



TAYLOR AND FRASER LTD

Health, Safety and Welfare Policy

June 2018

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Safety Policy (February 2017 Revision/9)

This statement on the Company policy on health, safety and welfare at work concerns all employees and contractors. Please read it carefully, and do not hesitate to ask about anything, which is unclear to you.

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1. Statement of General Policy

It is the Company policy to take a positive attitude to continually improve the health, safety and welfare of all its employees and where appropriate the general public, through the initiation and monitoring of this Policy.

The responsibility for safety at work rests upon all sectors of management, and the Company will ensure that this policy is pursued throughout the organisation. The Company will take all reasonably practicable precautions to ensure the health, safety and welfare at work of its employees by:

- Ensuring that all employees are competent to do their tasks, and to give them adequate instruction, information, training and supervision and strive to continually improve on such areas;
- Providing adequate controls to the Health and Safety risks arising from our work activities and ensure that Health and Safety matters are never compromised;
- Providing and maintaining safe plant, equipment and facilities;
- Ensuring that all substances are used and handled safely;
- Preventing injury, cases of work-related ill health, damage and wastage;
- Consultation between management and employees on matters affecting their health and safety;
- Reviewing and revising this policy annually.

The Engineering Manager (Jim Hamilton) has delegated responsibility for standards of health and safety throughout the organisation and the initiation of the policy. The Managers are responsible for the effective implementation of the Policy and are supported in this task by the Health and Safety Consultant.

The Company comply with all relevant legislation and appropriate codes of practice and communicates with relevant agencies and consultative bodies, placing the importance of Health and Safety first at all times.

The Company expect employees to conform to this policy and to comply with the relevant sections of the Health and Safety at Work Act 1974 and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

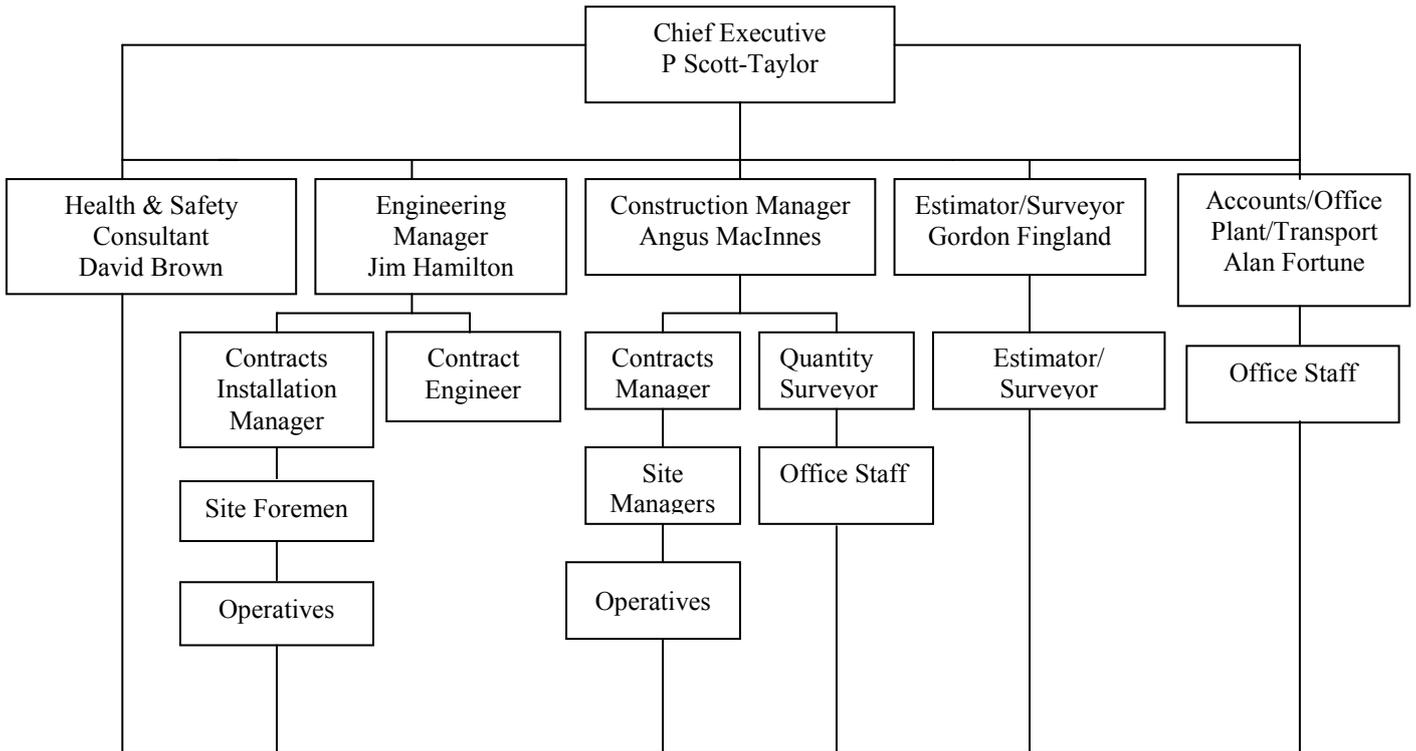
A copy of the revised policy is displayed on notice boards, issued to all new employees and contractors, and is available to anyone else on request.

Signed: *Lindsay Anderson*

Date: *1/06/2018*

2. Organisation and Responsibilities

2.1 Organisational Diagram



Feedback Loop

As can be seen from the above diagram there is no restriction placed on any member of staff regarding access to senior members if they have an issue they wish to raise. As a general principle feedback makes a positive contribution to the effectiveness of management systems especially where workers are peripatetic.

2.2 Duties of the Chief Executive (P Scott-Taylor)

2.2.1 The Chief Executive is ultimately responsible for the health, safety and welfare of all employees and others affected by the Company operations.

2.2.2 In particular he is responsible for ensuring:

- The policy and arrangements as written are implemented.
- Adequate financial provision is made for the foreseeable items of expenditure associated with Health & Safety.
- Health & Safety is promoted throughout the Company and features prominently at all Board Meetings.
- A personal example is set and encourages safety awareness.

2.3 The Engineering Manager (Jim Hamilton)

2.3.1 The Engineering Manager has delegated responsibility for the administration of the Health and Safety Policy. To assist him in the discharge of his duties a Health and Safety Consultant has been appointed.

2.3.2 Main responsibilities are to ensure:

- The initiation of the Company Health and Safety Policy.
- That the Policy is revised annually.
- That other Managers implement and administer the Policy in their respective areas of control.
- That adequate financial provision is made for health and safety issues.
- That all levels of staff receive adequate and appropriate training.
- That sound working practices are regularly observed.
- Arrangements for the reporting and investigation of accidents, damage, near miss and loss events are maintained. Promote action to preclude recurrence and initiate analysis to discover accident and health trends.
- Any employee failing to discharge satisfactorily the responsibilities allocated to him is reprimanded
- And encourage the distribution of pertinent information throughout the Company.

- Matters relating to Health & Safety brought to his attention are dealt with, and where he does not have resources or authority, reference is made to the Board of Directors.
- All Health & Safety related administration is kept up to date and all necessary reports etc. are maintained and distributed as appropriate.
- Waste Management procedures are implemented and environmental concerns are addressed.
- An appropriate level of assessment is undertaken to ensure compliance with The Management of Health & Safety at Work Regulations 1999 and all other statutory legislation.
- Personal Protective Equipment (PPE) is provided to comply with the perceived risks as identified by assessments.
- That adequate provision is made during the design, planning and construction stages of projects so that effective compliance with all relevant standards and requirements is met.
- That adequate information is received from manufacturers/suppliers of materials, equipment and plant for consideration and assessment, prior to purchase or hire.
- Safe systems of work are developed and where work of a hazardous nature is identified, suitable method statements/assessments and other control measures are adopted to reduce any risk.
- The approved list of contractors is maintained and reviewed at assessed intervals, through completion of the Company health and safety questionnaire, competency in their specialist area and on their arrangements and procedures for health and safety, training and their performance on projects.
- Adequate arrangements are in place to ensure a suitable level of monitoring of the work is being undertaken and regular reports on safety issues are received.
- A personal example is set and encourages safety awareness.
- Audit compliance with procedures.

2.4 Construction Manager (Angus MacInnes)

2.4.1 The Construction Manager is responsible to the Engineering Manager for Health and Safety and for the effective implementation of the safety policy within his areas of control, and for the provision of adequate resources. He will take into account reports and recommendations from health, safety, environmental inspections and suggestions through consultation with employees.

2.4.2 Main responsibilities are to ensure:

- He is familiar with the Company Health & Safety Policy, the organisation and arrangements for Health & Safety.
- The Health & Safety Policy is made known to the employees of the Company.
- The Company Health and Safety Policy arrangements are fully understood and implemented within his own particular areas of responsibility.
- Adequate resources are provided for foreseeable Health & Safety requirements.
- Matters relating to Health & Safety brought to his attention are dealt with, and where he does not have resources or authority, reference is made to the Health and Safety Manager/Board of Directors.
- All health and safety related administration is kept up to date and all necessary reports etc. are maintained and distributed as appropriate.
- Employees are given information, instruction and training as necessary and are adequately supervised to enable them to carry out their work without risk to their health and safety.
- All accidents are reported, investigated and action taken to prevent recurrence.
- First Aid & Fire procedures are implemented
- Waste Management procedures are implemented and Environmental concerns are addressed.
- An appropriate level of assessment is undertaken to ensure compliance with The Management of Health & Safety at Work Regulations 1999 and all other statutory legislation.
- That adequate provision is made during the design, planning and construction stages of projects so that effective compliance with all relevant standards and requirements is met.



- That adequate information is received from manufacturers/suppliers of materials, equipment and plant for consideration and assessment, prior to purchase or hire.
- Personal Protective Equipment (PPE) is provided as appropriate to comply with perceived risks, as identified by assessments.
- Safe systems of work are developed and where work of a hazardous nature is identified, suitable risk assessments/method statements and other control measures are adopted to reduce any risk.
- Adequate arrangements are in place to ensure a suitable level of monitoring of the work is being undertaken and regular reports on safety issues received.
- A personal example is set on site visits by wearing appropriate protective clothing and/or safety equipment.

2.5 Estimator/ Surveyor (Gordon Fingland)

2.5.1 The Estimator/Surveyor is responsible to the Engineering Manager for Health and Safety and for the effective implementation of the safety policy within his areas of control, and for the provision of adequate resources. He will take into account reports and recommendations from health, safety, environmental inspections and suggestions through consultation with employees.

2.5.2 Main responsibilities are to ensure:

- He is familiar with the Company Health & Safety Policy, the Organisation and Arrangements for Health & Safety.
- The Health & Safety Policy is made known to the Employees under his control.
- The Company Health and Safety Policy arrangements are fully understood and implemented within his own particular areas of responsibility.
- Adequate resources are provided for foreseeable Health & Safety requirements.

2.6 Office/Plant and Transport Manager (Alan Fortune)

2.6.1 The Office/Plant and Transport Manager is responsible to the Engineer Manager for Health and Safety and for the effective implementation of the safety policy within his areas of control, and for the provision of adequate resources. He will take into account reports and recommendations from health safety, environmental inspections and suggestions through consultation with employees.

2.6.2 Main responsibilities are to: -

- Understand and implement the Policy
- Observe the safety precautions laid down and obey the rules agreed for the office and other accommodations.
- Report to the Engineering Manager any breaches of regulations and practices.
- Ensure that risk assessments are completed by all display screen equipment work users.
- Set a personal example by wearing the assessed personal protective equipment.
- Ensure plant and transport operators under his control are provided with information, instruction, and training in the safe use of plant and equipment for which they are responsible.
- Ensure all plant and equipment, within his control and responsibility, meets the requirements of the Construction regulations and other relevant legislation.
- Ensure all tests, thorough examinations, inspections and maintenance, are carried out on all plant and equipment as required by the relevant statutory regulations.
- Ensure all Risk Assessments are recorded and significant findings implemented for the provision, maintenance and inspection of plant and equipment including fork lift trucks, cranes and lorry loaders.
- Ensure safety procedures are observed, by setting a personal example and encouraging all employees and other persons to do the same.
- Ensure that adequate information is received from manufacturers/suppliers of materials, equipment and plant for consideration and assessment, prior to purchase or hire.
- Ensure that suppliers of plant and equipment provide all relevant documentation, information and instruction as to the safe use and maintenance of plant and equipment.
- Ensure health and safety matters brought to his attention are dealt with promptly.



- All accidents are reported, investigated and action taken to prevent recurrence.
- Ensure Personal Protective Equipment (PPE) provided for use at work is being worn as necessary and maintained in good order by all employees.
- Ensure Fire risk assessment for the office is prepared and identified controls properly maintained.
- Ensure that near miss reporting procedures are complied with.
- Ensure persons are provided with information and instruction in the precautions and preventative measures identified for use of plant/equipment for which they are responsible.
- Ensure visitors are controlled when entering and leaving the Office/Workshop premises by signing in/out at reception.

2.7 Health & Safety Consultant (David A Brown)

2.7.1 The Health & Safety Consultant is responsible to the Engineering Manager for Health & Safety and will act on his instructions.

2.7.2 Main responsibilities are to: -

- Provide technical, legal and other advice and assistance to Management to ensure that the Company can comply with their statutory obligations.
- Advise on the updating of the Health and Safety Policy.
- When required by the Company liaise with the Enforcing Authorities on health and safety matters brought to the Companys attention.
- Assist Management in the development of safe systems of work.
- Periodically monitor the activities of site works carried out by the Company, by carrying out site safety inspections.
- Monitor the introduction of any new health and safety legislation, which is applicable to the Company and advise accordingly.
- Advise Management of the health and safety training required within the Company and assist with the implementation of training when necessary.
- Attend Management meetings, as and when required, for the purpose of raising and advising on current issues on health and safety.

2.8 Contracts Manager/Engineer/Site Managers/ Contract Supervisors

2.8.1 Contract Managers/Site Managers/Supervisors/Contract Engineer are accountable to their Line Manager for safety and health within their areas of control. They will ensure, so far as is reasonably practicable, that employees are properly trained and equipped, practice good safety procedures following, where relevant, Risk Assessments and other safety guidance. They will take any disciplinary action necessary to implement their responsibilities.

2.8.2 Main responsibilities are to: -

- Understand and implement the Policy
- Ensure that adequate provision is made by contractors tendering for the work to be carried out safely.
- Ensure that adequate information is received from manufacturers/suppliers of materials, equipment and plant for consideration and assessment, prior to purchase or hire.
- Ensure that adequate provision is made during the design, planning and construction stages of projects so that effective compliance with all relevant standards and requirements is achieved.
- Ensure that suppliers are informed of any weight restrictions placed on plant, equipment or materials, which require to be handled manually.
- Where necessary, complete site specific or operational risk assessments and/or validate risk assessments previously prepared.
- Provide site-specific induction training to all employees, contractors' employees and site visitors, recording details.
- Organise sites so that work is carried out to the required standard with minimum risk to employees, contractors and general public and in accordance with relevant Risk and COSHH Assessments. Incorporate safety instructions and requirements, in routine orders, and ensure that they are understood and obeyed.
- Ensure that the Policy is observed on site and that all registers, records and reports are in order.
- Give operatives precise instructions on their responsibilities for correct working practices and ensure that they do not require employees or contractors to take unnecessary risks.



- Arrange for the purchase, delivery, stacking and storage of materials to avoid risks and position equipment safely.
- Implement arrangements with contractors or others on site to avoid any confusion about areas of responsibility.
- Check that all equipment and tools are maintained in good condition.
- Ensure that suitable protective clothing is available where required, and that it is used.
- In the event of an accident ensure that proper care is taken of casualties and know where to obtain medical help and the ambulance service in the event of a serious injury. Nominate others to act in emergency.
- Accompany HSE Inspectors and the Safety Consultant on site visits and acts on their recommendations.
- Co-operates with the Health & Safety Consultant and acts on recommendations.
- Ensure that new employees and contractors receive and read a copy of the Policy, that they learn to take safety precautions and are given instruction in safe working practices.
- Set a personal example and encourage safety awareness.

2.9 Quantity Surveyors/Estimators/Surveyors

2.9.1 Quantity Surveyors/Estimators/Surveyors are accountable to their Line Manager for safety and health within their areas of control. They will ensure, so far as is reasonably practicable, that employees are properly trained and equipped, practice good safety procedures following, where relevant, Risk Assessments and other safety guidance during site visits.

2.9.2 Main responsibilities are to: -

- Understand and implement the Policy
- Ensure that adequate provision is made during the design, planning and construction stages of projects, so that effective compliance is achieved with all relevant standards and requirements.
- To liaise as necessary with others involved in the design, planning and construction stages of projects.
- Ensure that adequate information is received from manufacturers/suppliers of materials, equipment and plant for consideration and assessment, prior to purchase or hire.



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- Understand and implement the Policy
- Ensure that adequate provision is made by contractors tendering for the work to be carried out safely.
- Ensure that adequate information is received from manufacturers/suppliers of materials, equipment and plant for consideration and assessment, prior to purchase or hire.
- Report any defects noted during site visits.
- Set a personal example and encourage safety awareness.

2.10 Site Foremen/Operative in Charge

2.10.1 Site Foremen are responsible to their Line Manager for effective implementation of the safety policy, including the selection, hiring and instructions on safe use of materials, plant, equipment and vehicles.

2.10.2 Main responsibilities are to: -

- Understand and implement the Policy
- Organise sites so that work is carried out to the required standard with minimum risk to employees, contractors and general public and in accordance with relevant Risk and COSHH Assessments. Incorporate safety instructions and requirements, in routine orders, and ensure that they are understood and obeyed.
- Ensure that the Policy is observed on site and that all registers, records and reports are in order.
- Give operatives precise instructions on their responsibilities for correct working practices and ensure that they do not require employees or contractors to take unnecessary risks.
- Arrange for the purchase, delivery, stocking and storage of materials to avoid risk and position equipment safely.
- Implement arrangements with contractors or others on site to avoid any confusion about areas of responsibility.
- Check that all equipment and tools are maintained in good condition.
- Report any defects in plant or equipment and immediately remove such equipment from service.
- Ensure that suitable PPE is available and that it is used correctly.
- Set a personal example and encourage safety awareness.

2.11 Operatives (Tradesmen, Drivers, Labourers)

2.11.1 Operatives are responsible to the Contract Supervisors, Site Managers or Site Foremen for effective implementation of the safety policy, and the safe use of materials, plant, equipment and vehicles.

2.11.1 Main responsibilities are to: -

- Use the correct tools and equipment for the job following the recognised safe working methods. Use safety equipment and PPE as supplied and instructed.
- Maintain tools in good condition and complete necessary safety checks.
- Report to the Site Foremen any defects in vehicles, equipment or tools, or any obvious health risks and remove from service.
- Develop a personal concern for safety and health, for themselves and for others particularly new employees and young people.
- Avoid any improvisation, which introduces additional hazards to the workplace.
- Refrain from horseplay and the abuse of welfare facilities.
- Be proactive in suggesting ways of eliminating hazards.

2.12 Office Staff/Administration

2.12.1 Office Staff are responsible to the Office Manager for effective implementation of the safety policy, and the safe use of equipment and materials in the office.

2.12.2 Main responsibilities are to: -

- Develop a personal concern for your own safety and for the safety of others.
- Be familiar with and adhere to the policies and procedures operated in the office.
- Report any defects in equipment.
- Make sure electrical leads are safely positioned and properly fitted.
- Plan and maintain a tidy desk and office.
- Report all accidents/incidents to your immediate supervisor.

2.13 All Employees

2.13.1 All employees are required to take reasonable care for the health and safety of themselves and others who may be affected by anything they do, or fail to do, at work. They are required to follow good safety practice as taught in training courses and defined in individual instructions issued by the Company and where relevant Industry Safety Guides. Personal Protective Equipment (PPE) must be worn correctly and be properly maintained. Misuse of PPE is not acceptable.

FAILURE TO DO SO MAY BE REGARDED AS MISCONDUCT AND AS SUCH COULD LEAD TO DISCIPLINARY ACTION.

Employees must report any ailment, which could affect the health and safety of themselves or others at work.

Any employee found to be unfit for their normal work for any reason shall not be permitted to commence or continue work.

3. Arrangements for Health and Safety

3.1 Recruitment

Applicants shall not be recruited if either not fully fit or considered unsuitable for training for the work available.

There are specific legal requirements for persons under the age of 18 with further requirements for those under school leaving age. The Company shall prepare a specific risk assessment for all persons employed in these age groups.

3.2 Training

All new employees shall receive induction training in essential Health and Safety matters. No one shall be employed on any operation until trained and/or instructed so as to be able to work without danger to himself/herself or others and using the appropriate personal protective equipment. When an activity is done infrequently, the Manager shall ensure the operative is still fully competent before that activity is started. If an employee has been involved in a reportable accident or serious “near miss”, he shall be re-assessed and retrained where necessary before he starts work again on the particular activity.

When operatives require mandatory certification, only qualified employees shall be used. Managers shall arrange through the Engineer/Construction Managers all training and assessments, which cannot be given locally, using recognised and approved training providers.

3.2.1 Training Records

Induction training record sheets must be completed by the trainer, signed by the trainees and sent to Head Office for safe keeping on completion of the training. For site work the record sheets will be retained in the Construction Phase Plan and returned on completion of the project. Records of all other training provided internally and externally shall be recorded by Head Office with Certificates of Training awarded on completion of training or refresher training retained on file.

Where Certificates require to be renewed to maintain competence Head Office will issue a reminder to the employee and his manager, who shall complete arrangements for renewal before the expiry date, if still relevant.

3.2.2 Safety Information

Employees shall be supplied with copies of Safety Guides and relevant HSE information appropriate to their work. These shall include:

- Guidance leaflets
- Operational procedures
- Manufacturer’s manuals for tools and equipment

Site Managers/Supervisors/Site Foremen shall ensure that employees are familiar with the relevant Risk and COSHH assessments for projects and site or job specific assessments. Risk and COSHH Assessments are available at Head Office, as are Approved Codes of Practice, Heating Ventilation Contractors' Association Guidance and other trade advisory leaflets.

3.2.3 Safe Methods of Working

These are detailed in the Company procedures and risk assessment manuals. Employees shall be issued with the relevant safety guides, machine operators manuals' and manufacturers safety information. Work instructions given by managers/supervisors shall highlight site requirements and particular work methods. If detailed "Method Statements" are produced these shall be discussed at a briefing before any work commences.

3.2.4 Lone Working

Lone working is an occasional practice that, as an employer, we have considered as part of this company's health and safety responsibilities. This practice is not prohibited by law, however, when any employee requires to work alone we will ensure that all precautions are taken to ensure their safety at all times.

3.3 Consultation and Communication

In compliance with the Safety Committee & Safety Representatives Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 all employees have an active part to play in maintaining and improving safety standards. Safety Representatives may be appointed from the workforce in accordance with the Regulations.

Employees shall be consulted on safety issues including:

- The contents of this policy
- Any rules, risk-assessments or method statements specific to a site or job.
- The introduction or alteration of new work equipment or technology.
- Suitability of Personal Protective Equipment (PPE), machinery, equipment, materials and work methods

Formally, this will take place during safety meetings, team briefings, site specific induction training sessions or tool box talks. Any additional suggestions will be implemented on site or passed to the Director for consideration.

Informally, staff suggestions, feedback or queries from employees at any time, are valued as part of the process of improving standards.

EMPLOYEES SHOULD NEVER HESITATE TO DRAW ATTENTION TO ANYTHING WHICH WORRIES OR CONCERNS THEM.



3.4 Smoking

Smoking is prohibited throughout the entire workplace with no exceptions. This includes workshops, vehicles, work sites or any substantially enclosed spaces. Smoking may be permitted on Company grounds and sites provided that it occurs within a designated smoking area.

3.5 Alcohol and Substance Abuse

The Company have a separate policy on Alcohol and Substance Abuse. Substance abuse refers to the use of illegal drugs, the abuse of prescribed drugs and the abuse of other substances such as solvents. Employees and contractors engaged in safety critical work may be subject to testing and random screening for alcohol and illegal drugs. Substance abuse can impair judgement and performance and the abuser can become a hazard to others.

Any employee with a drug or alcohol problem, or who is aware of a colleague with a problem, should discuss this with the Site Managers, Contract Supervisors or Site Foremen who may consult with the Health & Safety Consultant. Confidentiality will be maintained during this and any absence from work for treatment or rehabilitation. If help is refused and/or impaired performance continues, disciplinary action will follow. Dismissal action may be appropriate in cases of gross misconduct.

3.6 Health Surveillance

There are currently no operations or processes within Taylor and Fraser Ltd's activities that requires health surveillance.

Known hazards with controls in place are;

Hazardous Substances (Dust and Fumes) – COSHH assessments are completed with control measures in place to ensure Work Exposure Levels are not exceeded and any health risks are reduced by PPE.

Dermatitis – Operatives are required to wear gloves for general and specific activities and are routinely monitored during site inspections.

Noise – Risk assessments are completed with control measures available, where required, to reduce exposure to below the first action level

Hand Arm Vibration – Risk assessment completed and all exposure times are calculated below the Exposure Action Value.

Stress – Separate policy prepared.

Should the situations change, appropriate measures will be introduced with the assistance of EMAS and others.

Health surveillance will be arranged should any employees be exposed to hazards on a scale likely to cause harm. At present no such hazards have been identified.

3.7 Reporting Accidents and Incidents



All accidents and incidents as defined in the Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 (RIDDOR) shall be reported by the Responsible Person to the appropriate HSE regional office, or by other approved systems.

All reportable events must be reported immediately by phone to the Engineer/Construction Manager and to the Responsible Person.

Accidents involving personal injury to employees and others and incidents resulting in near misses, damage to vehicles, equipment or the environment will be reported by completion of the Company Accident/Incident Report Form. For site work it is the responsibility of the Site Manager/Contract Supervisor/Site Foreman, for vehicles by the driver and by the Office Manager for those involving Head Office staff to ensure compliance with procedures.

Any accident involving personal injury to an employee, however minor, must be recorded in the Accident/Incident Report Form and sent to Head Office. Details will be entered in the accident book, category of event classified and, where required, the Responsible Person will complete and forward the F 2508 to the appropriate HSE Regional office.

The Health & Safety Consultant, where considered necessary, shall investigate all reportable adverse events, prepare a written report on the findings and make recommendations to prevent a re-occurrence.

All employees are encouraged to report incidents and near misses openly as investigation may prevent re-occurrence and improve safety standards.

3.7.1 Accident Book BI 510: Is available at all work locations for completion in the event of an accident. On completion the individual record sheet it should be removed and sent to the Responsible Person at Head Office. On completion of the report a copy will be placed in the injured person's file and in the confidential file retained by the Responsible Person.

3.7.2 Incident Report Forms: These are to be completed by Site Managers/ Office Manager/Contract Supervisors/Site Foreman for all personal injuries, near misses, vehicle, equipment and environmental damage.

3.7.3 Accident Review: An annual report is produced by the Company and highlights statistics recorded during the year in the Accident book and in Incident Report forms. Regular checks on operatives' performance and competence using, where applicable, safety inspection checklists, are carried out under these procedures. Any shortcomings revealed which have implications for safety, will be followed up appropriately if need be, by additional or refresher training

3.8 Monitoring and Inspection Procedures

Procedures need to be in place to establish whether the control measures introduced are being used as intended, and that the risks are being effectively controlled. Regular and formal Health, Safety & Environmental audits/inspections on offices, workshops and sites are part of the Company procedures.



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3.8.1 Safety Audit: The Safety Audit is a formalised procedure only carried out by suitably qualified individuals, normally by outside consultants. A written audit report shall be prepared and retained as a record.

3.8.1 Safety Inspection: Inspections shall be carried routinely by the Health & Safety Consultant against a checklist.

Completed checklists are retained for record purposes by Head Office and in Construction Phase Plans on larger projects.

3.8.2 Safety Check or Tour: Managers and Supervisors when visiting sites are to note safety standards on site inspection forms on a periodic basis.

3.8.3 Action: Any shortcoming revealed by any monitoring or inspection procedure is followed up by remedial actions, alterations to the Company procedures and, if needed, additional refresher training.

3.9 Discipline, Appeals and Complaints

3.9.1 Discipline: All employees have a legal obligation to co-operate with the Company policies and to comply with the law in matters of health and safety. Failure to do so or to follow safe working practices will result in disciplinary action. This is covered in the Terms of Employment.

3.9.2 Right of Appeal: Any employee who has received a verbal warning, which he/she considers, unjustified, may ask for the matter to be referred to the Manager

responsible for health and safety who, after investigation, may confirm or cancel the warning. Written warnings, suspension or dismissal are covered in the Terms of Employment.

3.9.3 Complaints: Complaints by employees concerning health and safety must be referred to their immediate supervisor, who will attempt to resolve the issue. If the parties fail to agree, the employee may then refer the matter to the Site Manager/Contract Supervisor/Manager for discussion with the Health & Safety Consultant and others, if appropriate.

3.10 First Aid Arrangements

The arrangements for the provision of first aid will comply with the Health and Safety (First Aid) Regulations 1981 and Approved Code of Practice 2009. A sufficient number of First Aiders will be made available to all places of work, based on assessments of risks, remoteness from emergency medical services, shift work, number of workers and other risks.

Where there are special circumstances, such as sites with several separate buildings, there may need to be more first-aid personnel than set out below. Increased provision will be necessary to cover for absences.

LOWER RISK; Office, with fewer than 25 employees, at least one appointed person.



Sites, with fewer than 5 employees, at least one appointed person.

MEDIUM RISK;- Warehouse operations, assembly work , site work with between 5 – 50 employees, at least one First Aider trained in Emergency First Aid at Work (EFAW), with appointed person cover.

HIGHER RISK; - Confined space work in remote locations, construction operations, with over 50 employees, at least one First Aider (FAW), with appointed person cover.

The designated persons at Head Office (Claire Strain & Derek Halbert) will assess the content requirements of First Aid kits, which will be issued and maintained to assessed standards by the nominated FAW, EFAW or appointed person in the office, workshop, work sites and the driver of each vehicle.

Any injury, however slight, must be treated, reported and recorded. Anyone who becomes unwell, while or after working with chemicals, must see a doctor without delay providing information on the substance used.

3.11 Arrangements for Contractors

3.11.1 Introduction

The Company requires all of the contractors on its “Approved list of Contractors” to have their own policy, which takes a positive attitude to health, safety and welfare at work of all its employees and sub contractors. Where the contractor has five or more employees their policy should be recorded in writing.

The Health and Safety at Work Act 1974 imposes duties on independent contractors (Contractors) to ensure their activities are carried out so as not to expose others

(whether or not being their employees) to risks to their health and safety. Additional duties are also imposed on Contractors in relation to persons employed by them.

The Management of Health and Safety at Work (MHDW) Regulations 1999 requires employers to conduct risk assessments and controls, having identified the significant risks arising out of work and to record the significant findings of the assessment.

3.11.2 Company Requirements

All Contractors on our “Approved list of Contractors” must satisfactorily complete our health and safety questionnaire, have a safety policy broadly equivalent to the standards set out in this policy, be assessed as suitable and deemed competent in their specialist area

Contractors and their employees will make maintenance and inspection records for machinery, work equipment and PPE available for inspection by Company personnel including our Health & Safety Consultant at all reasonable times.



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Contractors and their employees will make Certificates of Competence, training records or other evidence of competence available for inspection by Company personnel including our Health & Safety Consultant at all reasonable times.

It shall be the contractor's responsibility to take appropriate precautions against on site hazards, whether of a permanent nature or temporary nature. The Contractor will be informed of any Hazards known to the Company during site induction training, but this does not absolve the Contractor from making his own assessment.

The Contractor shall ensure that the Company site representative is informed of any accident resulting in serious injury to any person, dangerous occurrence, serious near miss or damage to the environment

3.12 Personal Protective Equipment (PPE)

The Company comply with the Personal Protective Equipment at Work Regulations 1992 (PPEWR). All PPE and other safety equipment required for each particular operation shall be assessed and purchased to approved standards for issue to employees by the Company free of charge. Site Managers/Contract Supervisors/Storeman will ensure adequate stocks of the most used items are available from stock. Any PPE issued has been assessed as suitable to protect employees for the purpose issued. Employees will be suitably trained in the correct use of PPE including correct fitting, safety checks, maintenance and replacement arrangements. All issues to be recorded in the PPE register.

3.13 Work Equipment and Materials

This term covers all tools, equipment and machinery used at work, including hired equipment from our approved list of contractors. The Provision and Use of Work Equipment Regulations 1998 (PUWER) covers the requirements.

3.13.1 Purchase, Selection and Use of Equipment: The Contract Manager/Contract Supervisors/Site Managers shall, during the purchase or hire process, take into consideration the suitability of the equipment for the purpose, noise and vibration emissions and any additional training requirements for users prior to use. Selection of the correct equipment to approved standards for the work is essential and shall only be carried out by employees competent to do so. Equipment and machinery shall only be used as instructed during training. any defects, malfunctions or breakage must be reported immediately.

3.13.2 Maintenance and Inspections: To remain safe, machinery and equipment must be regularly maintained and serviced to the manufacturers instructions. Manuals shall be made available for routine adjustments, correct use and reference. Daily safety checks must be completed before any work starts. All safety guarding must be in place and be functional. Guarding arrangements must not be removed or altered. All lifting equipment will have records of inspection, testing, examination and certification in compliance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).



3.13.3 Welding: Where appropriate, all welding and other hot works carried out will be subject to the operation of a “permit-to-work” system and identified checks and controls. Any loose combustible materials will be removed prior to the commencement of hot works.

Screens and shrouding will be used to protect other workers from welding operations. Gas cylinders to be located in a purpose built trolley or securely tied in the upright position.

Fire extinguishers are to be readily available while hot work is in progress. Any area specified in a hot work permit must be periodically examined during the hour immediately following completion of the work and before the permit is signed off.

3.13.4 Transportation of Equipment and Materials: Only authorised employees may drive the Company vehicles and tow trailers or equipment. Equipment or materials on vehicles or trailers must always be secure and the trailer suitable for its use. All hitches, couplings, restraint cables/chains and braking devices must be checked before departure. Draw bar jacks must be kept functional and be used on trailers and towed equipment. The condition of tyres, their pressure, indicators and lights must be checked on vehicles before use. Authorised drivers who have been trained and provided with information on the hazards and emergency actions of dangerous goods shall be allowed to transport them in quantities, out-with the scope of the Dangerous Goods Regulations.

3.13.5 Storage of Materials: All stores shall be sited to minimise the risk to the public, employees, contractors and the environment. In accordance with the Highly Flammable Liquids and Liquified Gasses Regulations 1972 all flammable liquids, fuels and oils shall be contained in secure robust carriers with appropriate signage. Fuels must be kept in metal containers or with secure cap or special plastic containers conforming to required standards.

3.14 Electricity

The Electricity at Work Regulations 1989, include requirements of the design, use, maintenance and working procedures near electrical apparatus. In operational areas Risk Assessments will include detailed procedures.

All electrical equipment, lighting, portable tools etc., will only be serviced, installed or repaired by a competent electrician. A competent person shall test all electrical installations and portable electrical appliances at set frequencies, with details recorded. Test labels will be displayed on each appliance and in the record sheets retained at Head Office by the Plant Manager.

A permit to work must be issued for all work on HV Equipment.

All portable equipment will not be more than 110v capacity and must carry a current test certificate (240v may only be used if approved and fitted with RCD's).

The user should make visual checks daily on plugs, cables and connections.



Damp conditions shall be avoided and sockets not overloaded
Adequate earthing, suitable cable etc. will be provided for all equipment.
Temporary lighting will be supplied as required.

All installations of 240v systems or above will be clearly marked with a danger sign indicating the voltage.

3.14.1 Overhead and Underground Electrical Cables and Services.

All site assessments will include details of locations and specific precautions required. This includes procedures to follow in the event of an emergency.

The Contracts Manager/ Engineer/Site Managers and Contract Supervisors shall have overall responsibility for the above controls.

3.15 Risk Assessments

Identifying (and removing) potential hazards, assessing the level of risk to oneself, others and the environment and ensuring adequate safety precautions are fundamental steps for safe working.

The Management of Health and Safety Regulations require that all work should be covered by a suitable risk assessment. The assessments must be recorded and the employees informed of their findings. Generic Risk Assessments have been prepared for some operations, which require to be completed/validated, by the Contracts Manager/Site Managers/ Office Manager/Contract Supervisors or Site Foremen. Where Generic Risk Assessments do not cover all the hazards or others affected by the site activities, additional controls shall be included in the assessments. Competent persons (Site Managers/Contract Supervisors/Site Foremen) trained in our risk assessment procedures shall undertake, complete and sign off all risk assessments.

Employees have two important obligations (a) to comply with any instructions and (b) to inform supervisors of any work situations they think may represent a serious and immediate danger. If there is no supervisor present, they should take whatever actions seem necessary, including stopping work.

3.16 Work Place Arrangements for Welfare

All workplaces shall meet the minimum standard detailed in the Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR), Construction (Design and Management) Regulations 2015 and other relevant legislation and guidance.

3.16.1 Offices: Offices shall meet all legal requirements including seating, lighting, temperature, VDUs, workspace and washing/sanitation facilities. Offices shall be kept in a safe and clean condition with no trip hazards or obstructions, which could cause injury to employees or visitors. The Office manager shall ensure that employees are informed on Fire Safety evacuation procedures and First Aid provision. Safety standards shall be monitored and reported on by the Health & Safety Consultant, discussed with employees, at Team Briefings and monthly meetings.



3.16.2 Construction Sites: These are covered by Construction (Design and Management) Regulations 2015 (CDM). If CDM applies the Company may be appointed Principal Contractor responsible for organising and arranging the management of health and safety during construction phase. Welfare provisions are accounted for within the Construction Phase Plan, which cover all aspects of planning and completion of these activities.

3.16.3 Contractors and Others on Site: Demarcation of responsibilities and areas of work are essential and, if necessary, a site safety co-ordinator will be appointed. Employees have a duty not to do anything, that could put contractors or others at risk and vice versa. Site Managers/Contract Supervisors/Site Foremen shall comply with arrangements to ensure that there is good co-ordination and co-operation with contractors or others on site. On construction and other sites, site rules setting out safety arrangements specific to the site may be created. Induction training with

employees and contractors will cover any rules or site-specific information that affects the safety of operations.

3.16.4 Environmental Safety: All work operations will fully comply with the Environmental Protection Act 1990 and Wildlife and Countryside Act 1981 and other statutory legislation. Sites will be assessed in order to avoid damage to the environment. This shall determine the selection of work equipment, materials and substances used, storage arrangements, traffic routes and the time of operations. Employees shall be informed by managers of specific requirements but shall be observant for any potential risks. They shall be informed of procedures for dealing with any fuel, oil and hazardous material spillage. All waste materials, both organic and inorganic must be removed as instructed by managers/foremen using approved and registered contractors.

3.17 Emergency Planning

Response and evacuation procedures for emergencies and the information that is necessary for efficient action will be communicated to all during induction training. The potential for serious danger exists for all workplaces. This may be caused by others e.g. fire, explosion, bomb threats and a major spillage. Even with preventative measures in place, emergencies may occur and all employees shall be given basic responses or specific site rules.

Fire points are already established on the premises and it will be ensured that sufficient extinguishers are available within any contract area.

In the event of fire, the Office Manager/Site Manager/Contract Supervisor or person in charge must immediately contact the Fire Brigade and direct them to the site of the fire.

If break glass alarms are established in the offices notices indicating action to be taken in the case of fire should be displayed.



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Fire Fighting Equipment will be checked regularly and thoroughly examined every 12 months by an independent source.

Alarms will be tested in accordance with requirements.

The Contract Manager/Supervisor/Site Manager/ will set up and maintain details of the local emergency services (fire, police, ambulance, health & safety executive, environmental health office environmental agency and local casualty hospital) so that they know who to call and where to send persons in the event of an emergency.

Prior to work commencing on sites a Fire Risk Assessment and Fire Plan shall be prepared establishing suitable controls and evacuation procedures for the building/site and identifying those responsible for initiating the procedures and ensuring that all employees are aware of the arrangements.

Every site office (unless supplied by Principal Contractor) will maintain a first aid kit and shall have a first aider or a trained emergency first aid at work person to render assistance to those injured. The presence and location of the first aid is to be made known to all persons on site via the induction talk and appropriate notice displayed.

The Office Manager, must ensure the fire risk assessment for Head Office is up to date and that all tests and examinations are carried out and records maintained. Hot Work Regime procedures shall be followed in Head Office and on sites, where applicable.

The Office/Site Managers/Contract Supervisors or nominated person in charge will telephone the emergency services by dialling 999.

When the exchange operator answers, ask for FIRE Service and give the address and telephone number you are phoning from.

When connected to the Fire Service, state slowly and distinctly: we have a fire then location details.

Do not replace the receiver until this information has been correctly acknowledged.

Where applicable remove the Visitors Book/Sheet, and evacuate the area by the nearest available exit and proceed to the evacuation assembly point.

Notify the senior person present that you have called the Fire Service and hand over the Visitors Book/Sheet.

DO NOT re-enter the building or work areas until told to do so by the Senior Fire officer.

3.18 Hazardous Substances (COSHH)



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The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires employers to control exposure to hazardous substances, including those generated by work procedures used, to prevent ill health to employees and others affected by the work activities. Substances include wood dusts, fuels, oils, chemicals, insulation, paints and pathogens.

3.18.1 Purchase of Substances/Materials

Managers and those responsible for the specification, purchase and use of materials shall follow the hierarchy of measures to prevent or reduce exposure to hazardous substances by elimination, substitution or adequate controls where the substance or process cannot be eliminated. Safety Data Sheets for each hazardous substance must be obtained from the manufacturer or supplier for the reference of those carrying out the assessment.

3.18.2 Assessments

Hazardous substances must not be used until a trained or competent person has completed an assessment

Site Managers/Contract Supervisors are responsible for carrying out assessments on substances where the risk is assessed as low, after training and following agreed procedures. They must seek additional advice from a competent person where the risks are greater, special controls are required and there is a requirement for health surveillance.

An inventory of substances assessed and copies of assessments are retained at Head Office. In each Construction Phase Plan copies of the relevant COSHH assessments will be inserted and these will be discussed with users and those exposed to the substance prior to use. Access shall be available to the assessments at all times.

Managers will ensure that employees are aware of the precautions and control measures required.

The majority of substances used present a low hazard rating and their safety data sheets and labels carry detailed information that all users must read before use.

3.18.3 Lead

Suitable precautions must be taken while dealing with possible exposure to lead at work. The Control of Lead at Work Regulations, make provision for protecting persons exposed to lead at work, whether working directly with lead or lead products or indirectly through cleaning or maintenance operations. The Regulations require an assessment to be made by a competent person, and revised as necessary to determine whether the exposure is significant. Appropriate control measures must be provided to employees if the exposure to lead cannot be controlled by other means. If exposure is significant, medical surveillance will be available to the employees concerned.

3.19 Manual Handling



In compliance with the Manual Handling Operations Regulations 1992, the Company will, so far as reasonably practical, remove the need for hazardous manual handling operations. Generic assessments for some operations have been completed and the key points highlighted in specific risk assessments. Additional ones are to be prepared for site-specific hazards by the Site Managers/Contract Supervisors trained in the procedures. By following good working techniques taught in skills training courses on kinetic lifting techniques, the risks of injury are minimised. However, assessment of the load, the working environment and the task required should be considered by employees at all times.

3.20 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 2002 cover these work activities. The Office Manager is responsible for ensuring that all classified users of workstations (employees who use a computer for more than one hour per day on a regular basis) have self assessed their workstation and that any problems identified have been checked and acted on by a competent person.

Employees who use this equipment as a significant part of their normal work or are to start doing so may request “an appropriate eye and eyesight test” to be carried out by a qualified Optician. This may be repeated at regular intervals. If necessary, special corrective appliances for use with VDU’s, normally spectacles, will be provided. Employees shall plan, so far as is possible, activities so that breaks or changes of activity are taken to help prevent strain. More details are provided in the Safety manual.

3.21 Waste Management

Under the Environmental Protection (Duty of Care) Regulations 1991 the Company are registered with SEPA to carry waste.

Site waste Management Plans (SWMP) shall be prepared for all notifiable projects.

All waste carriers used by the Company to remove waste and special waste from sites must also be registered with SEPA.

3.22 Noise

The Control of Noise at Work Regulations 2005 sets specific requirements on assessing the risks to employees from noise at work, take action to reduce the noise exposure and where the noise levels cannot be reduced, provide employees with hearing protection. Employees are issued with hearing Protection i.e. Ear Defenders or earplugs, if required, for the machines or environment they work in. These are selected after confirming manufacturers’ data through noise assessment. The maintenance of the protective equipment is vital to maintain a safe noise level, and any concerns should be discussed with supervisors. All employees are provide with information, instruction and training on the risks and on the correct use of the protective equipment.

3.23 Vibration



The Control of Vibration at Work Regulations 2005 sets exposure action and limit values. To meet their requirements risk assessments shall be prepared and control measures introduced to reduce exposure at or below the exposure action value (EAV). Those responsible for the purchase and hire of equipment shall obtain emission information and take this into consideration, before use. Those responsible for preparing risk assessments shall include controls to reduce daily exposure times to below the exposure action value (EAV).

3.24 Vehicles

3.24.1 Vehicle Maintenance: Cross reference should also be made to the Company's separate policy in employees handbook. All Company vehicles shall be serviced at the frequency recommend by the manufacturer of the vehicle. It is the responsibility of the driver to carry out daily checks of their vehicles prior to use and in conjunction with the laid down checking procedures. Any defects noted must be reported immediately to the Transport Manager, who shall coordinate servicing of all vehicles and any repairs necessary. In the event of employees using their own vehicles on behalf of the Company then it is the responsibility of the owner to ensure that they are adequately insured and that the vehicle is properly maintained for this purpose as detailed in the Company Policy for Vehicles.

3.24.2 Driving Licences: The Office Manager must ensure that all drivers have the correct licence for the class of vehicle they have authority to drive. All licences shall be inspected annually and drivers are required to report any convictions, points etc.

3.23.3 Mobile Phones: The use of mobile phones when driving is only permitted in vehicles fitted with hands free kits and in compliance with current Legislation.

3.23.4 Seat Belts: All drivers and passengers are required to wear seat belts when using Company vehicles.

3.23.5 Traffic Management: All vehicles delivering plant and materials to our premises or sites, must only reverse while under the strict control of a nominated employee (Banksman).

3.23.6 Usage: Drivers are required to drive vehicles safely and must never contravene the Highway Code when driving in the course of business. Drivers are responsible for the safe and correct stowage of the loads they transport. They must not carry unauthorised passengers or unauthorised loads, use Company vehicles for unauthorised purposes or overload vehicles beyond the stated capacity.

Vehicles must be kept clean and tidy on the inside and the outside of the vehicle washed at agreed intervals.

Drivers must not drive or operate vehicles whilst suffering from a medical condition or illness, which may impair their normal ability. Or operate any Plant, Vehicle or Equipment whilst under the influence of alcohol or drugs unless medically prescribed.

3.24 Asbestos



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Specific legislation, the Control of Asbestos Regulations 2012, covers asbestos at work, and it is the Policy of the Company that only licensed contractors with competent people working to certain standards will be permitted to work with asbestos. Asbestos based materials have been widely used within the construction industry and although legislation has confined its use, the substance will still be found throughout building sites for many years to come.

The Engineering and Construction Managers will be responsible for ensuring that a current refurbishment/demolition survey is received for the premises where work is planned. If the removal of asbestos is necessary, then only specialist and approved contractors, licensed by HSE, shall undertake work involving asbestos.

Asbestos awareness training will be provided to those trades most likely to come in contact with asbestos unexpectedly during their work.

Where suspect materials are unexpectedly found during work in progress the area should be isolated immediately following emergency procedures (Asbestos Essential EM1), until areas are inspected and cleared by specialist contractor.

Competent persons from an approved organisation accredited to ISO 17025 will carry out sampling and analysis.

Substitute materials without an asbestos content will be obtained and used where practicable.

Should asbestos material become apparent contact the Engineering Manager/Construction Manager immediately for help and advice.

3.24.1 Asbestos - Premises

The Office, Workshop and Warehouse have been surveyed (Management) and some areas of Asbestos materials in good condition have been identified.

An Asbestos Register and Asbestos Management Plan have been introduced and will be maintained in accordance with the Control of Asbestos Regulations 2012.

Any further intrusive work will require a refurbishment/demolition survey prior to work commencing.

3.25 Stress



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The Company is committed to providing a safe and supportive working environment that is both sufficiently challenging and motivating for all employees. It is recognised that at certain times individual employees may experience symptoms of stress arising from demands placed upon them from a variety of sources which may or may not be work-related.

The Company is committed to developing a work environment and culture where employees can be open about their experience and concerns, and are supported in preventing the causes and managing the effects of stress at work.

The aims are to communicate and promote a commitment to minimise the risks to employees' health arising from harmful sources of stress at work, by developing mechanisms for monitoring performance and identifying trends in stress related absence data and taking action as appropriate.

The Company acknowledges that failure to deal with work-related stress can have negative effects on the health of employees and in turn the quality of service it delivers.

3.26 Work at Height

In compliance with the Work at Height Regulations 2005, the Company will take suitable and sufficient measures to prevent, so far as is reasonably practical, any persons falling a distance liable to cause personal injury. Risk assessments shall be prepared by a competent person following the hierarchy of controls for managing risks from work at height by taking steps to avoid, prevent or reduce these risks. All work shall be properly planned and organised using appropriate work equipment, inspected, maintained and used by trained persons, or by using other control measures to prevent falls, where work at height cannot be avoided.