

HEMING GROUP LTD

Incorporating

HEMING SERVICES LTD

FORD ELECTRICAL LTD

MAJOR REFRIGERATION & AIR CONDITIONING SERVICES LTD

HEALTH AND SAFETY MANUAL

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This manual incorporates all aspects related to the Company's responsibilities under: -

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Construction Design and Management Regulations 2007

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HEALTH AND SAFETY POLICY

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1 THE POLICY STATEMENT

The Directors of **Heming Group Ltd (incorporating Heming Services Ltd, Ford Electrical Ltd and Major Refrigeration and Air Conditioning Service Ltd)** - [hereafter the Company] are committed to endeavouring to ensure the health and safety of all employees, sub contractors and other persons who are authorised, from time to time, to be on the company's premises, or on a work site, or acting on its behalf.

The Directors will take all necessary precautions to ensure the health and safety of any client, the client's employees and any members of the general public who may be affected by any work activity carried out.

The Company will strive to comply with all legal responsibilities, which will be treated as a minimum standard to achieve.

Glenn Webb Ltd, independent Health and Safety Advisers, who will regularly review operational performance within the organisation, have been appointed. They will formerly review H&S performance with the Director on a regular basis.

The Directors will ensure that necessary resources are made available to meet our obligations, and as policy maker of the company will be responsible for ensuring that:

- All employees and sub contractors understand the contribution they must make towards controlling risk.
- Safe places of work, plant and equipment are provided and appropriately maintained.
- Safe systems of work are identified and implemented.
- Suitable and sufficient information, instruction and supervision are provided so that employees and sub contractors are competent to do their duties.
- Appropriate arrangements are set in place to ensure that there is effective communication of health and safety matters.
- Access to sources of health and safety advice are maintained.

This policy will be subject to annual review. The Directors will continue to improve the health and safety management systems in line with current legislation, and the company's ongoing development.



Peter Heming

Director

March 2015

2 ORGANISATION OF HEALTH AND SAFETY

Management of Health and Safety Responsibilities.

Health and safety roles and responsibilities are as follows:

The Director responsible for Health and Safety (Peter Heming)

Peter Heming has ultimate responsibility for H&S within the organisation.

It is Peter Heming's responsibility, to ensure all employees, and sub contractors for whom she has direct responsibility are sufficiently trained, and therefore competent to carry out the task given them.

Stakeholders

All other Directors and stakeholders in the organisation, must have sufficient knowledge of the importance of Health and Safety, and give their full support to any actions, which must be taken to ensure necessary standards are achieved, and maintained.

Health and Safety Adviser (Glenn Webb Ltd) – Glenn Webb

The HSA is responsible for advising and contributing to the development, establishing and maintaining, of an effective H&S Policy; reviewing, updating and disseminating the organisation's H&S Policy, and verifying its implementation by regular audit and feedback.

The HSA must be aware of all changes in legislation and good practice affecting the company's field of activity, and advise on the implications of any such change.

The HSA must also advise on the implication of "in house" changes in policies, procedures and practices.

Contract Managers

Managers will be responsible for endeavouring to ensure that on contracts for which they are responsible, persons under their direct control, or any persons working in areas under their control, follow the Company's operational safety procedures.

Site Foreman

A person appointed as Site Foreman will be responsible for endeavouring to ensure that all personnel under their direct control, are aware of the safety procedures in this manual related to their particular occupation, and all general safety procedures either contained in the manual, or part of general Client site procedures.

The Site Foreman will ensure that only persons skilled, and where necessary qualified, to carry out specific tasks are allowed to do so.

The Site Foreman will report to the Contract Manager, any persons, (employed, or subcontractors) who do not comply with the specified safety requirements to the Director.

Disciplinary action will be taken against persons consistently failing to comply with the necessary safety procedures.

Employees

Employees must understand the impact of their actions (or lack of action) on the Health and Safety of themselves, their colleagues or any third party who may be affected, and ensure they act safely at all times.

They must follow defined safety rules, practice and procedures at all times, and if in doubt seek advice, and carry out only tasks for which they have the necessary skill and training

Employees will be encouraged to make known any fears concerning, or ideas for improving Health and Safety within the organisation.

Sub Contracted Workers

Where no other standard exists, sub contracted workers engaged to work on a contract, will be covered by this Health and Safety policy. They will be expected at all times, to act as the employed staff, on all aspects of Health and Safety, operational procedures, and best working practice.

Subcontractors employing more than five employees who are engaged by the company, must have their own Health and Safety Manual, but will, be expected to work to this manual as a minimum requirement

Sub contractors engaged for a specific task, within a contract, where the relevant H&S standard for their process or activity, is above that generally stated by the Company (e.g. asbestos), will work to the higher standard specified, and notify the organisation of this fact.

Failure by any sub contractor, to comply with the specified Company Health and Safety policy, safe working practice, and working procedures, could result in their removal from the site.

3 OPERATIONAL CONTROL PROCEDURES

3.1 Incident, Accident and Occurrences Procedure

The workplace has an Accident Reporting Book. It is required that personnel report all accidents, injuries, cases of ill health arising from a work activity, potentially hazardous incidents and "near misses" to their line manager.

3.1.1 Reporting of Serious Accidents and Occurrences to RIDDOR

Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013 (RIDDOR), covers all employees.

RIDDOR must be followed if:

- A person at work is incapacitated from their normal work for more than seven days as a result of injury. The person does not have to absent from work.
- A person is rendered unconscious by a blow or inhalation of a substance, or spends overnight in hospital.
- A death occurs while involved in a work activity.
- The death of an employee, when death occurs within one year after a reportable injury, which was directly responsible for that employee's death.
- A person being affected by a specified work related disease provided a doctor diagnosed the disease.
- A specified dangerous occurrence occurs. (ie; explosion, major fire)

In any of these cases, as stated in Health and Safety Regulations, Peter heming will report the incident to the Incident Contact Centre (ICC), by the quickest possible means:

Phone: 0845 300 9923 fax: 0845 300 9924

email: riddor@natbrit.com

Post: ICC Caerphilly Business Centre, Caerphilly, CF83 3GG

Internet www.riddor.gov.uk

To follow up RIDDOR incidents must be reported to HSE on the prescribed forms:

Form F 2508 Injuries and Dangerous Occurrences

Form F 2508A Work Related Disease

3.1.2 Investigation and rectification

RIDDOR

All RIDDOR incidents will be investigated internally, to establish cause, and ensure the same situation does not occur again. Appropriate authorities will be invited to advise. Recommendations from HSE will be considered and introduced as soon as reasonably practicable.

Other accidents

All accidents resulting in an injury, requiring any degree of medical attention must be reported in the site accident book with a copy for the organisation's Accident Book. This must be done within 24hrs of the accident occurring, and is a legal requirement irrespective of whether treatment of the injury was self-administered by the employee, a designated first aider, or at the hospital

All incidents reported will be investigated, and if necessary reported to HSE.

3.2 Fire Emergency Procedure

3.2.1 Site Specific Fire Procedure

A named Responsible Person will be appointed on the site.

A site specific fire procedure will normally be in place and all Company employees will be made aware of it at their induction.

A site specific Fire Procedure will take preference over the Company's procedure

3.2,2 Company Procedure in case of Fire where no site procedure exists Discovering a fire

On discovering a fire the following procedure will take place:

- Immediately sound the fire warning
- Ensure the "Call fire brigade" procedure is actioned.
- Ensure all personnel in immediate area are aware of fire
- Without risk to self, try to help any injured person to escape
- Ensure evacuation of other personnel is taking place
- Assess possibility of fighting fire with available equipment
- If in doubt evacuate

Evacuation Procedure

Emergency exit routes will be defined and notified, on hearing the fire warning take the following action:

- All personnel proceed to fire assembly point via the nearest fire exit.

Assembly at fire assembly point

When all Company "staff" have arrived at assembly point, the **Responsible Person** will:

- Check and confirm all "staff" are all present
- Report all known facts to Fire Officer on his arrival
- Await authorisation from senior fire officer before returning to place of work.

3.3 First Aid

A qualified first aider will be on site. **Name and how to contact will be posted.**

Appointed Person

In the absence of a qualified first aider, a named person will be nominated as the **"Appointed Person"**.

First Aid Procedure

The Appointed Person will take charge in an emergency, though not be responsible for the administration of first aid. Name and how to contact will be posted.

The Appointed Person will have the following responsibilities:

- To know the location address and Post Code of the work site.
- Ensure there is a mobile phone signal at the work place, or if not establish where the nearest strong signal point is.
- To know the location, and quickest route to the nearest A&E unit in the area.

In the event of an emergency/incident the Appointed Person will:

- Initially and quickly assess the seriousness of the injury:
- Decide what treatment is required
- On site simple self administered first aid
- Person still walking and able to be transported to nearest A&E centre
- Person seriously injured conscious or unconscious needing emergency services to be called.
- If necessary call the emergency service (ambulance) give clear details of the persons injuries, and clear indication of the location.
- Send a team member to a point where the emergency service can be quickly guided to the injured person.

The Appointed Person will remain in control throughout the emergency, and report the details of the incident to the emergency services on arrival.

Under no circumstances will the appointed person, unless fully trained, be expected to administer first aid.

The Appointed Person will be responsible for ensuring that:

- The van has a first aid kit kept readily accessible
- The contents are replenished as necessary

All incidents requiring medical attention (self administered or by a third party (site first aider, hospital) are recorded in the Company accident.

First Aid Facilities

First aid boxes and facilities will be provided in line with the size of any site, the Appointed Person will be responsible for keeping the Box fully stocked.

3.4 Health Surveillance.

Operations currently carried out by the company necessitating regular assessment are:

Dermatitis.

The Director will be responsible for ensuring regular health checks for these operatives are carried out.

Should the organisation become involved at any time in the future with other processes or activities, where operatives should receive regular health surveillance, this will be arranged.

4 SITE AND OPERATIONAL RISK ASSESSMENT

4.1 Generic Risk Assessments

Generic risk assessments specific to the organisation's areas of operation have been drawn up, by a competent person, and made available to all employees/subcontractors

Risk assessments will be reviewed on an annual basis or sooner if a change in method or equipment takes place.

4.1 Site Risk Assessment

Prior to any work on site, a total site specific risk assessment may be carried by a competent person, to confirm that the generic risk assessments are sufficient.

Site specific operational risk assessments indicating the "generic" risk assessments which apply to the specific site will be issued

Any particular hazards identified which are applicable to the site, and which change any aspect of the generic risk assessments will be notified to the operatives prior to commencement of work on the site.

Where necessary the main contractor will be asked to take action to eliminate, or reduce any hazard which it is considered will put the operatives at serious risk.

Peter Heming will ensure the operatives comply with the relevant operational risk assessments

4.3 Method Statements

Generic Method statements detailing safe operating procedures for carrying out all general functions are in place. Employees/subcontractors will be given copies of all such method statements as part of their induction.

Job specific Safe Working Method Statements will be drawn up if identified as necessary in the site specific risk assessment.

5 THE WORKPLACE ARRANGEMENTS

Peter Heming will be responsible for ensuring that, so far as is reasonably practical, that on any site the requirements laid down by the **CDM 2007 Regulations** are complied with:.

5.1 Specific Regulations

5.1.1 Health

- Ventilation
- Temperature in indoor workplaces (When applicable)
- Lighting
- Cleanliness and waste materials
- Workstation

5.1.2 Safety

- Maintenance
- Floors and traffic routes
- Falls and falling objects
- Doors and gates

5.1.3 Welfare

- Sanitary conveniences and washing facilities
- Drinking water
- Accommodation for clothing
- Facilities for rest and to eat meals

5.2 MANUAL HANDLING REGULATIONS 1992

Peter Heming will ensure that the **Manual Handling Operations Regulations 1992** are complied with ensuring that the Company will:

- **Avoid** the need for hazardous manual handling as far as reasonably practicable;
- **Assess** the risk of injury from any hazardous manual handling that cannot be avoided; and
- **Reduce** the risk of injury from hazardous manual handling as far as reasonably practicable.

As employers we will:

- Provide mechanical aids to avoid manual handling operations where there is a risk of injury, and where it is reasonably practicable to do so;
- Conduct risk assessments of operations where manual handling cannot be avoided;
- Reduce the risks to the lowest level reasonably practicable;
- Provide information on the loads to be moved/carried to include the weight and the centre of gravity of the load.

Many manual-handling operations will be avoided/reduced by:

- Reducing the size of the load which is purchased;
- Splitting the load into smaller loads;
- Seeking assistance when carrying;
- Improving ergonomic design; and
- Training in kinetic lifting methods.

In addition company will endeavour to meet the above criteria:

- Carry out manual handling training for all operatives.
- Refresh and review attitudes to manual handling by making it a regular tool box talk.
- Try through discussion with designers (architects) site managers etc to use materials and specifications which reduce manual handling tasks.
- Provide when practicable mechanical handling equipment.

If after taking all the above actions it is considered necessary, or is requested by an operative, a manual handling risk assessment, using the MAC method will take place.

Findings will determine the appropriate action to be taken.

5.3 Work Equipment - Provision and Use of Work Equipment Regulations 1998

Peter Heming will be responsible for the selection of the most suitable plant, tools and other equipment for use on the work to be undertaken

Peter Heming will ensure that:

All equipment provided by the organisation, or sub contractors for the execution of specified jobs or functions to be carried out in the workplace will conform to the **(PUWER 98 Regs)**.

All equipment used on site will be operated in line with best practice, suitably guarded, and under the relevant HSE legislation.

Where necessary any equipment or plant used (whether owned or hired) which requires a certificate of compliance, must have a current certificate.

All equipment purchased is suitable for the work to be carried out, and meets all the applicable H&S standards..

The necessary machinery maintenance schedules, in line with the relevant operational handbook, will be drawn up, and maintenance records maintained.

5.4 Lifting Operations and Lifting Equipment Regulations 1998

Peter Heming will expect any lifting equipment used in the workplace to conform to the **Lifting Operations, and Lifting Equipment Regulations 1998**(LOLER Regs)

A current certificate of conformity for any item (owned or hired), employed in a lifting operation, whether plant (crane, Forklift, hoist etc.), or ancillary equipment (chain, sling, or specially adapted equipment etc.) will be required.

5.5 Noise at Work Regulations 2005

Peter Heming will ensure that noise levels, within the workplace are monitored by assessment if necessary, and managed in line with the **Noise at Work Regulations 2005**.

Where possible action will be taken to reduce noise levels at source. Where this is not possible, ear protection will be provided to all those persons requesting it.

Above the lower limit (**80dB**), but below the upper limit (**85dB**) employees will be advised that ear protection is available.

Above the upper limit (**85dB**) ear protection **MUST** be provided and the wearing of ear protection will be compulsory.

Care will be taken to ensure that any ear protection provided does not overcompensate. Noise will not be reduced below **70dB** at the ear.

Instruction on how to correctly use and wear the ear protection provided will be given to all operatives

5.6 Electricity at Work Regulations 1989

All activities which use, or are affected by electricity, will be covered by the **Electricity at Work Regulations 1989**

GENERAL

Peter Heming will ensure that:

**Operatives check and where necessary arrange that the tool in use has the required electrical (PAT) approval
Faulty electrical tools are not be used under any circumstance.
Tool repairs are only be carried out by a person competent to do so.**

PORTABLE ACCESSORY TESTING (PAT)

In construction sites tools used on a daily basis in demanding conditions should be tested every three months,

Operatives must never leave any tool longer than twelve months between tests.

LOWEST POSSIBLE VOLTAGE

All operatives will be expected to work with electrical power tools operating at the lowest possible voltage in the following order of preference :

1	Battery Operated	2	110volt	3	240 volt
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CHECKING TOOLS

Prior to commencing any work with electrically powered tools (except battery operated) operatives must:

ELECTRICAL TOOLS

- Physically check that:
 - The main body casing is sound. (NO cracks or other damage)
 - The cable is in sound condition with no damage which reveals core cables, either sound or damaged.
 - The cable is firmly anchored into the body of the tool with no core wires exposed, or obviously loose
 - The cable is firmly anchored into the plug, with no core cables exposed.
 - There is no damage to the plug casing.
 - There is no evidence of overheating of the plug.(brown or burnt marks around the terminals)

EXTENSION LEADS

- Physically check that:
 - The plug is sound with no cracks or signs of overheating.
 - The cable is firmly anchored into the plug and that no core wires are exposed.
 - The connection sockets are not damaged, and show no signs of overheating.

- The cable is used in the unwound condition, and there are no signs of damage throughout its length.

TRANSFORMERS

- Physically check that:
 - The plug connecting to the 240v mains supply is in sound condition no exposed core cables or signs of overheating.
 - The connecting cable is in sound condition.
 - The connecting cable is firmly anchored into the transformer with no exposed core cables.
 - The body of the transformer is in sound condition.
 - The connection sockets are undamaged.

ANCILLIARY EQUIPMENT

If it is only possible to use 240v tools this must be through a RCD device with a maximum 15 millisecond cut out speed.

Any setting controls on the RCD must be checked to confirm correct operation.

5.7 Control of Vibration at Work Regulations 2005

Peter Heming will ensure that all equipment or processes which produce vibration, within the workplace will be monitored and managed in line with the:

Control of Vibration at Work Regulations 2005

When requiring operatives to use the following tools:

Road drills, power hammers, chipping hammers, hammer drills.

The Company accepts responsibility under the **Health and Safety at Work Act 1974** to provide safe equipment, and reduce risk by:

- Checking the vibration factors of all vibratory tools in current use.
- Always considering the vibration factor of any new tools.
- Buying tools with built in protection.
- Always be sure operatives have read the safe use instructions, or that they have received sufficient training on how to use the tool properly
- Ensuring operatives use the right tool for the job
- Arrange work schedules so that operatives can avoid long periods of work without a break.
- Avoiding the use of high vibration factor tools.
- Arranging periodic Health Surveillance for regular operators, or if requested by an operative.

5.8 Hazardous Substances COSHH Regulations 2002

The Peter Heming will ensure that the organisation will continuously review the substances being used to ensure that if/when a safer alternative can be found it is used.

A risk assessment of any such substance will be made to determine the safest way in which it can be used.

Operatives will be made aware that substances which have a COSHH risk are labelled using a black symbol denoting the hazard on an orange background.

Substances commonly found on construction sites which will be subject to COSHH assessments are:

Cement(dry powder) or premixed
 Mortar(dry powder) or premixed
 All types of plaster (including plaster board)
 Paints & solvents
 Fixing and sealing compounds
 Wood Dust (Soft wood, hard wood)
 MDF dust
 Sweepings dust (could include many of the above)
 Demolition Dust (could contain many of the above)
 Gas (various for plumbing, and metal joining processes)
 Petrol (fuel for equipment).
 Brick cleaning chemicals

This is by no means an exhaustive list and all substances used should be checked prior to use

Before using any COSHH labelled substance operatives will be made familiar with the operational risk assessment.

The following are examples of the signage found on substance containers.

							
Flammable/ Highly Flammable	Oxidiser	Explosive	Harmful	Toxic/ Very Toxic	Irritant	Dangerous to the Environment	Corrosive

Operatives must to follow the COSHH recommendations at all times, and know the correct method of wearing, operating and maintaining any safety equipment provided.

COSHH substances will be stored and transported in line with the manufacturers instructions.

Where necessary custom build storage facilities will be provided.

The amount of a substance required to carry out any process or operation will be kept to the minimum required. The balance of the substance will be returned to safe storage.

Where COSHH substances cannot be labelled (fumes, dust, cigarette smoke, etc.), but improper control of them can lead to such problems as industrial asthma, and in extreme cases, cancer of the nose and respiratory system safe working procedures will be in place..

5.9 Working at Height Regulations 2005

Peter Heming will ensure that working at height is planned and organised in line with the Working at Height Regulations 2005 and further ensure that persons so engaged are adequately protected from falling.

The following safety procedures will therefore be followed.

- Prior to commencing any work at height a responsible person (Site Manager, Supervisor), must be sure there is no alternative to working at height...
- If working at height cannot be avoided the safest (not easiest) means of carrying out the work must be established by making a working at Height Risk assessment. (Justification for the selection of a particular method of working may be required by a HSE inspector.)
- It is also a necessity to ensure that should a fall occur, the distance fallen and the consequences thereof, are minimised by a suitable method of fall arrest.
- All persons working at height will be trained and competent to do so.

5.10 Display Screen Equipment (Administration Staff)

All work involving display screen equipment (DSE) will be checked against the current regulations.
Health and Safety (Display Screen Equipment) Regulations 1992
[See appendix 1 (section 2 H&S Manual)]

5.11 Pregnant and Nursing Mothers

Once notified in writing of the pregnancy, the organisation will take all necessary steps to accommodate the needs of pregnant/nursing mothers:-

- Risk assessment of the overall working arrangements
- By agreement, make changes to work pattern.
- Recognise the possible reduction in work output.
- Recognise the need for increasing periods of rest during the normal working day.

The pregnant employee must keep the Company aware of all actions related to the on going pregnancy, which will necessitate absence from their place of employment.

6 PERSONAL PROTECTIVE EQUIPMENT

6.1 Personal Protective Equipment (PPE) (General)

The Company recognises its responsibilities under the **Personal Protective Equipment at Work Regulations 1992** and the **Construction Head Protection Regulations 1989** to assess the risks, to provide the necessary protective equipment and train personnel in its use, and to maintain and replace as necessary.

The specific PPE which must be used will be listed in the operational risk assessment.

Personal Protective Equipment will only be used as a last resort to protect personnel from hazards which cannot be avoided by any other action.

Sub contractors must provide their own protective equipment, and wear it as necessary, on site.

Protective equipment shall be used, stored and maintained in accordance with manufacturer's instructions and the training provided.

Any damage, loss, fault or unsuitability of protective equipment shall be reported to management.

The company will issue advised protective equipment to directly employed staff and operatives, and undertake to replace such equipment wherever necessary.

If specified by an activity/ operational risk assessment the nominated PPE must be worn.

Failure to use the necessary PPE as listed in any job specific risk assessment, could result in removal from the site.

7 COMPANY VEHICLES

Personnel must not drive any company vehicle, for which they do not hold an appropriate driving licence

Drivers should ensure the vehicle is safe to drive before taking the vehicle on the road

Regular recorded checks should be made of key items.

Drivers must under no circumstances, drive a company vehicle when they are, or could be, above the permitted alcohol limit.

Drivers judged to be driving under the influence of alcohol, drugs or other will be severely disciplined substance

Drivers must drive the vehicle within the road traffic laws, at all times, and obey the highway code

Vehicles taken onto site must be used and parked in line with the client's site instructions.

Neither Company nor private vehicles must be parked in such a way as to obstruct public roadways or footpaths.

9 GENERAL HEALTH AND SAFETY AND WELFARE

9 Current rules and regulations.

9.1 Smoking

All personnel engaged on a contract will follow site rules.

9.2 Alcohol and Drugs.

Neither employees nor subcontractors will be allowed on site, if they report for work under the influence of alcohol drugs or any other substance.

Drivers of company vehicles will not be permitted, and should not attempt, to drive the vehicle if they are over the statutory limit.

The organisation is aware that there are other general points not specifically or fully covered in this policy document, (e.g. HIV/Aids and others.) Should the necessity arise, the company action will be based upon:

Current rules and regulation.

- Precedence.
- Any current HSE advisory documents.

9 HEALTH AND SAFETY TRAINING

10.1 General Training

Peter Heming will endeavour to ensure the competency of the personnel engaged, by identifying the competencies required and providing information and training appropriate to the health, safety, and welfare responsibilities of each individual.

No one engaged, will be permitted to carry out any task, unless he/she has received the necessary training, and can demonstrate a satisfactory level of competency.

All training will be established at induction with new employees.

Training will be reviewed annually or more frequently if operational procedures or legislation change.

All new employees will be given both organisation, and site inductions.

Regular tool box talks will be given to update and ensure Company operatives are aware of ongoing safety matters.

10.2 Apprentice Training

Apprentices who are part of any work team, will be covered by the MHSWA (Regulation 19).

They will not be expected to carry out any task, which is outside their physical capability.

They will not be subjected to weather extremes (Heat, cold, wet).

They will not be asked to perform any activity, which may cause them stress.

They will be under the supervision of a skilled person.

A record of ongoing training will be maintained

10 SUBCONTRACTORS

A subcontractor engagement sheet will be completed for all groups of subcontractors, or where necessary single subcontractors.

This will seek the following: -

- Proof of competence and previous experience
- Group or individual public liability insurance is in place and current.
- They either have their own H&S policy, or agree to work to this policy.

11 HEALTH AND SAFETY COMMUNICATION

Health and Safety matters are communicated vertically up, and down.

Peter Heming will ensure all new starters are given a site safety induction.

All persons engaged to work on site will be asked to confirm their understanding, and acceptance of all matters covered in the site induction, prior to commencing work.

Site visitors will be given any relevant site safety information.

The Site Agent/Manager will ensure any new legislation, or changes in practice, necessitating a review and possible change in safety procedures, are notified immediately to the employees/ sub contractors.

Employees/sub contractors who identify personal or operational problems, which could, or will have an affect on Health and Safety, must declare them to management.

Employee/sub contractor input into the on going H&S policy is welcomed, and the necessity, desirability, and practicality of all suggestions will be considered.

Further exchanges of health and safety information will take place during:

- regular tool box talks, covering site and operational related topics, given by the appointed H&S adviser.

- Topic specific safety meeting which may be called as necessary.

12 STRESS

The Company will endeavour to minimise the stress placed on employees by ensuring:

- Employees are fully trained, and sufficiently skilled to safely and efficiently carry out their allotted tasks.
- Employees are encouraged where possible to develop new skills, which will enable them to take on new and more satisfying work.
- Employees are encouraged to use their skill and initiative to do their work
- The workload placed upon them is achievable in the agreed hours of work.
- Employees will have some input into their work pattern, including scheduled breaks.
- The job is within both their physical and mental capability to carry out.
- Tools and equipment provided for carrying out any task, are suitable for the work to be undertaken, and comply with the requirements of PUWER.
- Environmental factors which can cause physical discomfort and which may result in short or even long term illness or disability are safely controlled and monitored. (Noise, dust, temperature, etc.)
- Employees are encouraged to bring matters causing them concern to the attention of their supervisor.
- There is a clearly defined means of communication, which enables employees to confidentially express concerns related to their employment.
- There is a means of dealing with unacceptable behaviour. (Bullying, sexual or racial harassment, etc.) - [Disciplinary procedures]
- Every effort will be made to fully integrate employees who do not have English as a first language.
- All staff are made fully aware of any operational changes which will, or they may think will, have an effect on their personal working situation.

Supervisory Managers will be party to this Stress Policy.

Supervisory Managers will understand the operational necessity and benefit to the organisation of minimising stress, and endeavour to ensure they do not willingly or unwillingly create it.

Supervisory Managers will informally monitor their staff, and initially counsel any staff whose general attitude or performance unaccountably falls below their previous levels.

Employee concerns, communicated to a supervisor, which are possibly causing stress, will be treated confidentially.

Situations, which cannot be resolved at a supervisory level, will be reported to a senior Manager.

If internal counselling cannot resolve the problem, an employee will be advised to seek professional help.

A confidential record will be kept on any stress related problems dealt with.

3 ASBESTOS POLICY

It will be assumed that in any building constructed or modernised pre 1999 asbestos may be present.

Persons likely to be engaged on any future activities where asbestos might be present will receive adequate training.

No work will commence to demolish, refurbish or make alterations to a pre 1999 building unless a Refurbishment, or demolition asbestos survey has been made.

Work will not be carried out in any area where asbestos has been identified, or is possibly present, unless a safe method of working has been established

All recommendations indicated in any such document will be followed.

Asbestos present on a site, will if necessary be removed by HSE approved contractors and disposed of through licensed waste disposal operatives.

If during any demolition, refurbishment or alteration asbestos that has not been previously identified is discovered or suspected, work will cease immediately.

An Asbestos surveys will be taken or requested when the following circumstances occur.

As insulation or coatings used for:

- Thermal insulation of boilers and pipework, (possibly hidden in under floor pipe ducts)

- Fire protection of structure (often behind false ceilings)
- Thermal and acoustic insulation of buildings (often hidden behind ceilings and in wall cavities)
- Some texture coatings and paints.

Asbestos insulating board :

- Fire protection on doors
- Cladding on walls and ceilings
- Internal walls and partitions
- Ceiling tiles in suspended ceilings

Asbestos cement which is found as:

- Corrugated sheets (roofing and cladding of buildings)
- Flat sheeting for partitioning, cladding and door facings
- Rain water goods (i.e. gutters and down pipes)

If any of the above are identified, work will not restart until a safe working procedure has been agreed.

Further ref: **Control of Asbestos Regulations 2012**

14 HEALTH AND SAFETY AUDITS

The Health and Safety Adviser will monitor the on going, compliance with this policy.

Regular inspection checks of all safety systems, and procedure will be carried out on site, to ensure operatives are complying with the written policy, and related method statements, and that if acting as the Principle Contractor the Company is fulfilling its obligations under the related HASWA 74, MHASWR 99, and CDM 2007 regulations.

Failures to comply will immediately be notified to the senior site manager, and an instruction to comply will be given. If necessary a **STOP** will be placed on an unsafe activity, pending return to safe condition.

A report detailing H&S performance will be given to Peter Heming following every site visit.

16 COMPLIANCE WITH CDM 2007

If appointed as the Principle Contractor on a project Heming Group Ltd will in particular::

- Properly manage, plan, and co-ordinate the work during the construction stage to ensure that risks are properly controlled.
- Satisfy themselves that clients are aware of their own duties, that (where necessary) a CDM Coordinator has been appointed, and that (where necessary) the HSE has been notified of the project.
- Be confident that they have the competence to take on the contract, and are adequately resourced in relationship to the risks of the activities undertaken.
- Ensure all contractors who work on the project will be notified of the minimum amount of time allowed for planning and preparation prior to beginning work on the site.
- Ensure all contractors engaged have sufficient information about the project to enable them to carry out the work safely and without risk.
- Ensure safe working and co-ordination and co-operation between contractors.
- Ensure that a suitable construction phase plan is:
 - In place before work start.
 - Developed in conjunction with, and communicated to all contractors involved with, or affected by it.
 - Implemented
 - Kept up to date as the project progresses.
- Ensure that any persons engaged to carry out tasks on the project are competent to do so.
- Ensure suitable welfare facilities are in place prior to starting
- Take all reasonable measures to make the site secure.
- Prepare and enforce site rules.
- Work closely with the CDM Co-ordinator (if appointed) to compile the Health and Safety file.
- Ensure all contractors are given the necessary site induction.
- Ensure that the workforce is consulted as necessary about health and safety matters.
- Ensure the project notification (F10) is displayed.

In addition Heming Group Ltd will comply with all other health and safety regulations as covered in the Company's general health and safety policy.

16 CHANGES TO MANUAL

DATE	CHANGE
Jan 09	Manual issued
September 2010	Manual Reviewed.
September 2011	Manual reviewed no changes necessary
Dec 2011	Update: Section 7 environmental policy added; Section 9 CDM Set up chart added.
April 2013	Manual re written to include incorporation of Ford Electrical Ltd, and Major Refrigeration and Air Conditioning Services Ltd. RIDDOR three day reporting amended to seven days.
March 2014	Now Heming Group Ltd. Riddor 2013
March 2015	Manual reviewed.