



Health and Safety Policy

January 2018

Liquid Applied Membranes Limited
Unit 8
Hawkwell Business Centre
Pembury
Kent
TN2 4AG

info@liquidapplied.co.uk
01892 825768

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Liquid Applied Membranes Limited

Unit 8
Hawkwell Business Centre
Pembury
Kent
TN2 4AG

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DOCUMENT CONTROL

This document will be kept at the main office of Liquid Applied Membranes Limited. All amendments will be issued to that office.

DISTRIBUTION SCHEDULE

Registered Number	Issue Number	Issue Date	Document Name	Designation
1	001	January 2018	Master Copy	Liquid Applied Membranes Limited

RECORD OF AMENDMENTS

Amendments to the Health and Safety Policy of Liquid Applied Membranes Limited will be issued by Hawksafe Ltd. Their incorporation should be recorded below.

Amendment Number	Amendment Date	Issue Date	Amended By	Remarks
001	Jan 15	Jan 15	Andrew Haith	Introduction of new detailed policy and manual
002	Feb 16	Feb 16	Denny Rogers	Renewed Annual Policy
003	Jan 17	Jan 17	Denny Rogers	Renewed Annual Policy
004	Jan 18	Jan 18	Chenenne Turnbull	Renewed Annual Policy

INTRODUCTION

INTRODUCTORY NOTE

1. This Policy is divided into four sections;

Part One	-	Health and Safety Policy of Intent Statement
Part Two	-	Health and Safety Organisation
Part Three	-	Roles and Responsibilities
Part Four	-	The Arrangements (Detailed Policies)

- 1.1. Part one contains the Statement of Intent of the Managing Director of Liquid Applied Membranes Limited. This should be displayed at all places where Personnel work.
- 1.2. Part two outlines the management structure of Liquid Applied Membranes Limited. We have complimented this with a table outlining the personnel appointed to management positions.
- 1.3. Part three provides the details of roles and responsibilities given to appointed persons. This gives clear guidance to appointment holders for the day to day health and safety responsibilities associated with their work within Liquid Applied Membranes Limited.
- 1.4. Part four forms the Arrangements of Liquid Applied Membranes Limited i.e. detailed Policies relating to Health, Safety, Welfare and Environmental arrangements. This part gives clear guidance for Liquid Applied Membranes Limited representatives to enable them to conduct their job function whilst paying due regard to safe working practices and legislation. These should be observed and adhered to at all time.
- 1.5. Where reference has been made to his, him, or he, this refers to either gender.
- 1.6. Where reference to competent staff is made, it should be considered that we have assessed the situation, with regard to providing sufficient information, instruction, training and supervision for health, safety and environmental issues.

COMPLIANCE REVIEW

2. Liquid Applied Membranes Limited Health and Safety Policy shall be formally reviewed annually, or more frequently if necessary, by Hawksafe Limited, for as long as Liquid Applied Membranes Limited retains their services. This review shall cover all sections of the policy and shall ensure that:
 - 2.1. The responsibilities reflect the current staffing of Liquid Applied Membranes Limited.
 - 2.2. The Arrangements remain unchanged.
 - 2.3. The safe working procedures are still applicable.
 - 2.4. Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

SAFETY PROGRAMME

3. Hawksafe Limited shall undertake an annual review of Liquid Applied Membranes Limited Safety Programme to ensure that Liquid Applied Membranes Limited is in compliance with the Policy. This review shall check that:
 - 3.1. All the responsibilities allocated in the Policy are understood and are being performed.
 - 3.2. The procedures set up in the Policy are being complied with and remain effective.
 - 3.3. Records, as required in the Policy, are being adequately compiled and retained;
 - 3.4. All the necessary reports are being prepared and forwarded to the relevant persons within Liquid Applied Membranes Limited and the relevant Enforcing Authorities.
 - 3.5. They will also evaluate:
 - 3.5.1. Management and employee attitudes to health and safety.
 - 3.5.2. The effectiveness of the training carried out and the requirements for further training.
 - 3.5.3. The effectiveness of the Policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.
 - 3.5.4. The results of the review shall be compiled into a report for the Managing Director and shall include recommendations of the action to be taken to rectify any non-compliance.

PART ONE – POLICY STATEMENTS

This section contains the management policy for approaching specific health and safety topics



GENERAL STATEMENT

LIQUID APPLIED MEMBRANES LIMITED HEALTH & SAFETY ENVIRONMENTAL POLICY

Liquid Applied Membranes Limited has adopted the provisions as contained in the Health and Safety at Work Act 1974, The Environmental Protection Act 1990, and other applicable Regulations so far as the provisions apply to the categories of works we undertake.

All levels of management are to be aware of their Roles and Responsibilities as laid out in our Health & Safety Policy and are to ensure that these are followed at all times. By assuring this application, we recognise the business case for and will prioritise the provision of, a sound approach to the, Safety, Health and Welfare of all our employees and anyone who may be affected by our acts or omissions, and care for the environment in which we work and source materials from, above that of production and any of our other business outputs.

We will endeavour to ensure that all employees are provided with sufficient information, instruction, training and supervision to enable us to maintain a safe place of work and safe systems of work at all times.

We will ensure that all reasonable measures as dictated by the appropriate Approved Codes of Practice and our Risk Assessments are undertaken to ensure the safety, health and welfare of all persons on sites or other work places including employees, contractors and visitors.

We are committed to the continual development of a safe and healthy culture throughout our Company structure and will consult with employees / safety representatives and external professional safety bodies to maintain or enhance our health and safety arrangements. We place great emphasis on the need for co-operation and support viewing breaches of Health and Safety, and Environmental Legislation or duties and procedures as set out in our policy document, as serious misbehaviour, liable to result in severe disciplinary action. The H&S Director has the direct responsibility for ensuring the correct management structure is in place to eliminate or reduce risk as far as is reasonably practicable.

Relevant financial and physical resources required for both implementing and monitoring the arrangements of this policy and that of our activities will be allocated.

Of initial importance is the planning stage of our activities for which personnel expertise and time resource will be ensured (access for assistance to this process may be via our consultant safety advisors).

This policy is to be reviewed, annually, in respect of changes to company structure, technological developments and identified omissions.

Director responsible for safety

Signed:

Name: Mark Richards

Date:



POLICY AIM

1. The aim of this policy is to provide a framework for the management of health and safety within our company, to identify roles and responsibilities to ensure a pro-active approach is met and that control and co-operation are gained through competence and good communication. It will address office and site work specifics and aims to cover all our work activities.

OBJECTIVES

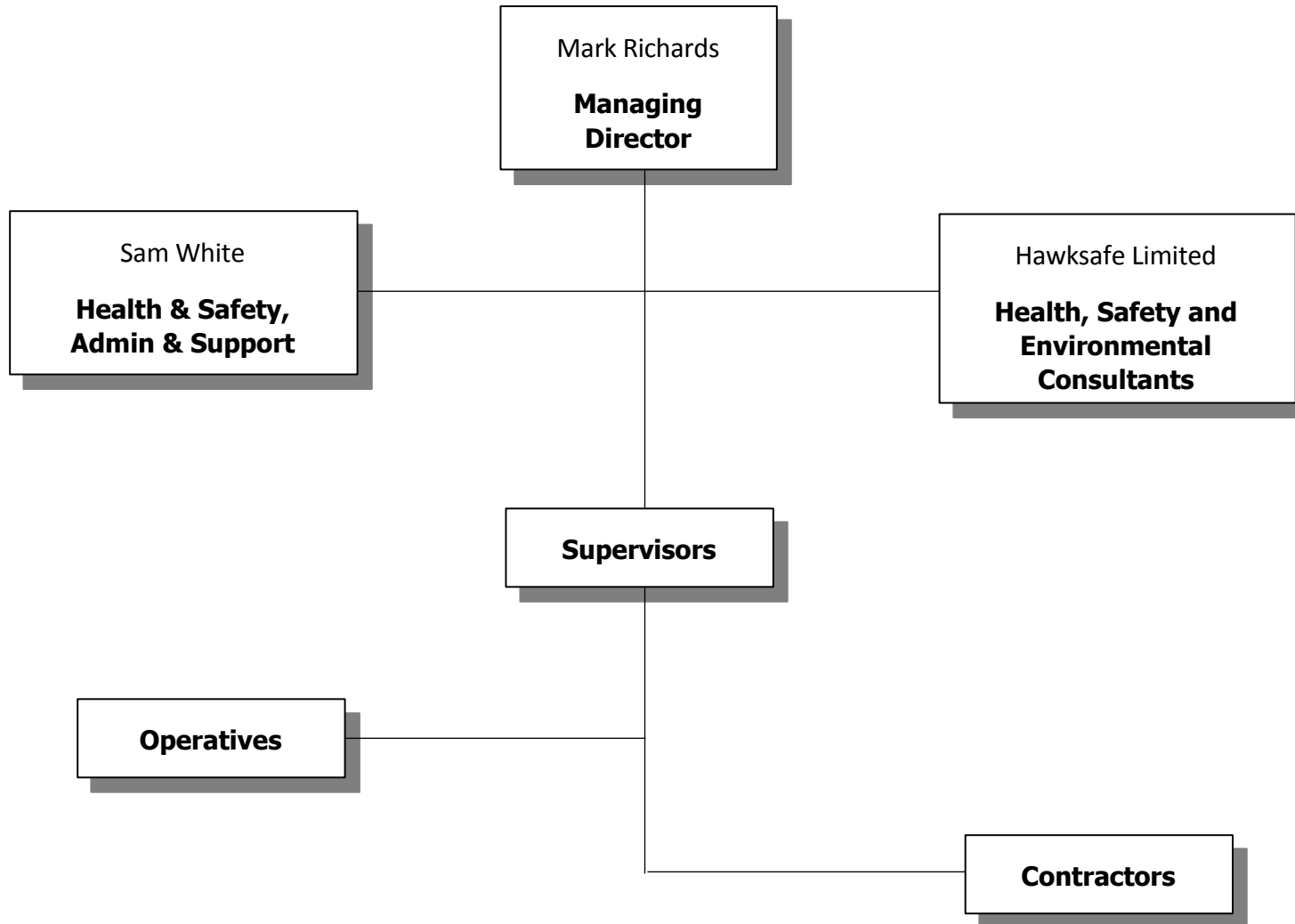
1. Identify specific duty holders and determine their responsibilities.
2. Provide H&S and Environmental training to duty holders and others to ensure ability to discharge duties placed upon them.
3. Provide information to those affected of risks to their health and safety and such measures to control those risks.
4. Investigate record and evaluate incidents to identify trends and weaknesses within our control measures to enable review.
5. Seek the views, advice and assistance from safety advisors, statutory authorities and employees.
6. Review and monitor the provisions set out within this policy and amend as they become necessary.
7. Maintain our own knowledge through information evaluation including legislative updates, guidance and approved codes of practice and technological advancements.
8. Maintain records for evaluation.

PART TWO – HEALTH AND SAFETY ORGANISATION

This section contains our management structure



MANAGEMENT ORGANISATIONAL CHART



PART THREE – ROLES AND RESPONSIBILITIES

This section provides the Roles and Responsibilities given to appointed persons

MANAGING DIRECTOR – MARK RICHARDS

The Managing Director shall take responsibility for safety throughout the Company. To protect the Health and Safety of the employees and of others who may be affected by the Company's operations, he will: -

1. Initiate and, from time to time, review the Company's Safety Policy and ensure that it is promoted to all employees and to others acting on behalf of the Company.
2. Appoint staff to ensure that the Policy is applied in all areas of the Company's activities.
3. Know the broad requirements of the Health and Safety at Work Act, The Environmental Protection Act 1990 and other relevant legislation and insist that these are observed.
4. Ensure records of H&S and Environmental training carried out are recorded on personnel records.
5. Monitor compliance with the Policy.
6. Identify H&S and Environmental training required for employee's health, safety and welfare requirements and arrange suitable training so that employees are able to carry out their Health and Safety duties effectively.
7. Ensure that adequate supervision is provided on all projects to facilitate the required co-ordination and management of site health and safety.
8. Ensure the effective planning of all contracts to take account of known and foreseen Health and Safety hazards.
9. Ensure that tenders include adequate allowance for all Health and Safety matters and that necessary arrangements are made with clients and building occupiers.
10. Ensure safe storage of equipment and materials in the stores, company vehicles and on site.
11. Ensure that suitable arrangements are made for the servicing and repair of Company vehicles.
12. Take necessary reporting action on injuries, diseases and dangerous occurrences in accordance with current RIDDOR regulations.
13. Ensure that the policy is properly discussed with, and understood by all employees.
14. COSHH - promote the system and procedures for providing Assessments.
15. NOISE & VIBRATION - promote the system and procedures for providing Assessments and ensure that the necessary records are maintained.
16. Ensure that funds and facilities are requested to meet the requirements of the Policy.
17. Ensure that all new employees receive an induction into the company which will include health and safety issues, company safety policy, company rules etc.

18. Review accident reports and compile accident statistics on an annual basis.
19. Ensure that identification is made of those company activities that will require health surveillance i.e. COSHH, Noise, Hand Arm Vibration syndrome etc.
20. Ensure that sufficient First Aid trained personnel are maintained in order to comply with current legislation.
21. Identify through assessment those employees who are designated as 'users' under the Display Screen Equipment Regulations. Ensure that an assessment of 'users' workstations is carried out to ensure compliance with the regulations.
22. Set a good example.

HEALTH AND SAFETY ADMIN SUPPORT – SAM WHITE

She is responsible to the **Managing Director** for organising work so that it is carried out safely and the company Safety Policy is implemented.

1. Be familiar with the requirements of the Health and Safety at Work etc. Act and other relevant legislation and insist that they be observed.
2. Ensure that agreed procedures are followed, or that clear instruction on how to achieve safe working is given and followed.
3. Supervise the work of administrative staff and to carry out regular work place inspections to ensure compliance with current legislation.
4. Ensure that employees are familiar with and observe the company Safety Policy.
5. Maintain a tidy office and workplace environment for all.
6. Ensure that all relevant equipment is regularly inspected and tested to ensure that it is safe to use. Appropriate records are to be maintained of all statutory checks to include electrical registers, issue of PPE etc.
7. Ensure that information on the safe use of all materials is known and followed.
8. Ensure that materials are stored safely and that, where appropriate, suitable fire extinguishers are readily available.
9. Ensure that adequate welfare and first aid facilities are maintained and ensure that employees and contractors are informed of the arrangements.
10. Ensure that any relevant Emergency Procedures as identified are known to their staff and practised prior to conducting work activities.
11. Notify the **Managing Director** of any accident or dangerous occurrence and take immediate action to prevent a reoccurrence. They will ensure that details of all accidents are recorded in the Accident Book. The Accident Book will be kept in a secure place in order to comply with the Data Protection Act. Ensure that all accidents are investigated to establish cause, cure and provide responsive control measures to prevent reoccurrence in so far as are reasonably practicable. In the event of a RIDDOR reportable accident the Safety Adviser is to be notified in order that a report may be prepared.
12. Ensure that suitable induction training on the company Safety Policy and Site Rules is provided for new starters within the company.
13. Co-operate with Inspectors from the Health and Safety Executive (HSE) and with visiting Safety Consultants and act on their recommendations.
14. Maintain records of all assessment and procedures (to include records of safety inductions).
15. Maintain the Health and Safety Policy.

16. Ensure that manual handling assessments are carried out for all work activities that has the potential for manual handling injury.
17. Ensure that first aid equipment is regularly checked to ensure they continue to meet the needs of the works.

OFFICE ADMINISTRATION

1. To carry out regular work place inspections to ensure compliance with current legislation.
2. Maintain a tidy office environment for all.
3. Ensure that adequate welfare and first aid facilities are maintained and ensure that employees and contractors are informed of the arrangements.
4. Ensure that any relevant Emergency Procedures as identified are known to their staff and practised prior to conducting work activities.
5. Maintain the Health and Safety Policy.
6. Ensure that first aid equipment is regularly checked to ensure they continue to meet the needs of the works.

TOOLS & PLANT MANAGER

1. Ensure that all relevant equipment is regularly inspected and tested to ensure that it is safe to use. Appropriate records are to be maintained of all statutory checks to include electrical registers, issue of PPE etc.
2. Ensure that information on the safe use of all materials is known and followed.
3. Ensure that materials are stored safely and that, where appropriate, suitable fire extinguishers are readily available.
4. Ensure that manual handling assessments are carried out for all work activities that have the potential for manual handling injury.

TRAINING MANAGER

1. Ensure that suitable induction training on the company Safety Policy and Site Rules is provided for new starters on site.
2. Maintain records of all assessment and procedures (to include records of safety inductions).
3. Ensure all staff receive the necessary training and refresher training relevant to their job role and to manage the company training matrix.

SITE BASED SUPERVISORS

1. The Site Supervisors are responsible to the Managers and Directors for organising work on their sites so that it is carried out safely and the Company Safety Policy is implemented.
2. Be familiar with the requirements of the Health and Safety at Work Act, the construction Regulations and other relevant legislation and insist that they be observed.
3. Ensure that agreed procedures are followed, or that clear instruction on how to achieve safe working is given and followed.
4. Supervise the work of Company employees and co-ordinate the work of Contractors and to carry out regular work place inspections to ensure compliance with current legislation
5. Ensure that employees and Contractors are familiar with and observe the Company Safety Policy and Site Rules.
6. Maintain a tidy site.
7. Ensure that all scaffolds, working platforms, etc. are properly erected and safe before accepting them on behalf of the Company and before allowing them to be used.
8. Ensure that all plant, tools and equipment is regularly inspected and tested to ensure that it is safe to use and operated or used by trained and competent persons.

9. Appropriate records are to be maintained of all statutory checks to include electrical registers, issue of PPE etc.
10. Ensure that information on the safe use of all materials is known and followed.
11. Ensure that materials are stored safely and that, where appropriate, suitable fire extinguishers are readily available to stores and work places.
12. Ensure that adequate welfare and first aid facilities are maintained they will ensure that employees and Contractors are informed of the arrangements.
13. Ensure that appropriate protective clothing and safety equipment is worn or used.
14. Ensure that any relevant Emergency Procedures as identified are known to their staff and practised prior to conducting work activities.
15. Notify their Line Manager of any accident or dangerous occurrence and take immediate action to prevent a recurrence.
16. Ensure that details of all accidents are recorded in the Site Accident Book. The accident book will be kept in a secure place in order to comply with the Data Protection Act.
17. Ensure that all accidents are investigated to establish cause, cure and responsive control measures to prevent reoccurrence in so far as are reasonably practicable.
18. In the event of a RIDDOR reportable accident the Safety Adviser is to be notified in order that a report may be prepared.
19. Ensure that suitable induction training on the Company Safety Policy and Site Rules is provided for new starters on site.
20. Co-operate with Inspectors from the Health & Safety Executive (HSE) and with visiting Safety Consultants and act on their recommendations.
21. Ensure as far as possible, the security of the site, taking all reasonable precautions for the safety of unauthorised persons, particularly children, who may succeed in entering the site.
22. Maintain records of all assessment and procedures (to include records of safety inductions).
23. Maintain the site Health and Safety plan.
24. Prepare Noise Assessments and comply with all regulations. In conjunction with the Directors develop work methods to avoid high-risk situations and ensure the necessary protective equipment is available.
25. Ensure that manual handling assessments are carried out for all work activities that has the potential for manual handling injury.
26. Ensure that first aid equipment is regularly checked to ensure they continue to meet the needs of the works.

OPERATIVES

Operatives are responsible for: -

1. Co-operating in the implementation of the Company Safety Policy.
2. Observing site rules and following instructions laid down working methods or other procedures designed to ensure safe and healthy working.
3. Using the appropriate protective clothing and safety equipment, as instructed.
4. Not operating tools, plant or equipment unless authorised to do so.
5. Reporting hazards, or defects in plant or equipment.
6. Developing a personal concern for the safety of themselves and others.
7. Keeping their work area tidy.
8. Maintaining the standard of welfare facilities that are provided.
9. Suggesting ways of eliminating hazards.
10. Reporting any injuries or dangerous occurrences incurred at work and ensuring that all injuries are entered into the accident book.
11. **COSHH** the regulations are designed to make your working environment safe. It is essential that you are properly instructed and you understand the safe methods of working. Be aware that some processes can be hazardous to your health if the assessed precautions are not maintained.
12. **NOISE** certain work processes produce noise levels above 85db and at this level you are required to wear ear protectors. Your site supervisor will assess the risk and provide you with suitable equipment, and inform you of the safe exposure time allowed.
13. **Manual Handling** the regulations are designed to make the work process safer. It is essential that safe methods of manual handling of heavy or awkward items be carried out in a way that will lessen the risk of damage to yourself. Training will be given and constant reminders will be given.
14. **Workplace Equipment** the regulations require all plant equipment to be properly regularly tested and certified as being fit for use.
15. You require a certificate of competence or to have received training for erecting scaffold, changing abrasive wheels, use of cartridge tools etc.

Attendance at mandatory check-ups for identified health surveillance requirements.



CONTRACTORS

Our contractor's safety arrangements will be checked against the requirements of this document and the specific procedures contained in the general management procedures and project safety plan for the job.

Any shortcomings on the part of the Contractor brought to his attention and eliminated.

Contractors have specific and direct responsibility to their own employees and others that may be affected by their work. With regard to health & safety, they should:

1. Give due regard to the arrangements and duties that are placed on our Company Operatives and in addition;
2. Identify the hazards of their work and inform the Site Supervisor where there is a risk.
3. Ensure their own systems of work, plant and workplaces under their control are safe.
4. Co-operate with the Site Supervisor and other contractors to co-ordinate the work by liaison and consultation.
5. Comply with the Site Safety Rules and conditions for the project.
6. Contractors should not deviate from planned procedures and programmes without the agreement of the Director.
7. If contractors employ their own contractors, they should ensure that equivalent safety standards are achieved.
8. Provide necessary H&S and Environmental training and supervision of activities.
9. Make due allowance on price for health and safety and welfare facilities.
10. Shared welfare facilities, including water, sewage disposal and an agreed power supply are to be discussed and agreed at the pre-commencement meeting. It is expected that contractors will either supply their own First Aid facilities or negotiate with the Company to share certain facilities with them.

DRIVERS OF COMPANY SUPPLIED VEHICLES

The Drivers' Health and Safety responsibilities are to ensure that:

1. Daily checks are carried out on their vehicles to ensure that they are safe and roadworthy.
2. They comply with the road traffic regulations at all times.
3. Maintenance is carried out as required by the manufacturers' instructions.
4. All defects are reported on vehicles and any ancillary equipment and any additional maintenance is carried out as and when required.
5. They do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation.
6. They comply with the requirements of The Companies Safety Policy.
7. They do not use a hand-held mobile telephone in any vehicle unless the vehicle is parked and the engine is switched off.
8. Information is given to management of any medical or legal impediment to their driving licence or any pending prosecutions.
9. Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

HEALTH & SAFETY ADVISORS

1. Our retained Health and Safety Advisors (**Hawksafe Ltd**) are employed to support and assist in all matters regarding the good order and safety of our undertakings.
2. The Safety Advisers will, as far as is reasonably possible, keep the Company up-to-date with current and proposed legislation by way of the dissemination of literature and by running seminars.
3. The Safety Adviser will visit sites and premises at regular intervals in order to monitor the effectiveness of the Company Safety Policy.
4. The Safety Adviser will not advertise his visit in advance and will stagger his visits so as to avoid predictability. Frequency of visits will be discussed with the Company and may vary during the progress of the site.
5. The Safety Adviser will, where possible, produce a hand-written report on site and discuss its contents with the Contracts Directors. A copy of the report will be held at our Company offices, for the attention of the Director in charge of Safety.
6. Contact telephone numbers for the Safety Adviser and his office will be given to the Working Foremen. These numbers can be used when seeking advice or in an emergency.
7. The Safety Adviser will look at all aspects of Safety Health and Welfare as required by current relative Regulations and Codes of Practice.
8. The Safety Adviser has the authority to “stop work” in extreme situations where he considers the hazard an imminent risk of death or serious injury.
9. They will also;
 - i. Carry out site inspections as requested.
 - ii. Provide written reports and assessments subsequent to the inspections.
 - iii. Provide an advisory service relating to all aspects of Health and Safety at work.
 - iv. Ensure that the Health and Safety Policy and documentation, as prepared, is reviewed and updated as required.
 - v. By arrangement, provide an accident investigation service and liaise with the enforcing authority.
 - vi. Assess method statements on request.
 - vii. Attend meetings regarding health and safety on request.
 - viii. If requested, provide H&S and Environmental Training to both management and staff and advice & assist staff to help reduce imminent danger whilst at work.

PART FOUR - ARRANGEMENTS / OPERATIONAL CONTROL

This section contains our detailed Arrangements and Operational Controls on differing matters relating to Health, Safety and Welfare.



1.1 Health Surveillance	1.1.1 - Occupational Health Policy 1.1.2 - Letter to Employee Night Worker Assessment 1.1.3 - Letter to Employee Health Questionnaire 1.1.4 - Night Worker Medical Consent Form 1.1.5 - Employment Medical Questionnaire 1.1.6 - Dermatitis Monitoring 1.1.7 - Health Surveillance Definition and Scope	Version A Version A Version A Version A Version A Version A Version A
1.2 Smoking	1.2.1 - Smoking Policy 1.2.2 - Smoking Definition and Scope	Version A Version A
1.3 Stress	1.3.1 - Stress at Work Policy 1.3.2 - Stress Definition and Scope	Version A Version A
1.4 COSHH	1.4.1 - Use of Chemicals at work policy 1.4.2 - Preliminary COSHH Assessment 1.4.3 - COSHH Assessment Template 1.4.4 - Hazardous Materials - COSHH Assessment 1.4.5 - COSHH Checklist 1.4.6 - Use of Chemicals Checklist 1.4.7 - Chemical Storeroom Checklist 1.4.8 - Chemical Inventory Sheet 1.4.9 - MSDS Inventory 1.4.10 - Hazardous Materials and COSHH Register 1.4.11 - Guide to Material Safety Data Sheet 1.4.12 - COSHH Definition and Scope	Version A Version A Version A Version A Version A Version A Version A Version A Version A Version A Version A Version A
1.5 Drugs and Alcohol	1.5.1 - Alcohol Policy 1.5.2 - Workplace Drug Policy 1.5.3 - Drugs & Alcohol Definition and Scope	Version A Version A Version A
1.6 Noise	1.6.1 - Noise Checklist 1.6.2 - Noise register 1.6.3 - Personal Noise Dose Monitoring 1.6.4 - Noise Definition and Scope	Version A Version A Version A Version A
1.7 Asbestos	1.7.1 - Pre-Start Asbestos Assessment Form 1.7.2 - Asbestos Surveyor Checklist 1.7.3 - Asbestos Hot Spot Checklist 1.7.4 - Asbestos Removal Pre-start Checklist 1.7.5 - Asbestos Contractors Method Statement Review 1.7.6 - Asbestos Definition and Scope	Version A Version A Version A Version A Version A Version A
1.8 Hand Arm Vibration	1.8.1 - Vibration Assessment 1.8.2 - Vibration tool safety checklist 1.8.3 - HAV Monitoring Form 1.8.4 - HAV Equipment 1.8.5 - Personal Vibration Exposure Levels HAV Calculator (Excel Spreadsheet)	Version A Version A Version A Version A Version A Version A
1.9 Roles and conditions	1.9.1 - Mobile Worker Policy 1.9.2 - Volunteer Policy	Version A Version A

	1.9.3 - Violence at Work Policy 1.9.4 - Disability Assessment 1.9.5 - Slips and Trips Assessment 1.9.6 - Expectant Mother Assessment 1.9.7 - Mobile Staff Checklist 1.9.8 - Pregnant Worker Checklist	Version A Version A Version A Version A Version A Version A
2.1 DSE	2.1.1 - Display Screen Equipment Policy 2.1.2 - Laptop Health and Safety Policy 2.1.3 - DSE Assessment 2.1.4 - DSE Self-Assessment questionnaire 2.1.5 - Laptop Purchasing Checklist 2.1.6 - DSE Eye Test Form 2.1.7 - DSE Guidance 2.1.8 - DSE Definition and Scope	Version A Version A Version A Version A Version A Version A Version A Version A
2.2 Fire Precautions	2.2.1 - Fire Risk Assessment (Office) 2.2.2 - Basic Risk Assessment - Fire Safety 2.2.3 - Fire Marshal Checklist 2.2.4 - Construction Fire Safety Plan 2.2.5 - Fire Marshal Duties 2.2.6 - Workplace fire inspection log 2.2.7 - Fire Evacuation Report 2.2.8 - Fire Safety Definition and Scope	Version A Version A Version A Version A Version A Version A Version A Version A
2.3 Homeworking	2.3.1 - Homeworking Policy 2.3.2 - Homeworking Checklist 2.3.3 - Employers Homeworking Checklist 2.3.4 - Home Working Clauses 2.3.5 - Home Working Definition and Scope	Version A Version A Version A Version A Version A
2.4 Suspicious Packages	2.4.1 - Suspicious Packages Definition and Scope	Version A
2.5 General Office Environment	2.5.1 - Workplace Risk Assessment 2.5.2 - Kitchen Checklist 2.5.3 - Kitchen Safety Checklist 2.5.4 - Office Refurbishment Checklist 2.5.5 - Internal Lighting 2.5.6 - Premises HSE Plan 2.5.7 - Workplace Weekly Inspection 2.5.8 - Premises HSE Inspection 2.5.9 - General Office Environment Definition and Scope	Version A Version A Version A Version A Version A Version A Version A Version A Version A
2.6 General Site Safety	2.6.1 - Emergency Notice 2.6.2 - General Site Safety Definition and Scope	Version A Version A
2.7 Welfare	2.7.1 - Shared Welfare Certificate	Version A
2.8 Housekeeping	2.8.1 - Housekeeping checklist 2.8.2 - Housekeeping Definition and Scope	Version A Version A
2.9 Traffic Management	2.9.1 - Traffic Management Definition and Scope	Version A
3.1 Permits to Work	3.1.1 - Permit to Break Ground	Version A

	<p>3.1.2 - Permit - Confined Space Entry</p> <p>3.1.3 - Permit to Work at Height</p> <p>3.1.4 - Permit for Electrical Works</p> <p>3.1.5 - Permit - Overhead Plant Access</p> <p>3.1.6 - Hot Works Permit</p> <p>3.1.7 - Permit to Dig Guidance</p> <p>3.1.8 - HSG47 (PDF)</p> <p>3.1.9 - Permit to Work Definition and Scope</p>	<p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p>
3.2 Lifting Operations and Equipment	<p>3.2.1 - Appointed Persons Lift Log</p> <p>3.2.2 - Appointment of Lifting Operations Supervisor & Lift Team</p> <p>3.2.3 - Lifting Equipment Inspections</p> <p>3.2.4 - Lifting Plan (Crane)</p> <p>3.2.5 - Lifting Plan (Non Crane)</p> <p>3.2.6 - Non Crane Lift Plan - unloading and loading</p> <p>3.2.7 - Lifting Operations and Equipment Definition and Scope</p>	<p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p>
3.3 Confined Spaces	<p>3.3.1 - Confined Space Pre-Entry Checklist</p> <p>3.3.2 - Appointment of Confined Space Supervisor letter</p> <p>3.3.3 - Confined Space Tally Sheet</p> <p>3.3.4 - Confined Spaces Definition and Scope</p>	<p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p>
3.4 Working at Height	<p>3.4.1 - Work Platform Checklist</p> <p>3.4.2 - Work At Height Checklist</p> <p>3.4.3 - Scaffold Inspection Checklist</p> <p>3.4.4 - Scaffold Inspection record</p> <p>3.4.5 - Scaffold Hand Over Certificate</p> <p>3.4.6 - Procedure for using mobile access towers</p> <p>3.4.7 - Procedure for using ladders</p> <p>3.4.8 - Harness Inspection Record</p> <p>3.4.9 - Working at Height Definition and Scope</p> <p>3.4.10 - Working at Height Permit</p>	<p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p>
3.5 Management of Site Work	3.5.1 - Management of Site Work Definition and Scope	Version A
3.6 Manual Handling	<p>3.6.1 - Standard Manual Handling Assessment</p> <p>3.6.2 - Manual Handling Assessment Form</p> <p>3.6.3 - Letter to GP - Manual Handling</p> <p>3.6.4 - Work Activities Information Sheet</p> <p>3.6.5 - Manual Handling Definition and Scope</p>	<p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p> <p>Version A</p>
3.7 Driving Company Vehicles	<p>3.7.1 - Driver Safety Checklist</p> <p>3.7.2 - Vehicle Accident Report Form</p> <p>3.7.3 - Driving Company Vehicles Definition and Scope</p>	<p>Version A</p> <p>Version A</p> <p>Version A</p>
3.8 Transport	<p>3.8.1 - Delivery Checklist</p> <p>3.8.2 - Info for Hauliers and Suppliers</p>	<p>Version A</p> <p>Version A</p>

	3.8.3 - Loading and off loading practices	Version A
3.9 Isolation of Equipment	3.9.1 - Isolation of Equipment Definition and Scope	Version A
4.1 Provision and use of Work Equipment	4.1.1 - Machinery Safety Policy 4.1.2 - Equipment Safety Checklist 4.1.3 - Machinery Purchasing Safety Checklist 4.1.4 - PUWER Safety Checklist 4.1.5 - Electrical Equipment Inventory 4.1.6 - Fork Lift Truck Safety procedure 4.1.7 - Electrical Hand Tool Procedure 4.1.8 - Provision and Use of Work Equipment Definition & Scope	Version A Version A Version A Version A Version A Version A Version A Version A
4.2 Maintenance of Plant and Equipment	4.2.1 - Electrical Visual Inspection Checklist 4.2.2 - Plant Daily Checklist 4.2.3 - Plant Check List and Authorised User 4.2.4 - Plant and Equipment Inspection Form 4.2.5 - Chop Saw Guidance 4.2.6 - Unsafe Plant or Equip Report Form 4.2.7 - Maintenance of Plant and Equipment Definition & Scope	Version A Version A Version A Version A Version A Version A Version A
5.1 Competency Awareness & Training	5.1.1 - Training policy 5.1.2 - Record of H&S Briefing 5.1.3 - In House Training Attendance Sheet 5.1.4 - Competency Awareness & Training Definition and Scope	Version A Version A Version A Version A
5.2 Induction	5.2.1 - Induction Record 5.2.2 - Induction Definition and Scope	Version A Version A
5.3 Tool Box Talks	Database of 71 Tool Box Talks 5.3.1 - Health and Safety Bulletin 5.3.2 - Health and Safety Alert 5.3.3 - Safety Behaviour Discussion Record 5.3.4 - Disease Risk & Management 5.3.5 - Tool Box Talks Definition and Scope	Version A Version A Version A Version A Version A Version A
6.1 Communication and consultation	6.1.1 - Agenda for H&S Meeting 6.1.2 - Workplace Communication 6.1.3 - Communication & Consultation Definition and Scope	Version A Version A Version A
7.1 Lone Working	7.1.1 - Lone Workers Assessment 7.1.2 - Lone Worker Definition and Scope	Version A Version A
7.2 CDM	7.2.1 - Contractors Assessment Questionnaire 7.2.2 - Hazard Identification Form 7.2.3 - CDM Definition and Scope	Version A Version A Version A

7.3 Evaluation & managing Risk	7.3.1 - Risk Assessment Form 7.3.2 - Risk Assessment Review Form 7.3.3 - Basic Construction Phase Plan 7.3.4 - Evaluating and Managing Risk Definition and Scope	Version A Version A Version A Version A
7.4 Waste Management	7.4.1 - Waste Management Definition and Scope 7.4.2 - Wates management Plan	Version A Version A
7.5 Electricity at Work	7.5.1 - Electricity at Work Definition and Scope	Version A
7.6 PPE	7.6.1 - Issue of PPE 7.6.2 - PPE Definition and Scope	Version A Version A
7.7 Contractors working on Company Premises	7.7.1 - Short Term Contractor Induction 7.7.2 - Contractors Working on Company Premises Definition & Scope	Version A Version A
7.8 Working Outside the UK	7.8.1 - Foreign Travel Policy 7.8.2 - Foreign Travel Checklist 7.8.3 - Working Outside the UK Definition and Scope	Version A Version A Version A
7.9 Disputes and Disciplinary	7.9.1 - Disputes & Disciplinary Definition and Scope	Version A
7.10 National Language Barrier	7.10.1 - National Language Barrier Definition and Scope	Version A
7.11 Young People at Work	7.11.1 - Young Person Assessment 7.11.2 - Young People at Work Definition and Scope	Version A Version A
7.12 Work Experience	7.12.1 - Work Experience Checklist 7.12.2 - Work Experience Definition and Scope	Version A Version A
8.1 Emergency Preparedness and Response	8.1.1 - Emergency Procedure Checklist 8.1.2 - Emergency Preparedness & Response Definition and Scope	Version A Version A
8.2 Accidents and Incidents	8.2.1 - Accident Reporting Policy 8.2.2 - Notification of Incident Report Form 8.2.3 - Incident Reporting Form 8.2.4 - Witness Statement form 8.2.5 - Witness Statement Continuation Form 8.2.6 - Accident-Incident Investigation Form 8.2.7 - Senior Management Incident Review Form 8.2.8 - Incident Investigating and Report Guidance 8.2.9 - Accidents and Incidents Definition and Scope	Version A Version A Version A Version A Version A Version A Version A Version A Version A
8.3 First Aid	8.3.1 - First Aid at Work Policy 8.3.2 - First Aid Needs Checklist 8.3.3 - First Aid Room Checklist 8.3.4 - First Aid Kit Contents	Version A Version A Version A Version A

	8.3.5 - First Aid Kit Inspection Record 8.3.6 - First Aid Definition and Scope	Version A Version A
ISO CLIENTS ONLY	ISO CLIENTS ONLY	
10.1 Performance Monitoring and Measurement	10.1.1 - Performance Monitoring and Measurement Definition & Scope	Version A
10.2 Safe Systems of Work	10.2.1 - Method Statement Template 10.2.2 - Safe Systems of Work Definition and Scope	Version A Version A
10.3 Near Miss Reporting	10.3.1 - Near Miss Report Form 10.3.2 - Near Miss Poster 10.3.3 - Near Miss Card 10.3.4 - Near Miss Reporting Definition and Scope	Version A Version A Version A Version A
10.4 Legal Register	10.4.1 - Regulatory Template Update 10.4.2 - Legal Registration Definition and Scope	Version A Version A
10.5 Inspections and Enforcement	10.5.1 - Consultant Checklist 10.5.2 - Notification of Enforcement action	Version A Version A
10.6 NCR and CAPA	10.6.1 - Corrective & Preventative Action Plan	Version A
10.7 Control of Documents	10.7.1 - Deviation Request Form 10.7.2 - Control of Documents Definition and Scope	Version A Version A
10.8 Control of Records	10.8.1 - Control of Records Definition and Scope	Version A
10.9 Internal Audit	10.9.1 - Internal Audit Record Sheet 10.9.2 - Internal Audit Summary 10.9.3 - Auditing Protocol 10.9.4 - Internal Audit Definition and Scope	Version A Version A Version A Version A
10.10 Management Review	10.10.1 - H&S Management Review 10.10.2 - Management Review Definition and Scope	Version A Version A
10.11 Targets and Objectives	10.11.1 - Target and Objective Form 10.11.2 - Targets & Objectives Definition and Scope	Version A Version A
11.1 Environmental Documents	11.1.1 - Environmental Site Visit Checklist 11.1.2 - Environmental Bulletin Template 11.1.3 - Environmental Constraints Map 11.1.4 - Environmental Design Guidance 11.1.5 - Environmental Alert Document 11.1.6 - Environmental Incident Reporting Form 11.1.7 - Minor Works Environmental Plan 11.1.8 - Project Environmental Plan 11.1.9 - Site Set Up 11.1.10 - Spill Response Plan 11.1.11 - Spill Response Planning & Controls Guidance	Version A Version A Version A Version A Version A Version A Version A Version A Version A Version A Version A

Appendix A - HEALTH AND SAFETY LEGAL REQUIREMENTS

Order	Health and Safety at Work Act 1974	Significant Applicable Regulation	
		Yes	No
1.	Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004, as amended 2009		✓
2.	Carriage of Dangerous Goods by Road Regulations 1996		✓
3.	Chemicals (Hazard Information and Packaging for Supply) Regulations 2002, as amended 2009	✓	
4.	Confined Spaces Regulations 1997	✓	
5.	Construction (Design and Management) Regulations 2015	✓	
6.	Control of Asbestos Regulations 2012	✓	
7.	Control of Lead at Work Regulations 2002		✓
8.	Control of Noise at Work Regulations 2005	✓	
9.	Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)	✓	
10.	Control of Vibration at Work Regulations 2005	✓	
11.	Controlled Waste (Registration of Carrier and Seizure of Vehicles) Regulations 1991 (As Amended 1998)	✓	
12.	Corporate Manslaughter and Corporate Homicide Regulations 2007	✓	
13.	Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002		✓
14.	Disability Discrimination Act 1995 as amended (Refer to Equality Act 2010)	✓	
15.	Electrical Equipment (Safety) Regulations 1994	✓	
16.	Electricity at Work Regulations 1989	✓	
17.	Employers Liability (Compulsory Insurance) Act 1969	✓	
18.	Employers Liability (Compulsory Insurance) Regulations 1998 (As Amended 2011)	✓	
19.	Environmental (Duty of Care) Regulations 2003 (As Amended)	✓	
20.	Environmental Protection Act 1990	✓	
21.	Equality Act 2010	✓	
22.	Food Safety Act 1990		✓
23.	Gas Safety (Installation and Use) Regulations 1998		✓
24.	Health and Safety (First-Aid) Regulations 1981	✓	
25.	Health and Safety (Consultation with Employees) Regulations 1996	✓	
26.	Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)	✓	
27.	Health and Safety Information for Employees Regulations 1989 (As Amended 2009)	✓	
28.	Health and Safety (Safety Signs and Signals) Regulations 1996	✓	
29.	I.E.E. Wiring Regulations 17th Edition and Guidance	✓	

30.	Ionising Radiations Regulations 1999		✓
31.	Lifting Operations and Lifting Equipment Regulations 1998	✓	
32.	Low Voltage Electrical Equipment (Safety) Regulations 1989	✓	
33.	Management of Health and Safety at Work Regulations 1999 (as amended 2006)	✓	
34.	Manual Handling Operations Regulations 1992 (as amended)	✓	
35.	New Roads and Streetworks Act 1991	✓	
36.	Occupiers' Liability Act(s) 1957 and 1984		✓
37.	Pressure Systems Safety Regulations 2000	✓	
38.	Personal Protective Equipment Regulations 2002	✓	
39.	Provision and Use of Work Equipment Regulations 1998	✓	
40.	Regulatory Reform (Fire Safety) Order 2005	✓	
41.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) revision 2013	✓	
42.	Railways & Other Guided Transport Systems (Safety) Regulations 2006 (as amended 2015)		✓
43.	Safety Representatives and Safety Committees Regulations 1977		✓
44.	Supply of Machinery (Safety) Regulations 1992, as amended 2011		✓
45.	Smoke-free (Premises and Enforcement) Regulations 2006	✓	
46.	Smoke-free (Signs) Regulations 2007	✓	
47.	Smoke-free (Exemptions and Vehicles) Regulations 2007	✓	
48.	Work at Height Regulations 2005, as amended 2007	✓	
49.	Special Waste Regulations 1996, as amended 2001		✓
50.	OHSAS 18001:2007		✓
51.	ISO 9001:2015		✓
52.	ISO 14001:2015		✓
Reference Publications			
55.	Health and Safety in Construction HSG 150	✓	
56.	Managing Health and Safety in Construction L153	✓	
57.	ACoP Leptospirosis		✓

Appendix B - DUTY HOLDERS

Responsibility	Description	Name(s)
OH&S Objective Control (Top Management)	Responsibility and Authority for planning and achieving OH & S Objectives, by the provision and analysis of Monthly input data for evaluation against given targets	
Co-ordinating H&S Issues (Safety Managers)	Appointed Persons for Co-ordinating Health & Safety	
Investigating and Reporting Accidents, Incidents and Near Misses	Provision of Management Statistics, Investigation Reports, Accident Book entries & RIDDOR Reports	
Risk Assessment	Provision of Suitable and Sufficient Common (CH) Hazard and Task Specific (TS) Risk Assessments to identify, control and eliminate any foreseeable harm	
Manual Handling Assessment	Assessment of hazardous Manual Handling activities to identify, control and eliminate any foreseeable harm	
Subcontractor/Sub-subcontractor Review	To maintain and review the register of Approved Subcontractors	
Workplace Inspections (Including Subcontractors)	To undertake planned Safety Tours and Safety Inspections to provide input data for Management Review	
Hazardous Substances	COSHH Risk Assessments & Control of Material Safety Data Sheets (MSDS's)	
Training	H&S Induction and Task Specific Training e.g. Pressure Washers, Fork Lift Truck, Manual Handling, PPE & Hazardous Substances	
Display Screen Equipment	Work Station Assessment of DSE 'Users'	
Fire and Evacuation Arrangements Fire Risk Assessment	Appointed Competent Person(s) to ensure fire safety	
Personal Protective Equipment (PPE)	To control the allocation of PPE and to provide information, instruction, training and supervision.	
Safety Representatives	To represent their members' interests in matters of Health, Safety and Welfare and to carry out statutory functions outlined in Safety Representatives & Safety Committee Regulations 1977	
First Aid / Appointed Person	To administer First Aid Treatment, Contact the Emergency Services, maintain First Aid Equipment	
Work Equipment Inspections	To undertake planned & documented "thorough" inspections of work, access & lifting equipment and accessories	
Portable Appliance Testing (PAT)	To thoroughly inspect portable electrical appliances	