).

All person(s) involved in a task will have the contents of the Risk Assessment formally communicated to them. Records demonstrating the receipt of this information will be retained by the company. A copy of the Risk Assessment will be available at the workplace.

Where PTC works with another organisation, for example a contractor, we will communicate applicable Risk Assessment(s) which impact on that other organisation's work. Equally we will ensure that the other organisation communicates its Risk Assessment(s) where these have an impact on the health and safety of our workforce.

All Risk Assessments will be monitored and reviewed at regular intervals based upon the level of risk or when working practices or equipment change, to confirm that risks are adequately controlled and comply with current legislation.

## 8 Method Statements

A Method Statement will be produced by PTC to describe how to control the risks identified for work activities in order to achieve a Safe System of Work.

A copy of the method statement (and its associated Risk Assessments) will be available at the workplace.

Everyone involved in the task will have the contents of the Method Statement formally communicated to them by managerial and supervisory staff. Records demonstrating the receipt of this information will be retained by the company.

The Principal Contractor will be requested to ensure that all requirements are met and that all planning procedures/control measures are implemented (with particular reference to hazardous features that the Principal Contractor has control over).

## 9 Safe Systems of Work

PTC will ensure that a Safe System of Work (SSoW) is established for all its work activities. In order to achieve this, work activities will be risk assessed.

In general terms:

- Where a hazard cannot be eliminated the identified risk will be managed and controlled within tolerable limits.
- Method Statements and / or Risk Assessments that reflect the work activity and the environment in which it will occur will be established.



- Where a task requires specific actions to be followed a permit to work system will be established and implemented.
- Safety equipment required to achieve risk control will be provided free of charge where necessary.

## 10 Safe Place of Work

PTC is required to provide its employees, so far as is reasonably practicable, with a safe place of work along with safe access to and from that place of work. This will largely be achieved by the implementation of a safe system of work within that workplace.

Furthermore we will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.

Regular inspections/monitoring of workplaces will be conducted by a competent person. Records will be kept and any findings reported, and where appropriate actioned.

## 11 Home Working

Should Company employees work at home at any time, the general arrangements for managing their workplace will still apply.

To minimise risks, a Risk Assessment of the workplace will be carried out to identify potential hazards, in the same way as in a traditional work environment.

Records of assessments will be retained and reviewed to ensure the working environment remains acceptable.

All work equipment that is issued for home use will be subject to an assessment of suitability and will be subject to regular inspection on request. All sections of the Health and Safety Policy and procedures will remain applicable, particularly Accident Reporting.

## 12 Work in Excavations

Excavation work is a high risk activity. PTC shall ensure that any excavation work is risk assessed and that the activity is properly supervised.

All areas to be excavated shall be checked for underground services (see separate section within this Policy) or other obstacles.

Steps shall be taken to ensure the prevention of:

- Collapse of the excavation
- Falls of materials and the burying or trapping of a person
- Overloading of ground nearby and the undermining of adjacent structures

All equipment used shall be installed, altered or dismantled under supervision of a competent person.

### **13 Work in Confined Spaces**

A confined space is defined as any place, in which, by virtue of its enclosed nature and the activities being undertaken or the conditions within, there arises a reasonably foreseeable specified risk.

PTC shall give due consideration to establish if its activities are taking place in what could be a confined space and shall take action accordingly.

Where the workplace is viewed as a confined space it shall be considered whether the work can be carried out without accessing the confined space. Where it cannot, the work will be subject to Risk Assessment. Permits to work will be used.

Only competent persons may be involved in confined space work.

### **14 Work In other Employer's Premises**

All activities that PTC engages in within other employer's premises will be subject to Risk Assessment.

Liaison with the controller of the premises will be achieved in order that suitable cooperation and coordination can be established to ensure the health and safety for all involved.

### **15 Monitoring at the Workplace**

Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this Policy. Where it is found that the Policy cannot be followed, the issue must be reported to senior management for review of the Policy and/or the procedure. Some activities may require specific assessment.

All 'Specified injuries' and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/or corrective action will be made.

All accidents and near misses must be reported to supervisory and managerial staff at the workplace. Notably where Incidents and injuries are to be notified to the enforcing authorities subject the requirement of legislation. Such incidents will be investigated in accordance to the severity of the incident this may require the assistance of 4see upon request.

Injuries of any description must be recorded in the accident book. Senior management will take steps to analyse such information in order to take such steps as are necessary to implement remedial action and so prevent reoccurrence where it is able.

Meetings to discuss health, safety, welfare and environmental issues will be held at regular intervals between management and 4see upon request.

## 16 Work at Height

The working at height regulations require employers to:

- Avoid employees working at height where it is possible;
- Make effective use of safe places of work already provided;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided; and
- Where they cannot eliminate the risk of a fall liable to cause personal injury, use equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Company will carry out a Risk Assessment to identify the risks of work at height and develop processes to eliminate or control the risks. Additionally we will ensure that all work at height is adequately planned, organised and supervised and carried out in a safe manner.

PTC will ensure that everyone involved in working at height is competent (or being trained and supervised by a competent person). We will provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

PTC will appoint a competent person(s) to inspect and maintain work at height equipment (including places of work) at the statutory intervals determined by the environment and frequency of use.

All personal protective equipment provided to maintain safety when working at height (i.e. harnesses and lanyards); will be inspected at the required frequency and any defects noted during those inspections. These will be reported by operatives prior to or during use and will be attended to immediately.

Employees must inspect the equipment provided immediately before they use it and ensure any defective equipment is exchanged or repaired before use.

If work is to be undertaken at height then prevention of falls will be the first priority. Collective prevention measures will be put in place so that personal protection is only a secondary measure.

When selecting work equipment, PTC will take account of the working conditions, the distance to be negotiated, the distance and consequences of a fall.

Additionally, we will ensure that arrangements are in place in the event of an emergency or a rescue needing to be facilitated.

## 17 Scaffolding

All reasonable steps will be taken by PTC to provide a safe place of work for employees required to use scaffolding.

Scaffold structure will be erected by a competent contractor.

The nature of structure will be determined by the requirement(s) of the work to be carried out, the environmental conditions and the location of the structure. This may mean that the scaffold may follow a standard design or require specific design.

Access to the scaffold will be determined by site conditions. However; the aim should be to provide a staircase where reasonably practicable or ladders with adequately protected landing points.

The Company will ensure that the necessary preventative and protective measures are put in place to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The Company will appoint a competent person to be responsible for supervising the erection, altering and dismantling of scaffolding and for inspecting all equipment, before it is used after any event likely to affect its stability and at intervals of 7 days or less, as required.

Inspections will be recorded. Records will be retained at the place of work until completion and thereafter for three months at head office.

## **18 Mobile Towers**

All reasonable steps will be taken by PTC to provide a safe place of work for employees required to use mobile tower scaffolds.

Mobile towers will be erected and used only by competent persons with the relevant proof of training in accordance with the mobile towers instruction manual.

These persons will be required to inspect the individual components and the tower as a whole prior to use. It will also be inspected after every occasion that the tower is erected. (If the tower remains static for more than 7 days then it shall be subject to inspection).

All inspections will be recorded. Records will be retained at the place of work until completion and thereafter for three months at head office.

The Company will ensure that the necessary preventative and protective measures are put in place to prevent falls of persons or materials from the workplace or of the tower itself and will liaise with any other persons involved in the work activity. The safety of the personnel erecting the tower must be maintained throughout the process and likewise during dismantling. In selecting mobile towers for use, we will ensure that they are appropriate for the work and that the methods of erection and dismantling provide the safest method possible.

## **19 Podium Steps and Low Level Access Equipment**

All reasonable steps will be taken by PTC to provide a safe place of work for employees required to use podium steps and low level access equipment.

Podium steps and low level access equipment will be erected and used only by competent persons with the relevant proof of training in accordance with the equipment's instruction manual. These persons will be required to inspect the individual components and the equipment as a whole prior to use.

Inspections will be recorded. Records will be retained at the place of work until completion and thereafter for three months at head office.

The Company will ensure that the necessary preventative and protective measures are put in place to prevent falls of persons or materials from the workplace or from the equipment itself. The company will liaise with any other persons involved in the work activity.

In selecting podium steps and low level access equipment for use, we will ensure that they are appropriate for the work and that the methods of erection and dismantling provide the safest method possible.

## 20 Ladders and Step Ladders

Ladders will be used only where the use of more suitable work equipment is not justified. (This could be due to the low risk and short duration of use or, because of existing features within the workplace which cannot be altered which make ladders the only possible suitable equipment).

No work will be conducted from ladders unless a Risk Assessment shows that this is the only reasonably practicable and final option. Every attempt will be made by PTC to eliminate the use of ladders and step ladders as an option for working at height.

If ladders are deemed to be the only option, they will be used only if a Risk Assessment shows:

- That the operative can maintain three points of contact;
- That the task is of short duration (under 30 minutes);
- That the task is low risk;
- Ladders are industrial use class 1 or EN131;
- Ladders can be set at an angle not exceeding 75 degrees (1 out to 4 ratio);
- Ladders are clearly identifiable and subject to regular inspections.

Additional control measures will be introduced (if practicable) to reduce the risks to a minimum. This will be in the form of ladder stays, stand offs or other proprietary ladders or ladder securing devices.

Persons using ladders will have attended training in the use of ladders and any associated accessories and be familiar with the hazards associated with the use of this equipment.

Step ladders will be used only when the Risk Assessment determines that their use has a low risk and is of a short duration (less than 30 minutes) and, where other equipment cannot fit due to space restrictions. Priority will be given to selecting work equipment with a working platform and some type of edge protection or rail whilst the operative is on the steps. Podium steps or similar design equipment will be considered in the first instance.

Step ladders will be of sufficient height to enable the work to be carried out from no higher than the third tread from the top. Step ladders will be used only on a firm and level base to prevent them toppling.

All ladders and step ladders will be inspected prior to each use and on a regular basis which shall be recorded.

## 21 Plant/Machinery/Equipment

All reasonably practicable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment or may be affected by it use.

PTC will carry out assessment(s) of risks for use and maintenance of all plant/machinery/equipment and will ensure that all control measures identified in the Risk Assessment(s) are implemented to minimise risk.

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or a competent engineer. Only competent and appointed personnel may carry out maintenance.

Records of the inspections, service and maintenance, including statutory inspections, will be maintained in accordance with current legislation.

## 22 Lifting Equipment

Lifting equipment covers a wide range of equipment, including:

- Lifts in buildings, hoists, cranes, vehicle mounted tail lifts, excavators, forklifts,
- All lifting equipment must be suitable for the task.

PTC will obtain adequate information from the installer or supplier of lifting equipment on the safe and proper use of the equipment.

Any lifting appliance or lifting equipment provided or delivered to a workplace must have been tested, thoroughly examined and inspected in accordance with the relevant standards.

Copies of inspection certificates, register entries etc. must be available at the workplace.

The equipment will be subject to inspection on a daily basis by the operator and on a regular basis relevant to its use and environment. Inspections shall be recorded.

Employees trained in the use of lifting Equipment must not exceed the safe working load of that lifting equipment or use it in a way or for a purpose for which it is not intended.

## 23 Crane Lifts

All crane lifts are to be planned and documented. Planning is to be carried out by a suitably trained and competent person.

No alterations to Lifting Plans are to be carried out other than by a suitably trained and competent person.

Cranes are to be operated by suitably trained and competent persons.

Crane lifts are to be supervised by a suitably trained and competent person.

In accordance with the requirements of the lifting plan and good practice, trained banksman and slinger/signallers will be available.

Means of communication between all parties will be agreed prior to commencement of any lift.

## **24 Mobile Elevating Work Platforms**

Mobile Elevating Work Platforms (MEWPs) must be operated only by competent employees who hold relevant proof of training and have undergone familiarisation training by the plant hirer.

When Cherry Picker type MEWPs are used, employees will be attached to the proprietary fixing point by a harness and fixed length restraint lanyard.

To prevent being thrown out, an employee operating a Scissor Lift type MEWP should fix harnesses to the attachment point when operating the machine over rough ground and while the platform ascends and descends. There is no requirement to be harnessed to the Scissor Lift whilst working within the confines of the platform when it is in a static position.

## **25 Mobile Plant**

Only trained and appointed personnel will be permitted to operate any mobile plant under PTC control.

Such personnel will be familiarised with any mobile plant that is new to them (i.e. hired item from a different manufacturer that the personnel are used to).

Personnel will have access to manufacturers/suppliers instruction on operation, servicing and maintenance.

Personnel will not travel on mobile plant unless there is a safe place for them to do so.

Any safety features fitted to the mobile plant i.e. seat belts roll bars etc. will be fully used.

Only plant with the correct features may operate on the public highway.

## **26 Driving When Working for PTC**

PTC recognises the risks to drivers when at work through the statistics released annually by the HSE and information in the media. The Company has a responsibility to control the health, safety and welfare of their employees whilst driving either company or self-owned vehicles used for work.

The Company's Policy is that all drivers must be in control of their vehicle at all times.

No electronic devices are to be used even for the shortest period when in control of a vehicle. Mobile telephones or other means of communication are to be used only if the vehicle has stopped in a safe place and the handbrake is applied.

All drivers must be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others, is forbidden to drive. Should any member of staff feel unfit to drive for any reason, a Supervisor or Manager should be immediately informed.

Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are permitted to do so.

Authority will be given to all drivers and a copy of their full UK driving licence will be held on file.

Authorised drivers will be required to notify the Company of driving convictions and offences. Business use insurance must be in place for all drivers of vehicles.

For all company vehicles the required Road Tax and MOT (if applicable) will be held and a register kept and held on file.

Company vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions. Additionally, regular checks will be carried out on the roadworthiness of all company vehicles (e.g. tyre pressure and condition, including spare; correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen).

Employees will be instructed on how to carry out these checks themselves and reminded to undertake them.

Employees will be made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

## **27 Display Screen Equipment**

The use of Display Screen Equipment (DSE) has been linked to cases of Musculoskeletal disorders (see separate section within this Policy) and eye problems.

In accordance with current legislation PTC will identify all Users – those employees who use DSE for a significant part of their working day (usually in excess of 1 hour).

A suitable assessment of the risk will be carried out for all users. Any risks identified will be reduced as far as is reasonably practicable.

All users will receive regular, adequate training and information in the correct set-up and use of DSE.

Eye tests will be provided upon request and the company will make a contribution to the basic price of spectacles provided specifically for the use of DSE.

Any user who works at home or away from the Company's premises will receive adequate information in the correct set-up and use of DSE. This information should enable the person to complete their own DSE Risk Assessment, which will be returned to their Manager or Supervisor once complete.



Any risks identified will be reduced to low as is reasonably practicable.

## 28 Occupational Health

PTC recognises that workers may suffer from ill health caused or made worse by work. This may be due to for example:

- Musculoskeletal disorders (MSDs): from work-related upper limb disorders (WRULDs) and back injuries;
- Work-related stress;
- Occupational dermatitis;
- And many others.

We will carry out assessment(s) of risks related to potential ill health through work activities and will ensure that all control measures identified in the Risk Assessment(s) are implemented to minimise risk.

Employees are encouraged to report any suspected work related ill health through Supervisors and Managers so that action can be taken to manage the situation.

## 29 Noise

Current legislation on the control of Noise at Work requires employers to reduce and control the exposure to noise to their employees. This is achieved by assessing the risk and taking account of exposure levels set within the Regulations.

The exposure levels apply to either a daily or weekly exposure based on 8 hours- dB (A) or the maximum noise (peak sound pressure) in a working day- dB (C):

### Lower Exposure Action Value

- Daily or Weekly Personal Noise exposure – 80 dB (A) Peak sound – 135 dB (C). Assessment is required to establish potential risk and hearing protection is made available.

### Upper Exposure Action Value

- Daily or Weekly Personal Noise exposure – 85 dB (A) Peak sound- 137 dB (C) Noise is reduced and where this is not successfully controlled (ideally through mechanical means) or if not, then through mandatory use of hearing protection.

Additionally an Exposure Limit Value as been set:

- Daily or Weekly Personal Noise exposure of 87 dB (A) Peak sound– 140 dB (C). This must not be exceeded even taking account of the protection afforded by hearing protection.

We will carry out suitable and sufficient risk assessment for all activities where it is believed that there is a risk of employees being exposed above the lower action value 80 decibels.

The company will eliminate or control noise at source where it is practicable to do so. And where it is not, will provide its employees with suitable and sufficient hearing protection selected according to the noise risk to which the employees are exposed.

PTC will:

- Ensure that all employees, contractors and visitors receive such information as is necessary to warn them of the risk. Furthermore that they will obey any instructions and warning notices with regard to the wearing of hearing protection in areas where a risk exists;
- Ensure plant and equipment is selected and maintained to minimise noise levels;
- Ensure suitable ear protection is supplied for the conditions of exposure;
- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard;
- Workplace Management and Supervisors will ensure compliance with any noise levels.

Employees have a duty to comply with and use the measures that PTC provides under the regulations including:

- To use any controls as determined by the Risk Assessment;
- To wear any hearing protection provided when exposed at or above the Upper Exposure Limits or where mandatory areas have been designated;
- Not misuse, interfere with the hearing protection and report any defects to the employer.

### **30 The Control of Vibration**

Current legislation on the control of Vibration at Work requires employers to make a suitable and sufficient assessment of the risks posed of either hand/arm and/or whole body vibration.

Employers must introduce control measures to, in the first instance, eliminate the vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

The exposure limits and action values are:

- Daily Exposure Limit Value –  $5 \text{ m/s}^2$  in an 8 hour period
- Daily Exposure Action Value –  $2.5 \text{ m/s}^2$  in an 8 hour period

Therefore PTC will ensure that a regime is implemented for:

- Establishing the risks associated with tools that vibrate;
- Knowing which items of equipment pose the highest risk to employees;
- Ensuring that a purchasing/hiring policy is established to ensure that the equipment is selected correctly;
- Setting policy based on recognised exposure limits for the use of this equipment;
- Providing Information, Instruction and Training on vibration risks to employees;
- Recording exposure levels and durations for employees where necessary;
- Providing Health Surveillance where required.

The basis of the Risk Assessment is to avoid the risk wherever possible. However, if the job cannot be done without exposure to vibration equipment the following steps will be taken:

- **Select** - select equipment that produces the least possible vibration or removes the operative from the source of the vibration by using remote control equipment;
- **Provision** - consider other equipment which can be used in conjunction with the vibrating equipment which reduces the risk of injuries caused by vibration, for instance foul weather protection for cold and damp;
- **Maintain** - good maintenance can reduce vibration levels considerably; operatives should be instructed in basic maintenance such as the replacement of blunt drills or chisels;
- **Limitation** - ensure that limits/durations are set on tasks and appropriate rest periods are taken;
- **Train** - make operatives aware of the risks and the precautions, such as gripping tools properly;
- **Inform** - provide up to date information on the vibration risks;
- **Review** - review the use of vibrating equipment as technological advances are made available.

### 31 Hazardous Substances

Prior to any work activity commencing, information must be obtained on any material, substance or process to be used or likely to be encountered which could be a hazard to the health of personnel.

PTC shall carry out Risk Assessment(s) related to the use of products or the creation of by-products, to identify whether those substances are hazardous to health. If necessary, a workplace/job specific Control Of Substances Hazardous to Health (COSHH) assessment will be produced.

Appropriate control measures must be identified and implemented to ensure the Health and Safety of personnel affected by the use of substances hazardous to health and the protection of the environment.

Such control measures may seek to eliminate/substitute the substance, to provide collective protection and or personal protection.

### 32 Musculoskeletal Disorders and Manual Handling

Musculoskeletal Disorders (MSD) cover any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. PTC will take the steps necessary to prevent and manage MSDs, assessing the risks of manual handling and repetitive tasks.

The incorrect handling of loads causes large numbers of injuries and can result in pain, time off work and sometimes permanent disablement.

Manual Handling operations are defined as "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force".

Current legislation requires, where reasonably practicable, that manual handling is eliminated. Where it cannot be eliminated, then a Risk Assessment must be carried out where there is a risk of injury due to the manual handling operation.

To this end, the company shall seek to effectively manage the handling activities that its personnel may be engaged in as part of their work (including taking account of repetitive tasks). This will be achieved by the following four steps:

- **Avoid** the need for manual handling, so far as is reasonably practicable;
- **Assess** the risk of injury from any manual handling that cannot be avoided;
- **Reduce** the risk of injury from manual handling, so far as is reasonably practicable;
- **Inform** the employer if hazardous handling activities are identified.

Where manual handling tasks are necessary, we will conduct a Risk Assessment and implement any required control measures. These may include:

- Provide mechanical aids such as trolleys, pallet truck etc;
- Provide sufficient persons to enable the lift to be carried out in a safe manner;
- Provide suitable lifting attachments such as handles or handholds;
- Ensure items are secure to prevent load shifting;
- Reduce the size of load to be lifted;
- Provide adequate PPE;
- Provide employees with manual handling training;
- Provide manual handling information through posters etc;
- Ensure employees take care to ensure that their activities do not put others at risk.

### 33 Stress

Stress in the workplace is a reality of working in current times. An employee who is severely stressed may significantly increase the likelihood of having or contributing to an accident, becoming a hazard to himself/herself as well as to others.

PTC has a responsibility to control the health, safety and welfare of its employees and this includes reviewing the impact of stress at work. In order to manage stress in the workplace the HSE's management standards for stress shall be applied.

These cover the primary sources of stress at work:

**Demands** - workload, work patterns and the work environment;

**Control** – how much say the employee has in the way they do their work;

**Support** – the encouragement, sponsorship and resources provided by the employer, management and fellow employees;

**Relationships** – includes promoting positive working, the avoidance of conflict and dealing with unacceptable behaviour;

**Role** – whether the employee understands their role and conflicting roles are avoided;

**Change** – how change is managed and communicated.

Management and supervisory staff should be aware of, and look for, the symptoms of stress in individuals and in groups. Equally any employee who may strongly suspect that a fellow employee or they themselves are being affected by stress should refer this to the appropriate Manager who will arrange for the person to be assessed and/or monitored.

PTC Policy will regularly review each employee's work performance and workload. Employees will be given every chance to air their views and grievances at these reviews.

### 34 Health Surveillance

Operatives may sometimes need to use certain substances and materials that may pose risks to their health. In addition they may carry out activities, or work in environments which may equally affect their health.

All efforts will be made to identify pre-contract, any risks to short or long term health that creates a requirement for health surveillance and monitoring, this is so those involved, can effectively plan and execute the safest strategy to ensure a healthy environment and protect workers' health to a safe level. At PTC our adopted safety slogan is "DO IT SAFELY OR NOT AT ALL"

Further to any COSHH, noise, vibration or other assessments that PTC carry out, (which will require the implementation of applicable control measures), health surveillance will be implemented where the assessment or legislation requires it to ensure that personnel's health is maintained monitored.

### 35 Managing Sickness

Research shows that long periods out of work can lead to worse health, while working can be good for physical and mental health and well-being.

In some cases the longer personnel are absent through illness, the lower the chances of them returning to work. Work may help people recover more quickly from illness.

To this end, PTC will endeavour to help employees back to work as soon as possible.

The company will ensure that it maintains regular contact with the employee during their absence (in accordance with the HSE recommended guidance document HSG 249) and implement the Company's Sickness Policy.

The employee will be required to inform the company of their intended absence and (where applicable) provide a 'Fit Note' from their Doctor.

A plan to return to work will be implemented with professional advice sought if required. This plan will be agreed with the employee and progress will be monitored.

Where necessary, we will discuss changes to support an employee's long-term prospects of employment following sickness absence.

On return to work the employee will receive a 'return to work' interview. Monitoring of sickness absence and any effects from illness/injury will be agreed to ensure that any reasonable adjustments to the working environment/activities can be accommodated.

### 36 Asbestos

Asbestos represents a significant risk within the work environment PTC shall take such steps as are necessary to control this risk as it affects its undertakings as per the regulation Control of Asbestos Regulations 2012.

### 37 Management of Premises Containing Asbestos

PTC recognises its duty to manage asbestos in premises under its control.

To this end, any premises under its control will be surveyed to establish the presence of asbestos. The information produced from that survey will be made available to any person carrying out work within those premises where the asbestos could be disturbed.

A written Asbestos Management Plan will be implemented which includes measures for condition monitoring and an assessment of the likelihood of anyone being exposed to the materials. The Asbestos Management Plan will be reviewed annually or more frequently if deemed necessary.

The building will be managed to prevent such disturbance with instructions being issued to employees or other who may be affected.

Where asbestos in a building under our control is in such a condition that it represents a significant risk, then it shall be removed under control.

### 38 Work Where Asbestos May Be Encountered

Steps will be taken to identify and locate materials in premises likely to contain Asbestos.

Employees and any others who are likely to come into contact with Asbestos will receive awareness training which will include emergency procedures, decontamination procedures and safe working practices.

Contractors who work in the premises will be trained in Asbestos Awareness and will be made aware of the location of any asbestos-containing materials prior to the start of any work.

Before any work is carried out on the fabric of any premises, a specific and more intrusive investigation may be required to ensure that any concealed Asbestos-containing materials are identified.

**No works that will disturb asbestos-containing materials shall be under taken under any circumstances.**

Should suspected Asbestos-containing materials be discovered during any works then all works will be stopped until specialist advice is sought.

Any asbestos removal works will be carried out by trained asbestos contractors and all waste will be disposed of in accordance with current waste regulations.

### **39 Underground Services**

PTC will ensure all information on existing underground services is obtained before any excavation work commences.

Full consultation will be carried out at all stages with representatives of the various service authorities to agree any precautions required.

Only trained operatives will physically locate and mark all services by means of locating equipment and hand dug trial holes.

Operatives should not assume that the plans are accurate or to scale, but use them as an indicator for position, layout and numbers of services.

In addition, reliance is not placed upon locating equipment alone. Physical indicators such as previous excavations, junction boxes, manholes etc. will also be used.

### **40 Electricity – General**

The use of electricity in the workplace is widespread and represents a significant risk of personal injury and fire.

No company employee is to undertake electrical work on any equipment or system within the workplace unless those employees hold the relevant qualifications and have been authorised.

Any faults or hazards related to electrical equipment or installation should be reported to Supervisors or Managers for action.

### **41 Management of Electricity in Premises**

PTC will ensure that electrical installations are subject to inspection, testing and where required maintenance. Managers responsible for premises will obtain certification to ensure that any permanent or temporary (if required) installations are on record and in date.

Periodic Portable Appliance Testing will be carried out for all electrical equipment as suggested by guidance or specified by the company's insurance company, whichever is the shortest period.

All personnel should visually inspect any electrical equipment under their control for suspected visual defects and report these for corrective action.

Where the employee is facing problems in powering equipment, (i.e. lack of sockets), they should report this and not attempt to resolve the situation themselves by adding extension leads.

## **42 Electricity - (Construction)**

No work will be undertaken by any PTC employee on or in the vicinity of live electrics. Such work is only to be carried out by qualified and authorised personnel, subject to a permit to work.

Where permanent electrics are required to be disconnected or isolated, our managerial and supervisory staff are responsible for obtaining the necessary certification.

Managerial and supervisory staff are responsible for obtaining information on and arranging for the protection of any existing or temporary buried, overhead or surface laid electrics. Managerial and supervisory staff are responsible for ensuring that adequate power distribution is provided to locations where it is required, subject to contractual agreement between parties on site. This will include ensuring provision of sufficient sockets for battery charging.

Only 110V equipment (or less) will be used on any company site for power tools. Any specialist equipment which operates at higher voltage and for which an 110V alternative does not exist may be used only subject to specific assessment and implementation of the relevant control measures.

Portable and transportable equipment shall be inspected and tested as frequently as required. The frequency will depend on the environment in which the equipment is used, the conditions of usage and how carefully it is handled.

Equipment used on site will normally be inspected at least every 3 months and equipment used in an office environment will be inspected at least every 12 months.

Temporary electrical installation to site offices and welfare facilities will be inspected every 3 months.

## **43 Gas**

Gas represents a significant risk to both PTC personnel and to others that it may affect. The management of gas safety is therefore an area that requires close attention.

## **44 Control of Gas in Premises**

The company will ensure that its gas equipment and storage is regularly inspected and maintained in accordance with guidance and supplier advice. Such work will only be carried out by a competent contractor.

Documentation relevant to such work will be kept on record.



## 45 Emergency Procedures

Whilst all reasonably practicable steps shall be taken by PTC to ensure its activities take place as planned, within the boundaries set by this policy and any relevant assessments, the company recognises that emergencies can occur and that these need consideration and management action in order that control of a situation where its employees may be at risk.

Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.

All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.

Appointed persons will be identified to take control in the event of an emergency incident.

## 46 Fire Prevention and Evacuation Procedures

A Fire Risk Assessment will be completed at all workplaces under the control of PTC.

Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection;
- Means of raising the alarm in the event of a fire;
- Firefighting equipment;
- Emergency lighting;
- Emergency routes and exits.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment. Fixed electrical installations will be inspected and tested periodically.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person will regularly inspect the designated evacuation routes for obstructions.

Fire plans will be displayed around the building(s). Emergency routes and exits will be indicated by signs.

Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly and records will be maintained.

Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

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## 47 First Aid and Accident Reporting

All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees) or damage to any property.

Nominated 'suitable person(s)' - trained First Aiders or Emergency First Aiders - will be provided at all workplaces to administer First Aid treatment. The numbers required will be determined by a suitable and sufficient Risk Assessment.

Adequate first aid equipment will be provided at all workplaces under the control of the First Aider to include:

- First Aid kits;
- Eyewash stations;
- A suitable place or room for the administration of simple first aid procedures.

All employees, contractors and visitors must report all injuries and accidents in accordance with Company Policy and ensure details are recorded in the Workplace Accident Book. The book may be hard copy or electronic.

Management must report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required by current legislation.

Fatal and 'Specified injuries' can be reported by phone and online to the HSE Incident Contact Centre.

Less serious accidents where a person is away from normal working duties for at least seven days as a direct result of a work related accident can only be reported using the F2508 form and must be reported within 15 days of the accident.

For benchmark and comparative analysis against previous statistics, we will continue to record all injuries which result in absence from work of more than three days.

Reported accidents will be investigated to ensure that protective and preventive measures are reviewed and controls are amended or improved as required to prevent recurrence. Accident reports will be prepared to comply with legislation and where necessary to prepare for litigation.

The Enforcing Authority must be informed when:

- Any person dies as a result of or in connection with work;
- Any person suffers a 'Specified injury' or disease as a result of or in connection with work;
- A person is incapacitated for work for more than 7 consecutive days due to an accident at work. This must be reported within 15 days;
- Any person not at work (visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital.

## 48 Welfare Facilities

Suitable and sufficient welfare facilities will be available at all workplaces for all employees, contractors and visitors, including:

- Toilet facilities, (including special facilities for the disabled);
- Washing facilities;
- Facilities for rest and to prepare and eat meals, including means for boiling water
- Drinking water.

All facilities will be maintained to a satisfactory standard, with regard to:

- Accessibility
- Temperature
- Ventilation
- Lighting
- Cleanliness/hygiene.

Where welfare facilities are to be shared on site between different contractors, arrangements and procedures for the proper use and maintenance of those facilities must be developed and communicated to all parties. This will be detailed in the Induction Procedure or on a notifiable site within the Construction Phase Plan.

## 49 Personal Protective Equipment

The company recognises the use of PPE as part of its strategy to control risk. PPE will be selected following Risk Assessment identifying its need.

The selection will be based on the PPE's ability to afford the best protection and shall be provided free of charge, to all personnel requiring it to carry out their allocated tasks.

PTC will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.

Personnel will use issued PPE fully and correctly and shall report any loss or damage.

All PPE shall be personal issue.

## 50 Protection of the Public and/or Non-Employees

Arrangements will be made to ensure, so far as is reasonably practicable, that no member of the public or non PTC employee(s) is exposed to risks to their Health and Safety as a result of our activities.

In carrying out any activity in the presence of the public or non-employee, all personnel representing the company shall ensure that the safe system of work takes adequate account of the public and non-employee and, that suitable and sufficient precautions are in place to protect them.

## 51 New or Expectant Mothers

Any employee is required to notify the company (in writing) that she is pregnant, has given birth within the previous six months, or is breastfeeding.

She will also be required to provide the company with a certificate from a registered medical practitioner or a registered midwife showing that she is pregnant.

Once this is confirmed, PTC will conduct a review of her current work, specific Risk Assessment and implement any changes/control measures to protect her unborn baby.

This assessment will take into account the following considerations:

- Long working hours;
- Night-time working;
- Stress;
- Noise;
- Violence from customers;
- Exposure to toxic substances, e.g. lead, pesticides, mercury etc;
- Radiation;
- Manual handling.

This assessment will be reviewed at regular intervals by Managerial and Supervisory staff or as/when the employee requests it.

PTC will also provide suitable facilities for pregnant and breastfeeding mothers to rest while at work.

## 52 Employment of Personnel with Disabilities

A disability is defined as having a physical or mental impairment that has a substantial or long term negative effect on the ability to do normal daily activities.

To this end the Company will endeavour to promote the employment of disabled people, identifying suitable opportunities wherever possible. The Company will also ensure that its employment practices tackle disability discrimination and promote disability equality.

PTC will provide the necessary support, assistance and care to disabled employees. When an existing employee becomes disabled, we will make every reasonable effort to continue to provide suitable employment in the same job or suitable alternative job. Furthermore, if necessary, we will provide relevant training or re-training.

## 53 Young Persons

The company accepts responsibility for ensuring that young people, particularly those under 18, are safe in the working environment.

Before employing a young person, PTC will undertake a Risk Assessment in accordance current legislation.

We will ensure that all young persons employed are protected at work from any risks to their health or safety which are a consequence of their lack of experience or absence of awareness of existing or potential risks or the fact that they have not yet fully matured.

The company will not employ a young person for work which:

- is beyond their physical or psychological capacity;
- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm any unborn child;
- exposes them to radiation;
- involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety;
- involves a risk to their health from extreme heat, noise or vibration;
- exposes them to night work, which is not normally permitted between 22.00 and 06.00 but may be varied in writing to 23.00 to 07.00 hours;

The restrictions do not apply in the following special circumstances:

- where it is necessary for training (e.g. NVQ, SVQ, In-House, Apprenticeships);
- where the young person will be supervised by a competent person;
- where any risk will be reduced to the lowest level that is reasonably practicable.

PTC will obtain parent or guardian consent before employing a young person below the minimum school leaving age and provide the local authority with relevant information on the individual so that he/she can be issued with an employment permit.

## **54 Work Experience Placements**

PTC recognises that the exposure to work provided by placements is a significant step in preparing young people for adult and working life. It provides an opportunity to foster an early understanding of the importance of health and safety and to influence the attitudes of the future workforce.

The company will liaise with the Local Education Authority (LEA) or establishment work placement advisor to ensure the successful management of health and safety on work experience placements and the provision of a safe and supportive environment for the learner.

Where we accept students above the minimum school leaving age (MSLA), they will be considered a young person and the Risk Assessment reviewed accordingly. See separate section.

Where we accept students below the MSLA, the Risk Assessment will be reviewed to ensure suitable controls are in place and that the key findings have been communicated to the work placement officer and parents or guardians.

The Company will ensure that the controls reflect that students below the MSLA are not entitled to exemptions from the young person working restrictions, but temporary young worker status may be granted in cooperation with the work placement officer under the Education Act for school years 10 and 11 who would otherwise be prohibited by Child Employment Legislation from engaging in the restricted activities.

## **55 Lone Working**

A Lone worker is defined as an employee who performs an activity that is intended to be carried out in isolation from other workers and/or without close or direct supervision however; there are circumstances where 'any situation or location in which someone works without a colleague nearby; or when someone is working out of sight or earshot of another colleague' may be also considered.

There is no general prohibition on a person working alone. There are however specific instances where legislation requires more than one person to be involved in the operations or activity and circumstances where either the location or the nature of the work is unsuitable to a lone worker.

It must be established whether lone working is likely to occur as part of an employee's working conditions.

Risk Assessments must be carried out and control measures put in place prior to the lone work commencing. Part of the method of work should include communication as an element of remote supervision. Only employees who display a high level of competence in their given tasks should be involved in lone working.

In certain cases lone working is not permissible and the worker will be physically supervised. This includes young people those undergoing training and other potentially vulnerable employees are not suitable.

## **56 Alcohol and Drug Misuse**

Alcohol or drug misuse by employees or contractor(s) working in PTC premises (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace.

Therefore, it is the policy of PTC that alcohol and/or drugs are prohibited in the workplace or whilst representing the company.

Any persons known to be, or strongly suspected of being affected by alcohol and/or drugs must be referred to the appropriate supervisory or management representative who will arrange for the person to be removed from the workplace.

## 57 Smoking

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, contractors, or visitors.

It is an offence to smoke or permit smoking in a smoke-free area. Anyone seen smoking in a smoke-free area should be reported to a Supervisor or Manager.

“No Smoking” signs of the appropriate size and containing the information required by the relevant regulation will be clearly displayed at or near the entrances to smoke-free premises, public spaces and within vehicles.

## 58 Construction, Design and Management 2015 (CDM)

Legislation places a responsibility on all organisations that are in control of premises to ensure that those premises are safe for anyone using them. This may require regular maintenance work which itself may often be considered to be construction work, but also specific construction to be carried out

PTC will ensure that it complies with the requirements of the Construction (Design and Management) Regulations 2015 dependant on the role(s) it is undertaking (Client, Principal Designer, Designer, Principal Contractor, Contractor).

The regulations cover the management of Health and Safety from concept through to demolition including hazard identification and control, following the general principles of prevention set out in the Management of Health and Safety at Work Regulations 1999 - Eliminate, reduce, inform, control.

There are five key duty holders in The Construction (Design & Management) Regulations 2015 (CDM).

These are:

- The Client
- The Principal Designer
- The Designer(s)
- The Principal Contractor
- The Contractor(s)

### Responsibilities when acting as a Client

When the Company acts as the Client under CDM 2015 and there is more than one Contractor working on the project at any time, it is important to be aware that unless the Company appoints a Principal Designer and Principal Contractor, these duties and all the associated responsibilities are assumed by the Company.

Under CDM the Client is defined as a person or organisation for whom a construction project is carried out.

The Client must:

Make suitable arrangements for managing a project. This includes making sure that:

- Other duty holders are appointed
- Sufficient time and resources are allocated

Clients must also make sure that:

- Relevant information is prepared and provided to other duty holders
- The Principal Designer and Principal Contractor carry out their duties
- Welfare facilities are provided.

The Client is responsible in law for its impact on the arrangements that are made to manage the project.

### **Notifiable Projects**

The requirements of CDM 2015 apply whether or not the project is notifiable.

However, where the project is notifiable the Client must give notice in writing to the HSE as soon as practicable (F10).

Projects become notifiable if the construction work:

1 Is expected to last more than 30 working days and have more than 20 workers working on site simultaneously at any point in the project

OR

2 Involves more than 500 person days, for example 50 persons working for more than 10 days.

Note: All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

For all work the Client must ensure that a construction phase plan is prepared and the requirements in Schedule 2 Welfare Facilities must be complied with. The Client must also ensure that the Principal Designer prepares a Health and Safety File for the project.

### **Responsibilities when acting as Principal Designer**

The role of the Principal Designer is to plan, manage and monitor the coordination of the pre-construction phase of the project, including preparatory work carried out for the project. The Principal Designer must:

- Assist the client in identifying, obtaining and collating the pre-construction information;
- Provide pre-construction information to designers, Principal Contractor and contractors.
- Ensure that designers comply with their duties and cooperate with each other.



- Liaise with the Principal Contractor for the duration of your appointment.
- Prepare the Health and Safety File.

The duties as the Principal Designer apply regardless of the contractual arrangements for the appointment of other designers on the project.

### Responsibilities when acting as Designers

#### Designers must:

- Understand and be aware of significant risks that construction workers can be exposed to, and how these can arise from design decisions.
- Have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design.
- Check that clients are aware of their duties.
- Cooperate with others who have responsibilities, in particular the Principal Designer.
- Take into account the general principles of prevention when carrying out design work.
- Provide information about the risks arising from their design.  
Coordinate their work with that of others in order to improve the way in which risks are managed and controlled.

### Responsibilities when acting as Principal Contractor

Under CDM 2015, a Principal Contractor must be appointed where there is more than one Contractor on site at any one time. The Client retains the role of Principal Contractor until the Client appoints a Principal Contractor.

The Company accepts its duty to communicate necessary information to all parties that require it in timely manner.

The Principal Contractor must ensure that the personnel engaged are competent to carry out their work.

A Construction Phase Plan will be prepared in writing for notifiable projects in response to the Pre-Construction information provided by the Principal Designer.

The Plan will initially be sufficient to permit work to commence and will be developed as necessary as the works progress.

The Plan will include Site Rules that are applicable to the Principal Contractor's works and will comply with the standards stated in this policy document.

At the end of each phase/project the Principal Contractor will provide necessary information for inclusion in the Health and Safety File covering the works.

The Principal Contractor is a key duty holder who is responsible for managing health and safety on the construction site. The term manage means to plan, manage, monitor and coordinate the construction phase so that Health and Safety risks are controlled. Key actions include:

- Planning: preparing a Construction Phase Plan that ensures the work is carried out without risk to health or safety;
- Managing: implementing the plan, including facilitating cooperation and coordination between contractors;
- Monitoring: reviewing, revising and refining the plan and checking work is being carried out safely and without risks to health.
- Securing the site - taking steps to prevent unauthorised access to the site by using fencing and other controls.
- Providing welfare facilities - making sure that facilities are provided throughout the construction phase.
- Providing site induction - giving workers, visitors and others information about risks and rules that are relevant to the site work and their work.
- Liaising on design: discussing with the Principal Designer any design or change to a design.

### Responsibilities when acting as a Contractor

Contractors have a responsibility to ensure that their workers and any contractors (including self-employed sub-contractors) employed manage and control Health and Safety risks. In order to achieve this, a Contractor must:

- Address the client's requirements, any pre-construction information provided by the Principal Designer and relevant parts of the Construction Phase Plan and any other requirements provided by the Principal Contractor when planning work, for example this may be information about buried services.
- Ensure those carrying out the work have the right skills, knowledge, training, experience and supervision.
- Ensure those carrying out the work have the right plant, tools, equipment, materials and personal protective equipment.
- Pass on relevant information and instructions to workers. This could be done by briefing workers and, for higher risk tasks, using a safety Method Statement which outlines the planned method, sequence and control measures.
- Ensure that workers comply with the site rules.
- If required, coordinate the work with those of other Contractors and the Principal Contractor.
- Agree with the Principal Contractor the arrangements for exchanging information to allow communication and coordination with other contractors to manage health and safety.
- Ensure workers receive a site induction.
- Allow workers sufficient time to prepare and carry out the work.
- Inform the Principal Contractor of any intention to sub-contract elements of assigned work.

## 59 Environment Control

PTC is committed to effectively managing all the environmental impacts of its activities through compliance with legislation, industry good practice and Company Policy.

The company recognises the need to operate the business in a manner which reflects sound environmental management practices and will balance its business aims with the need to protect the local and global environment.

The Company Environmental Policy must earn the confidence of employees, customers and the general public by demonstrating a commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste through the continual improvement of environmental performance.

Appropriate arrangements to protect the environment will be put in place at all workplaces, including:

- Approved storage and use of raw materials and substances;
- Waste minimisation, promoting re-use, recovery and recycling;
- Compliance with applicable environmental legislation;
- Identified waste disposal routes under Duty of Care and the Hazardous Waste Regulations;
- Monitoring and review of environmental performance.
- Compliance with all applicable environmental legislation as identified in the PTC Health, Safety and Environmental Registers.

## 60 Records and Archiving

Records will be maintained of all necessary health, safety and environmental documentation. This will include:

- Health, Safety and Environmental Policy;
- Procedures documents;
- Risk Assessments;
- COSHH Assessments;
- Statutory documentation (inspections, reports etc.);
- Accident Book;
- Training records
- Other relevant health, safety and environmental documents.

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