

Hemmings & Marshalsea Ltd

HEALTH & SAFETY POLICY

January 2012

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HEALTH AND SAFETY POLICY STATEMENT

1. Introduction

This document contains the Policy Statement of Hemmings & Marshalsea Ltd. It has been prepared after due consultation with those involved in its operation, has the full backing and authority of the Directors and is reviewed annually and updated as required by legislation or other changes.

2. General Statement

- 2.1 It is our policy to perform work in the safest practicable manner, consistent with legislation and good practice. It is the responsibility of directors and management to ensure the health and safety of our employees and all those likely to be affected by our operations. As a priority it ranks equally with our business objectives. Adequate resources will be made available to ensure the success of this policy.
- 2.2 It is the duty of management to provide safe systems of work and do everything practicable to prevent injury and ill health by controlling the risks arising out of our work activities. Equally it is the duty of each employee or sub-contractor to exercise personal responsibility for his or her own safety and that of others and co-operate with his or her employer in matters of health, safety and welfare.
- 2.3 The company will provide and maintain safe plant and equipment and ensure the safe handling and use of hazardous substances. Management will provide the necessary information, instruction and training and will ensure the competence of all employees and contractors.
- 2.4 All employees are to be aware that, in the event of any conflict between the demands of business and safety, they will receive management support if they reasonably choose the safety of employees or third parties as the priority.
- 2.5 It is our policy to adhere completely to the requirements of the Health and Safety at Work etc. Act 1974; the Management of Health and Safety at Work Regulations 1999; the Construction (Design & Management) Regulations; Workplace (Health Safety & welfare) regulations and all other Acts, Regulations and Codes of Practice, which affect our operations.
- 2.6 The attention of all employees and contractors is directed to this Safety Policy and its Appendices. Any revisions will be incorporated when necessary and these will also be brought to the attention of all personnel.

Signed:

Dated:

[Title/Position]

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ORGANISATION

3. Responsibility

3.1 The Directors and Managers are individually responsible for promoting health and safety in their areas of operation and control in the Company. The day to day management of health and safety on premises, sites and elsewhere is delegated to the persons in charge of the work in accordance with our management structure. This responsibility for the safe conduct of work cannot then be delegated to others.

3.2 David Hemmings, the Managing Director, has overall responsibility for health and safety matters in the Company and will ensure that adequate resources are allocated for its effective implementation and maintenance.

Where difficulties arise in the maintenance of safe working conditions or practices, reference must be made to the line managers, who then have responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained. Where any doubt arises as to the appropriate action or arrangements the Company Health & Safety advisors and/or the Managing Director will be consulted for advice and assistance.

3.3 It is the responsibility of all our employees to use machinery, equipment, transport, hazardous substances and safety equipment in accordance with the training and instructions given.

3.4 Employees must inform their line manager or the Company Health & Safety Advisor of any dangerous situations or shortcomings in the Company's health and safety arrangements so that any necessary remedial action may be taken.

3.5 The company organisation and specific responsibilities necessary for the implementation and management of this policy are set out in Appendix 1 attached to this document.

4. Health and Safety Advice

4.1 In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Company has appointed Logic SHE Solutions as Health and Safety Advisors to the company for the purpose of assisting the Company to undertake necessary measures to ensure compliance with statutory provisions.

4.2 Any employee who is in doubt about safe working practices and procedures should contact their Line Manager or the Health and Safety consultant for advice.

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5. Consultation

- 5.1 In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, it is company policy to consult with all employees on matters, which effect their health and safety.
- 5.2 Management will always consider suggestions or comments on ways in which our health and safety performance can be improved. Any such suggestions should be made to the respective line manager or the Health and Safety Consultant, as appropriate.
- 5.3 Equally employees or contractors are required to advise line management or the Health & Safety Consultant of unsafe situations or acts of which they become aware.
- 5.4 Health and safety is an agenda item on all project review, site project team and site contractors meetings to assist in meeting the company's' obligations under Regulation 24 of the Construction (Design & Management) regulations 2007.
- 5.5 Health and Safety is an agenda item on all internal operational meetings and all managers are required to operate an open door policy in relation to Health and Safety matters. Departmental champions are identified within each section of the company in order to encourage staff participation and six monthly review meetings (more frequent if required) to allow such issues to be addressed. Aspects that cannot be resolved through this forum are escalated to senior management for resolution. All staff are able to speak directly to our appointed H&S advisors to raise issues that they consider are not being suitably addressed.
- 5.6 All employees are encouraged to contribute to the development of operational practices and procedures and to provide continuous feedback in relation to their suitability and effectiveness in practice.

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ARRANGEMENTS

6. Safety Policy Review

- 6.1 The Health and Safety at Work etc. Act 1974 requires the Company to monitor the effectiveness of this Policy in terms of the use made of it by both management and work force. Review of the safety performance of the Company and the functioning of the Policy is the task of the Managing Director. Annually, he will review the contents of the Policy Statement in liaison with the Health & Safety Advisors and agree amendments to be incorporated in light of feedback from the staff or management, premises, or site safety reports and any incidents that may have occurred in the preceding period or changes in legislation or procedures.
- 6.2 Project/Site Managers will attend site meetings with clients' or contractors' representatives where health, safety and welfare will be considered. Discussions could include their safety policies, risk assessments, method statements, working practices, safety performance or any other related matters covered by legislation.
- 6.3 The Health & Safety Advisor(s) will monitor health and safety standards on our premises and sites, as directed by the Managing Director, to ensure compliance with this policy, current legislation and guidance.

7. Training and Information

- 7.1 It is the responsibility of the Health & Safety advisor in conjunction with line management to review the Health and Safety training needs at all levels within the Company. Suitable information, instruction and training will always be provided as identified during risk assessment, on the introduction of new technology, or working methods, or as a result of knowledge gained from premises inspections, site inspections and safety reports. Safety training will be given to all employees as necessary.
- 7.2 Line managers are responsible for ensuring identified training needs are met. This may be from internal means or by use of external training providers as appropriate.
- 7.3 The Office Manager or Project/Site Manager, as appropriate, will ensure that all new employees are provided with suitable induction training to ensure that they have sufficient information and instruction to comply with the Company's health and safety policy and procedures.
- 7.4 The Line Manager responsible for the work will provide new employees and those transferring from job to job with suitable site induction training, which will include any hazards and specific health and safety rules applicable to the work to be carried out before putting the person to work.
- 7.5 The Office or Site Manager will carry out induction training required for young persons. They will ensure that the Supervisor in charge of the work is made aware of the necessary training and level of supervision required for young persons, as detailed in the Management of Health and Safety at Work Regulations 1999.
- 7.6 The Health & Safety advisor will monitor training provision to ensure the quality, content and relevance is appropriate to the assessed need.

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8. Accidents

- 8.1 **Accident** details, however trivial they may appear to be, must always be reported to premises or site managers. **All** accidents or potentially dangerous incidents must be recorded and reported to David Hemmings. For first aid accidents such accident reports must be forwarded no later than the following day. For any accident affecting a member of the public or non employee, or requiring more than first aid, notification should be made immediately by telephone. Copies of all accident reports should be forwarded to the Health & Safety Advisors no later than the following day.
- 8.2 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (**RIDDOR**), require specified injury accidents, dangerous occurrences, diseases and conditions to be reported to the relevant enforcing authority. Logic SHE Solutions Ltd, the Health & Safety advisor(s) are nominated as the responsible person in accordance with the Regulations to make these reports.
- 8.3 Logic SHE Solutions will be responsible for making direct telephone and written notifications as above, and retaining copies on file.
- 8.4 The Company will maintain and hold all documentation for accidents, dangerous occurrences and notifiable diseases and conditions. Copies of all notifications made on behalf of the Company will be kept for record purposes. In liaison with the Health and Safety Advisor(s) the company will produce accident statistics in relation to its activities at least annually.
- 8.5 Wherever directed by the Managing Director the Health & Safety advisor will carry out investigations of serious accidents or incidents or instruct others to carry out such investigations on his behalf.
- 8.6 All accidents will be considered Health and Safety 'failures' with lessons to be learnt from them. Additional control measures identified as necessary to prevent the recurrence of such accidents will be applied across the Company, not just the affected company premises or site.

9. First-Aid Facilities

- 9.1 To comply with the Health and Safety (First-Aid) Regulations 1981, all sites, company vehicles and company premises will be supplied with adequate first-aid facilities. Site first aid requirements will be assessed and arranged following the preparation of the project health and safety plan. Alternatively on small projects, the manager responsible for the work will make arrangements for site facilities to be shared with the client.
- 9.2 Trade Contractors sharing the workplace will be encouraged to provide additional personnel trained in first aid procedures to supplement those provided by the Principal Contractor
- 9.3 The names of those persons trained and certified in first-aid will be displayed within company premises and on each site.
- 9.4 In the absence of trained first-aid personnel the company will nominate an appointed person to take charge of the first-aid equipment and facilities, to replace missing or defective items and to summon assistance if required.

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9.5 The arrangements for nominated appointed persons for the purposes of the regulations are as follows:

- The office manager is the appointed person for company premises.
- The Project/Site Manager on sites where first-aid facilities are not shared with either the client or principal contractor.
- The driver will carry out this function in any of the company vehicles.

10. Welfare

The Company undertakes to ensure that welfare provision is made at all its workplaces in accordance with its statutory obligations and industry good practice, whether such premises or workplaces are under its control or under the control of their clients or others. Where existing facilities within a workplace are unavailable or unsuitable then additional temporary provision will be made.

11. Safety Rules

11.1 The Company Safety Rules are designed to provide basic guidance for safe operating practices and procedures that form the Company Policy, and must be strictly adhered to by all employees on company premises and sites. On sites and projects, specific site safety rules will be produced as part of the Health and Safety Plan. Wilful disregard by any employee of any Company Safety Rules may be considered sufficient cause for immediate dismissal.

11.2 Safety rules and advice covering specific work areas and/or systems of work will be attached as Appendices to this policy statement as necessary. The following Appendices are attached:

Appendix 1 Organisation Diagram & Responsibilities

Appendix 2 Company Safety Rules

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12. Work Equipment

- 12.1 The Company will ensure that all tools and equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.
- 12.2 The Project/Site Manager and/or the Procurement Manager will ensure that all users of products and articles supplied or hired for use at work are provided with relevant health and safety information. This information should be provided by the manufacturer/supplier in order to comply with their obligations under Section 6 of the Health and Safety at Work etc. Act 1974.
- 12.3 It is the responsibility of the Project/Site Manager to ensure all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used.
- 12.4 The Project/Site Manager responsible for the work will ensure the users of new plant and equipment provided by the company will be given sufficient instruction, information and training in order that any such plant or equipment may be used safely.
- 12.5 Where tools or equipment are issued to employees for their personal use, those employees are responsible for ensuring that the item is kept in good working order and that any defects are reported.
- 12.6 Employees are required to carry out a visual inspection of equipment before use to ascertain that it is in good repair and appropriate for the task. Particular attention must be paid to electrical connections and cables.
- 12.7 Where appropriate, David Hemmings the Managing Director will ensure that arrangements are in place so that all work equipment is properly maintained and that records of servicing, inspection, calibration and statutory tests/examinations are available. Examples of records required are:
- Scaffold inspections
 - Plant certification and inspections
 - Portable electrical appliance testing
 - HAV exposure monitoring
 - Statutory examination/test of lifting equipment and routine inspections
- 12.8 The Project/Site Manager will be responsible for ensuring that work equipment owned or hired by the Company, for site use, is properly maintained and in date for statutory examination.
- 12.9 The Project/Site Manager will also be required to take reasonable steps to ensure that plant and equipment under the control of trade contractors is used in compliance with current legislation and good practice and in accordance with the company rules.
- 12.10 Statutory inspection results must be recorded for scaffolding, including mobile towers erected for seven days or more. It is the responsibility of the Project/Site Manager to ensure that the inspections are carried out and recorded.

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12.11 Portable Appliance Testing will only be conducted by competent and suitably-qualified persons and will be appointed by the Office or a Senior Manager. A Portable Appliance is any piece of electrical work equipment that can be disconnected from its mains/110V supply by removal of a mains or 110V plug. Inspections will be undertaken at intervals in accordance with the guidance provided within the IEE guidelines.

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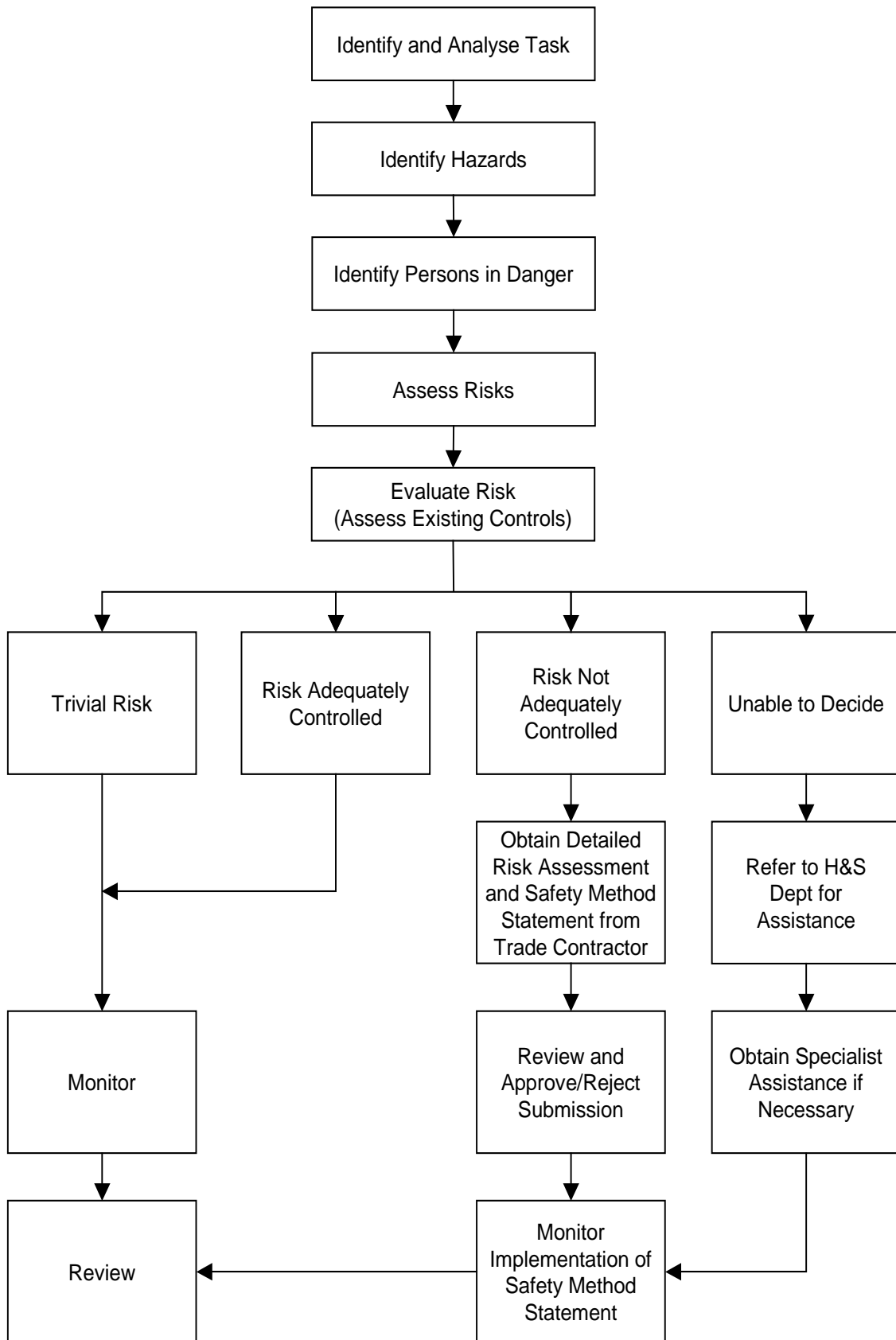
13. General Hazards, Risk Assessment and Controls

- 13.1 The Management of Health and Safety at Work Regulations 1999 and other Regulations require that risk assessments are required to be carried out by employers and that the significant findings from the assessments are brought to the attention of those at risk.
- 13.2 At the planning stage of the project, the Project/Contracts Manager responsible for the work will identify the foreseen hazards associated with the work to be undertaken. Where practicable, hazards will be eliminated by specifying the use of safer products or procedures. Risk assessments, and where necessary method statements, will be requested from the relevant contractors as part of the pre-start documentation.
- 13.3 The Company will undertake an annual review of generic risk assessments including COSHH, Manual Handling and workstations etc., as required by the current Regulations and will review relevant risk assessments and method statements, either from internal sources or as provided by trade contractors, as part of the workplace monitoring procedures.
- 13.4 When appropriate, risk assessments will consider additional risks to any young person who may be employed on site.
- 13.5 It is the responsibility of the Project/Site Manager to co-ordinate the activities of the contractors on site. Clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed if appropriate.
- 13.6 The Health & Safety Advisor will review generic risk assessments made and kept by the Company at annual intervals or whenever it is suspected that they may no longer be valid.
- 13.7 Training will be given to employees where a need is identified by the risk assessment. Employees will be made aware of the findings of the assessments and the required control measures.
- 13.8 The Project/Site Manager will ensure that any necessary plant, equipment, monitoring, hygiene and welfare facilities, and protective clothing and equipment specified in the risk assessment is present at the relevant location before the task is carried out.
- 13.9 Risk assessments will always be taken into account when negotiating, or tendering for work.

Risk assessments may identify the need for medical examinations, or health surveillance. Whenever this is the case the records of any health surveillance, medical or other individual health record which may be required will be kept securely in personnel files held by the Company, and will be kept for 40 years after the date of the last entry as required by law.

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Risk Assessment Principles and Procedures



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14. Office Work and Display Screen Equipment

- 14.1 The Company will ensure that all users of Display Screen equipment undertake workstation assessments at least annually, or more frequently should circumstances require such as the installation of new equipment or reorganisation of the work station.
- 14.2 Users of Display Screen Equipment will be given appropriate training to minimise any risks identified in the risk assessment. They will be provided with guidance on correct use of the equipment and advised of the reporting procedure should problems develop.
- 14.3 All users of DSE will be entitled to eye tests on request in accordance with the Display Screen Equipment Regulations.

15. Manual Handling Operations

- 15.1 Manual handling operations will be avoided wherever practicable by substituting mechanised handling or alternative methods of working if possible.
- 15.2 Where these operations cannot be avoided, specific assessments will be made and procedures developed to minimise the risks. Selection of appropriately capable staff will then take place, followed by any necessary training, information and instruction.
- 15.3 All employees are encouraged to discuss potential manual handling problems not so identified with the person in charge of the work, together with any work involving repetitive motion.

16. Personal Protective Equipment

- 16.1 Personal protective equipment (PPE) is provided as a final line of defence against potential risk, as such it will be used in conjunction with more collective protective arrangements where considered appropriate by management, health and safety advisors or represents good working practice. An assessment will be carried out by the Project/Site Manager in charge of the work to ensure that any PPE provided is suitable and provides an adequate level of protection against the hazard identified.
- 16.2 It is the responsibility of the Project/Site Manager to ensure that the site rules regarding the use of PPE are enforced and where necessary to take disciplinary action to ensure enforcement. The Project/Site Manager in charge of the site will ensure that company employees are given sufficient training, which will include the selection, use and maintenance of personal protective clothing and equipment where it is required.
- 16.3 The Project/Site Manager in charge of the site will ensure that suitable arrangements are provided for the storage and maintenance of PPE.
- 16.4 Contractors, operatives or self-employed individuals arriving on site without the appropriate PPE will not be permitted to commence work or enter the work area.

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17. Control of Substances Hazardous to Health (COSHH)

- 17.1 Information on materials used in the Company's work will be obtained from the manufacturer or supplier by the Procurement Manager. Monitoring of the working atmosphere may be required and will be indicated on the relevant COSHH assessment. COSHH assessments will be undertaken for any work with applicable substances undertaken on the Company's behalf. They will be reviewed annually at the time of the Policy review, or whenever it is suspected that they may no longer be valid. The Project/Site Manager responsible for the work will then ensure that the assessments are reviewed and amended as necessary to take the site conditions into account.
- 17.2 Any necessary work with new materials or substances rated as hazardous must not commence until the necessary information has been obtained, or the material has been analysed and an assessment made of the risks involved in the operation. Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed.
- 17.3 The following general precautions apply to the use, handling and transport of all substances. Specific precautions are detailed in the written assessments for specific materials and other substances likely to be encountered in the work environment.
- Protective clothing and equipment will be used to prevent the contact of hazardous substances with the eyes, skin and mucous membranes.
 - Adequate ventilation or respiratory protective equipment will be provided as appropriate to prevent inhalation of hazardous dusts, gases or vapours.
 - Hazardous substances should not be used in areas where food is being eaten.
 - Good personal hygiene practices must be observed.
 - Facilities for washing, cleaning and protecting the skin must be available including suitable cleansers and barrier creams.
 - Chemical products and materials are to be stored in ventilated areas away from temperature and environmental extremes.
 - Spillages must be cleaned up immediately, and waste and used containers disposed of properly.
 - Read the data sheet, container labels and detailed health and safety information before using any chemical products.

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18. Fire Precautions

18.1 David Hemmings is responsible for fire precautions and assessments in the Company's offices. They will ensure that fire risk assessments are undertaken in compliance with the Regulatory Reform (Fire Safety) Order 2005 and will take all reasonable steps are taken to address the findings of the assessment and implement the necessary procedures.

This will include ensuring:

- a written emergency evacuation procedure is available and practised at least annually
- there is an adequate means of escape in the event of a fire
- ensuring that escape routes are kept clear
- sufficient fire fighting appliances are available and properly maintained
- ensuring that the fire and alarm systems are properly tested and maintained

18.2 At the planning stage of projects the Construction Phase Health and Safety Plan will address the fire risks associated with the works to be carried out and will ensure that adequate fire prevention and fire fighting arrangements are planned. The Project/Site Manager will ensure that adequate fire and emergency procedures and facilities are in place before the start of the work on site and will update the subject documentation as necessary as the works progress.

19. Arrangements for Special Hazards

19.1 There are a number of special hazards, which have potentially serious consequences, and which have been identified as 'high risk' in the Company's risk assessments. This section of the policy identifies these hazards and is in addition to normal risk assessment procedures in Section 12. They include:

- Work with asbestos-containing products
- Work in noisy areas
- Use of mobile scaffolding towers
- Use of ladders and steps
- Electricity at Work
- Use of mobile elevating working platforms
- Lone working
- Hot works
- Working in confined spaces
- Demolition work
- Work with fibre optics or lasers
- Working at height or on fragile/flat roofing
- Work in excavations
- Work on school premises
- Mobile plant
- Vibration

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- 19.2 These activities will require a specific risk assessment to be made prior to the commencement of work. The Project/Site Manager will ensure specific risk assessments are provided by the relevant contractors before the start of the hazardous operations. Further information on standard precautions is given below.
- 19.3 Where the Company operates a 'Permit to Work' system. The Project/Site Manager is responsible for ensuring that permits to work are completed where appropriate. Details of the permit to work procedure are contained on the permit form.
- 19.4 All those to be involved in the work will be made aware of the control measures for the identified risks and any procedures to be followed.
- 19.5 The Company will as Duty Holder develop an appropriate Asbestos Management Plan for all premises under its control. It will also request from Client organisations information on the asbestos risks related to any building on which they are required to work. In evaluating the suitability of this information the company will take into account current legislation and authoritative guidance from the HSE and would anticipate being provided with intrusive Type 3 or Refurbishment or Demolition survey information.

Where such information is not provided at pre-tender stage the Company will request such information prior to commencing work and in its absence will request instructions from the Client to undertake the survey on his behalf.

Where there is any doubt as to the presence of asbestos containing materials the assumption will be that an asbestos hazard exists until proven otherwise (as required by the 'Control of Asbestos regulations 2006).

The Company will not directly carry out work with asbestos containing materials. Where such work is required suitably licensed contractors will be used for removal, making safe or other remediation and waste removal. All statutory documentation and records associated with these works will be retained for inclusion in the project H&S File.

Employees will be instructed to ascertain the asbestos status of the building prior to commencing work either by reference to the asbestos register or through line management or induction process.

Action to take upon accidental discovery of asbestos:

Company operatives and contractors will be instructed that, should they uncover or suspect the presence of asbestos containing materials they must stop work, notify others working in the area to do likewise, and immediately report to the site manager.

Where potential asbestos containing materials are uncovered during the course of the works the Company Project/Site Manager/Supervisor will ensure that work in the area is suspended and the area vacated and sealed pending further investigation.

Unless clearly inappropriate employees will receive training in asbestos awareness to recognise the specific risks to health and the preventative measures which must be put in place to control the risk.

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Should any doubt exist regarding the Company duty and responsibilities for dealing with asbestos, then Logic SHE Solutions should be contacted on 0117 9575154.

- 19.6 Noise at work is subject to the Noise at Work Regulations 2005. Noise assessments will be made as required by the Regulations when the noise action levels are likely to be reached. Instructions for safeguarding hearing will be given to employees as appropriate by the Project/Site Manager responsible for the site.

Where noise hazards or potential noise hazards are identified, or suspected, 'Hearing Protection Zones' will be designated and the use of appropriate control and protection measures enforced.

- 19.7 Mobile Scaffold Towers are only to be erected, altered or dismantled by competent persons and in accordance with the manufacturer's instructions. The Project/Site Manager must ensure that all towers are inspected before first use to ensure that they are suitable for the work to be carried out. Where towers are erected and remain in place for more than seven days the Project/Site Manager must ensure that they are inspected in accordance with legislation and the results recorded and available for inspection.

Mobile towers are not to be used in the vicinity of overhead electric lines.

Contractors using mobile towers must provide a designated 'competent' person to take responsibility for supervising and overseeing that they are used in accordance with legislation and HSE guidance.

- 19.8 Ladders and Step Ladders will only be used as working platforms for short duration, light work where other access equipment is not suitable or available. Steps and ladders will be used in accordance with the guidance contained in HSE Guidance *HSG 150 – Health and Safety in Construction*, and will only be used after the risks and suitability for the operation have been assessed.

- 19.9 Live Electrical Work is only to be carried out in exceptional circumstances under the authorisation of the Project/Site Manager. The circumstances for live work will be assessed using HSE Guidance - *HS(G) 85 - Electricity at work- safe working practices*. A written safe system of work will be produced before the work starts. All electrical systems must be proved dead before work starts. NO assumptions about the state of any system are to be made without positive verification - **all circuits must therefore be assumed to be live unless it is established they are dead.**

All electrical systems will be designed, installed, constructed, tested and maintained by competent persons so as to prevent danger at all times.

- 19.10 Mobile Elevating Working Platforms (MEWP's) may only be operated by suitably trained and competent persons. Certificates of training will be required and manufacturer's instructions must always be followed. Safety harnesses must ***always*** be used in conjunction with MEWP's. MEWP's must have been subject to a thorough examination during the previous six months, and must be inspected at least every seven days while in use. Before use the ground upon which a MEWP is to operate must be checked for suitability.

MEWP's are not to be used in the vicinity of overhead electric lines.

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- 19.11 Lone Working will only be allowed after a risk assessment has been carried out to assess the nature of the work, the workplace and the specific risks to the lone worker. Where it is not possible for the work to be done safely by one person, arrangements will be made to provide back up and assistance. All employees who work alone will be given instruction and training on recognising the risks, the precautions to be taken and the procedure for requesting assistance. Lone working will not be allowed where there is any significant risk of exposure to live conductors.
- 19.12 Hot Works will only be undertaken after a site-specific risk assessment has been carried out to identify any special risk factors. A permit to work system will be used where appropriate to control hot work. The Project/Site Manager will ensure that all necessary equipment and procedures are in place before work commences. Hot work will cease one hour before the end of the working day and a specific fire check will be made before vacating the area.
- 19.13 Confined spaces such as ducts, manholes, sewers, pits and deep excavations, are not to be entered until a risk assessment has been carried out and a safe system of work has been drawn up and brought to the attention of every person likely to enter. The safe system must include details of necessary atmospheric monitoring and the provision of emergency evacuation apparatus. HSE Approved Code of Practice - "L101 Safe work in confined spaces" is to be used to assist in risk assessment and evolving safe systems of work.
- 19.14 Demolition Work will only be carried out after the relevant Project/Contracts Manager has assessed the risks and agreed a safe system of work. A written demolition plan **must** be in place before any demolition work is commenced.

Work is only to be carried out in areas which are structurally safe and only in strict compliance with the risk assessments, method statements and safety plan, all of which must be made available to the Project/Site Manager and be fully understood before work commences.

Safe access routes, prohibited areas and site rules are to be strictly followed and observed.

If at any time operatives are concerned about structural safety or the activities of other contractors; or if any other aspect of the work causes them to be concerned for their personal safety or the safety of others, they are to stop work immediately and seek guidance.

- 19.15 All operatives working with fibre optics and lasers must be fully aware of the hazards and the precautionary measures to be taken to reduce the risks. Written risk assessments will be available on site and suitable personal protective equipment will be issued to protect the hands and eyes of operatives handling fibres.

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19.16 Work at Height and Work on Flat Roofs must be specifically assessed and authorised. The use of crawling ladders and boards is always required on fragile material. Edge protection, to the designated standard (HSG 150), must always be provided where there is a risk of falling except for short duration work where it is not reasonably practicable to provide edge protection, in which case fall arrest and or restraint equipment must be used. Where edge protection is not provided to such areas then access will be controlled by use of a permit to work system. The advice of the Health and Safety advisor should be obtained before work starts if there is any doubt about the precautions required in particular circumstances, all roof work will be carried out in accordance with the guidance contained in HSG 33 – *Health and Safety in Roofwork*.

19.17 Work in Excavations will not be allowed without a specific risk assessment. This assessment will identify the requirements for the provision and use of suitable supporting equipment or other arrangements to prevent collapse or falls of materials. The provision of safe access will also be identified. The Project/Site Manager will ensure that the excavation's support system is inspected before the start of each day's work. Excavations will also be inspected before entry on the first occasion, after substantial change or circumstances likely to affect the stability or supporting arrangements and at seven-day intervals thereafter. The results of the inspections will be recorded. Assessment, planning, work and inspection will be carried out in accordance with the recommendations of HSG 185 – *health and safety in excavations*. **Work in unsupported excavations where there is a risk of injury as a result of collapse or materials falling will not be allowed.**

19.18 Work in Schools is to be carried out in strict accordance with risk assessments, safety plans and school rules. No work is to commence until the liaison officer for the school has been contacted and the content and sequence of work has been agreed. Where work is other than of short duration, regular liaison meetings are to be programmed with the school liaison officer to co-ordinate the work. All work is to be carried out bearing in mind the additional risks, which exist by virtue of pupils' immaturity and lack of understanding. In particular all work is to be carried out in a tidy and workmanlike manner and no incomplete work or any equipment is to be left unattended at any time, compliance with the ' Code of Practice for safety on contracts involving works on educational premises' will be maintained at all times.

19.19 Mobile Plant on Site. It is the responsibility of the Project/Site Manager to ensure that all plant used on site is operated by trained and authorised drivers and that, where appropriate, the plant is in date for statutory examination.

Wherever possible traffic routes are to be planned to ensure that plant and pedestrians are separated. High visibility clothing is to be worn by all personnel whenever vehicles or mobile plant is on site.

Copies of certificates of training and plant test certificates must be held by the Project/Site Manager for all authorised plant and operators before they are allowed to commence work.

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19.20 Health Surveillance. Where findings of the risk assessment process indicate that employees may be exposed to hazards that may present a risk to their long term health the arrangements will be made to provide health surveillance to manage the risk. Issues that may give rise to such requirements may include Noise, Vibration and chemical exposure such as lead or hazardous materials such as asbestos.

The company will provide suitable health surveillance in consultation with the affected employees. Employees are expected to co-operate with the company in implementing such provisions.

19.21 Vibration. For employees who use or are likely to use vibrating equipment, the Company will assess the risks to the employees health and use a hierarchy of measures to eliminate risk at source or reduce exposure to the lowest reasonably practicable level.

The Company will also provide information and training for employees on vibration risks and control measures.

Where the risk assessment indicates that there is a risk to the health of employees who are, or are liable to be exposed to vibration at or above an exposure action value, the Company will make provisions for employees to access health surveillance from a competent provider, in accordance with the Control of Vibration at Work Regulations.

20. Company Vehicles & driving on Company Business

20.1 The Company will maintain company vehicles at intervals recommended by the manufacturers. Drivers are responsible for reporting any defects that are hazardous to passengers or could render the vehicle unroadworthy. Drivers using their own vehicles must ensure that they are maintained in a roadworthy condition and are fully compliant with current road traffic legislation.

It is the driver's responsibility to ensure that loads are properly secured and the vehicle is not overloaded.

Drivers are expected to drive in a safe and considerate manner at all times whilst on company business. Drivers who fail to comply with the provisions of the Road Traffic Act will be subject to disciplinary action.

Drivers should particularly note that the use of handheld mobile phones is not permitted whilst driving.

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21. Environmental Impact

21.1 The Company recognises that its activities may have environmental implications and therefore pursues a policy designed to minimise environmental damage. The Company's operations will be managed and organised so as to reduce so far as is reasonably practicable environmental damage caused by noise, dust and damage to groundwater and drainage systems. Consideration will also be given to measures that will support the reduction of emissions or other environmental emissions that may result in harm to the environment. In pursuance of this policy, the Estimating Manager when preparing tenders will take environmental considerations and the new Environmental Damage Limitation legislation into account.

22. Information for Employees and Others

22.1 Contractors and clients will be given a copy of this Policy on request. A copy will also be held at each site office and in each of the company offices. All contractors working for the company will be made aware of this policy and that compliance with it is a condition of their employment.

22.2 Employees will be asked to read this Policy on joining the Company as part of their induction training. There will also be copies available in each department and on each project/site office. Employee's attention will also be drawn to all risk assessments relevant to their work.

22.3 Employees will be advised by the Project/Site Manager responsible for the work of risks drawn to the Company's attention by other employers sharing a particular workplace.

23. CDM Compliance and Design Safety

23.1 It will be our practice to co-operate fully with the Client and CDM Coordinator, and with the designers involved in projects to make the maximum contribution to design and general site safety.

23.2 The Project/Contract Manager responsible for the site will take all reasonable steps to ensure the health and safety competence of all employees and contractors.

23.3 Those preparing designs on our behalf will alert clients to the duties they may have under the Construction (Design and Management) Regulations 2007, and follow the designer's duties as defined within the Approved Code of Practice to the Regulations.

23.4 The guiding principles for all designs prepared by us will be to avoid risks to health and safety so far as is reasonably practicable, to reduce risks at source where avoidance is not possible, and to include relevant information with the design. Only persons competent to produce designs will be permitted to do so.

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- 23.5 Where the Company provides a design input on a project ultimate responsibility for design safety lies with the Managing Director. It will, however, be the responsibility of senior line managers/heads of department to ensure that when appointing designers they have made reasonable enquiries as to their competence and resources and are satisfied of their ability to fulfil this function.
- 23.6 Where the Company undertake the role of CDM Coordinator for a project they will ensure that any person or company providing these services is competent and has appropriate resources for the task.
- 23.7 The Project/Site Manager responsible for the site will carry out the duties of the Principal Contractor.

24. Sub-Contractor Procurement

- 24.1 Those involved in the procurement or selection of contractors to carry out work on behalf of the company will liaise with the Health & Safety Advisor to vet contractors in order to ensure they are competent and have the appropriate resources to undertake such work.
- 24.2 Assessments may involve a review of past work undertaken with the company or a more formal review procedure involving questionnaires and responses and interviews.
- 24.3 Dependant on type and value of any work package contractor interviews may be conducted to assess competency and suitability of any prospective contractor.
- 24.4 Statutory documentation including risk assessments and safety method statements must be provided for review prior to any order being confirmed so that the company may be assured that any works will be undertaken safely and without risk to health and safety and in compliance with legislation.
- 24.5 The outcome of this assessment process must be given appropriate consideration in the final selection of contractor for any package of work.
- 24.6 A formal review of each contractor will be undertaken by the project team on completion of each work package. The resulting report will be provided to the procurement manager for consideration when resourcing further works.

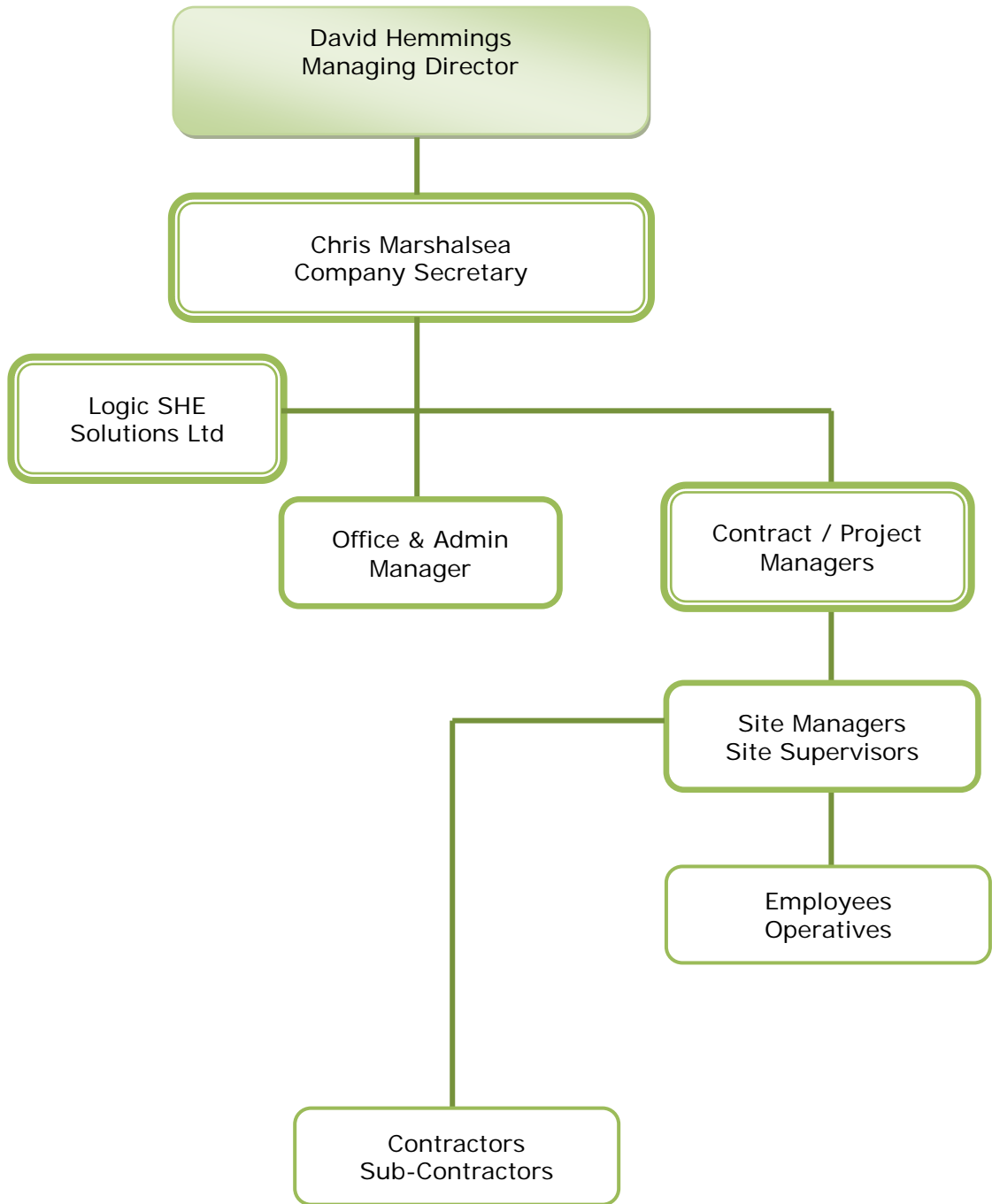
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Appendix 1

Organisation Diagram & Responsibilities

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Company Organisation and Structure



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RESPONSIBILITIES

This Appendix to the Safety Policy details the responsibilities for safety at all levels of management and operatives. In all cases where responsibility is felt to be unclear, the advice of the Managing Director should be obtained.

a) David Hemmings, Managing Director will:

- Initiate, administer and interpret the effective implementation of the Company Health and Safety Policy.
- Arrange for funds and facilities to meet the requirements of the Policy.
- Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to the Company's operations.
- Promote the safe conduct of work generally and review the performance of the Company in relation to its health and safety objectives and safety policy arrangements annually.
- Ensure that the Company Safety Policy and all generic risk assessments including COSHH assessments are reviewed at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period.
- Take responsibility for the design function within the Company as it relates to health and safety issues and compliance with the Construction (Design and Management) Regulations 2007.
- Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site visits.

b) Logic SHE Solutions Ltd (Company Safety Advisors) will:

- Maintain an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction Regulations, and other special Regulations and Codes of Practice relevant legislation to the Company's operations.
- Assist in the co-ordination of health and safety information and the dissemination of such information throughout the Company, in their position as appointed competent persons under the Management of Health and Safety at Work Regulations 1999.
- Respond to suggestions or comments on ways in which Company health and safety performance can be improved.
- Review the Company safety policy, generic procedures, risk assessments, methods statements including COSHH assessments etc., at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period and report to the Managing Director ways in which the Company's safety performance can be improved.
- Support line managers and directors in undertaking training needs assessments for staff and particular activities undertaken within the Company and where requested make arrangements to provide it, evaluate its effectiveness and arrange retraining as appropriate.
- When requested undertake the investigation of serious accidents and dangerous occurrences and advise on appropriate action to prevent re-occurrence.

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- Review company risk assessments as required by Regulations for general and specific risks and for manual handling operations to which Regulations apply, also being available to give advice on precautions and control measures necessary in particular circumstances such as work at heights, work with asbestos-containing materials, and work in noisy areas.
- In liaison with the Office Manager carry out risk assessments of work in the Office, including those for fire precautions and display screen equipment in the Office.
- Ensure that when appointed Principal Contractor the Company complies with its duties under the CDM Regulations.
- Monitor health and safety standards on all company premises and construction sites to ensure compliance with company policy and procedures and current legislation as instructed by the Managing Director.
- Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site visits.

c) The Estimator will:

- Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction Regulations and other special Regulations and Codes of Practice relevant to the Company's operations.
- Maintain knowledge of current practice and advances in safety equipment and construction methods to ensure provision is made for their incorporation into Company working.
- Promote the safe conduct of work on projects by ensuring adequate provision within tenders to cover safe systems of work and adequate welfare facilities on Company projects.
- Make due allowance for hazards identified in the Pre-tender Health and Safety Plan.
- Seek clarification where necessary for any particularly hazardous element of the work, bring to the attention of management and ensure due allowance for appropriate safety requirements.
- Ensure trade contractors are aware of and have made due allowance for managing the risks and hazards in their submissions.
- Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site visits.

e) The Contract Managers will:

- Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction Regulations and other special Regulations and Codes of Practice relevant to the Company's operations.
- Maintain knowledge of current practice and advances in safety equipment and construction methods to ensure provision is made for their incorporation into Company working.
- Attend site meetings where health and safety matters are discussed, and organise sites so that work is carried out to the required standard of health and safety with minimum risk to persons, equipment and materials.

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- Determine at the project planning stage and establish at the commencement of work:
 - the most appropriate order and method of working
 - the provision of welfare and sanitation facilities
 - hazards which might arise, and complete risk assessments as required
 - allocation of responsibilities
 - necessary fire precautions
 - adequate first-aid facilities
- Carry out site specific risk assessments as required by Regulations for general and specific risks and for manual handling operations to which Regulations apply.
- Carry out site specific COSHH risk assessments as required by Regulations for products used by or generated as a result of Company work.
- Ensure that clear information is available on any project in relation to asbestos and that unless there is clear documented evidence to the contrary approaches any project with the presumption that asbestos is present and arranges work accordingly.
- Take steps to ensure the competence in health and safety of any persons or contractors to whom work is subcontracted.
- ***Ensure that tenders are adequate to cover sound methods of working and the provision of the required welfare facilities.***
- Identify personal protective equipment needs and ensure that suitable equipment is provided and used as required by risk assessments.
- Support site managers and supervisors in the ongoing enforcement of compliance by operatives and contractors.
- Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site visits.

f) Project/Site Manager will:

- Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction Regulations and other special Regulations and Codes of Practice relevant to the Company's operations.
- Maintain knowledge of current practice and advances in safety equipment and construction methods to ensure provision is made for their incorporation into Company working.
- Issue instructions to employees in their charge concerning identified needs for personal protective equipment to be worn and ensure that suitable equipment is provided and training given in use, maintenance and storage.
- Advise employees on site of any risks drawn to the Company's attention by other employers sharing a particular workplace and distribute information contained in the site's safety plan where this is applicable under the Construction (Design and Management) Regulations 2007.
- Ensure all injury accidents or dangerous occurrences are reported to Head Office and copied to Logic SHE Solutions Ltd.
- Carry out necessary statutory inspections of fixed or mobile scaffolding and excavations and record results where appropriate.
- Ensure that induction training is provided on site for new employees and apprentices, and also for those transferring from job to job or site to site.

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- Ensure that hazards from material stacking, positioning of plant and installation of electricity supply are eliminated.
- Attend site meetings where health and safety matters are discussed and organise sites so that work is carried out to the required standard of health and safety with minimum risk to persons, equipment and materials.
- Ensure that working methods established do not require or allow persons to take unnecessary risks.
- Carry out an ongoing assessment of the health and safety risks as required by the current Regulations and will obtain risk assessments and method statements from any relevant contractors before they commence any hazardous activity.
- Co-ordinate the activities of the contractors on site, ensuring Clients and/or others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed if appropriate.
- Ensure that any necessary plant, equipment, monitoring, hygiene and welfare facilities, and protective clothing and equipment specified in the risk assessment are present at the relevant location before the task is carried out.
- Ensure adequate levels of supervision and training for young persons.
- Arrange for the availability of necessary first-aid facilities, including making appropriate arrangements to share facilities with the client.
- Ensure that all work equipment hired or purchased is suitable for the purpose intended, is properly maintained and in date for statutory examination.
- Specifically authorise any live electrical working which may prove necessary, ensuring that a method statement has been completed and that any permit requirements are known and complied with.
- Ensure that only competent and, where necessary certificated, persons are employed on site.
- Ensure that all machinery and plant, including power and hand tools, is checked, that it is in good and safe condition and that any defects are reported to the Plant Hire Company or owner.
- Ensure that appropriate fire-fighting appliances are maintained on site as necessary.
- Ensure that adequate fire and emergency procedures are in place before the start of the work on site and will update the procedures as necessary as the works progress.
- Review with new employees the hazards and specific rules relating to the work to be carried out on site.
- Ensure that adequate first-aid facilities are available during working hours.
- Accompany Enforcement Officers on site visits.
- Review work hazards and methods with new or transferred employees.
- Reprimand any employee or contractor failing to exercise their safety responsibilities.
- Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site.

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g) Project Surveyor will:

- Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction Regulations and other special Regulations and Codes of Practice relevant to the Company's operations.
- Maintain knowledge of current practice and advances in safety equipment and construction methods to ensure provision is made for their incorporation into Company working.
- Ensure tenders are adequate to cover safe systems of work, adequate welfare facilities and other control measures necessary for the safe execution of the work.
- Identify shortcomings to enable alternative strategies to be developed to ensure compliance with statutory requirements and the Company Health and Safety Policy.
- Ensure potential trade contractors are assessed in accordance with Company Policy for assessment of contractors.
- Ensure that trade contract tenders are sufficient to include all necessary Health and Safety measures.
- Ensure that contract documents or terms of appointment clearly set out the Health and Safety responsibilities of each of the parties.
- Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site.

h) The Office Manager will:

- Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992 and other special Regulations and Codes of Practice relevant to the Company's office and administration activities.
- Ensure all records of accidents, incidents or dangerous occurrences are forwarded to Logic SHE Solutions, to allow any specified injury, dangerous occurrence or disease as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) may be reported.
- In liaison with Logic SHE Solutions Ltd carry out risk assessments of office work, including those for display screen equipment in the Office.
- In liaison with Logic SHE Solutions Ltd be responsible for fire risk assessments and precautions in the Company office and ensure that all reasonable steps have been taken to comply with the Regulatory reform (Fire Safety) Order 2005.

i) The Procurement Manager (Buyers) will:

- Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations 1999 (COSHH) and other special Regulations and Codes of Practice relevant to the Company's procurement activities.
- Ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instructions which may be provided by a manufacturer or supplier.

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- Ensure that hazard data sheets and/or relevant information on hazardous materials used in the Company's work will be obtained from the manufacturer or supplier.
- Ensure that all equipment, materials and services supplied to the company are in accordance with company requirements and meet the statutory requirements of the Legislation.
- Ensure that all plant supplied to site is safe, suitable for its intended purpose and, where applicable, is supplied with current certificates of inspection and testing.
- Ensure that operation and safety instructions are supplied with all plant.
- Ensure that PPE procured for site is appropriate to the use and environment for which it is intended.
- Where plant is purchased or on long term hire, ensures facilities are in place for periodic inspection and testing as required by the relevant legislation.
- Co-ordinate suppliers and deliveries to take account of site circumstances or restrictions.
- Ensure that sub-contract tenders are adequate to cover safe systems of work, adequate welfare facilities and other control measures necessary for the safe execution of the work.
- Ensure potential trade contractors are assessed in accordance with company policy for assessment of contractors.
- Ensure trade contract tenders are sufficient to include all necessary health and safety matters.
- Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site.

j) Employees will:

- Ensure that they are aware of any risk assessment and safe system of work developed for any task or activity that they undertake.
- Ensure that they adopt and fully comply with any method statement or safe system of work developed for any task or activity.
- Use the correct tools and equipment for the job, including safety equipment and protective clothing as necessary.
- Keep tools in good condition.
- Report to their supervisor any shortcomings or difficulties which arise as a consequence of adopting any safe system of work in respect of any task.
- Ensure that no changes are made to such a safe system of work unless properly agreed with line management.
- Report to the person in charge of the work any defects in plant or equipment of which they become aware.
- Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
- Avoid improvising which entails unnecessary risks.
- Warn new employees of known hazards.
- Refrain from horseplay and the abuse of welfare facilities.
- Report incidents which have led or may lead to injury.
- Suggest ways of eliminating hazards.
- Co-operate in the investigation of any accidents.

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- Comply with the Company Health and Safety Rules and where applicable the site rules in the Health and Safety Plan.
- Set a personal example to other personnel on site.
- Not allow themselves to work alone on company premises or sites.

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Appendix 2

Company Safety Rules

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COMPANY SAFETY RULES

SITE RULES

- All individuals must register their arrival on site and their departure.
- Head protection and safety footwear are mandatory at all times whilst on the Company's construction sites.
- Sites designated as 'Hi-Vis' require all individuals to wear hi-vis clothing at all times whilst on site.
- Safety signs and instructions must be complied with at all times.
- All injuries or significant incidents must be reported to the site manager. All such incidents must be recorded on and copies forwarded to Head Office.
- Operatives must only undertake tasks for which they are competent and properly trained.
- Plant and machinery must only be operated by trained and competent operators. Plant operators *must* provide evidence of training before they will be permitted to commence work.
- No operative may alter adapt or otherwise interfere with any scaffold unless trained and competent to do so. Unauthorised interference with scaffolding will result in immediate exclusion from site.
- Operatives must be aware of and have read the risk assessments and method statements relating to their works before commencing their tasks.
- No alcohol or drugs will be permitted on site. Those considered being under the influence of drink or drugs will be excluded from site.
- Persons using prescribed drugs whilst on site should inform the site manager or first aider before starting work.
- Food and drink must only be consumed in the welfare areas provided.
- Welfare facilities are provided for your use and others; they should be respected as such. Anybody found abusing the facilities will be excluded from site and any costs incurred deducted from the employee.
- Anybody found urinating on site, other than in the facilities provided will be immediately excluded from site.
- Work in areas that are accessible to the public or to others not part of the project will require specific authorisation from the site manager.
- Only 110 volt or battery powered electrical equipment will be permitted on site.
- All plant and portable electrical equipment must have current test certificates on delivery to site and arrangements in place for maintenance and periodic testing.
- All scaffolds, towers and access platforms must be erected in accordance with statutory requirements. Ladders must be tied or footed at all times and should not be used as working platforms unless totally unavoidable.
- Permits to work must be obtained for all hot works or high risk activities or prior to any work on existing services installations.
- Operatives are required to ensure that materials for, or waste arising from their works, are cleared away or left in a safe and tidy manner so as not to pose a hazard to others.
- Designated emergency exits and escape routes must be maintained at all times.

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- Operatives must not interfere with or misuse extinguishers or other emergency equipment.
- Foul and abusive language or behaviour will not be tolerated either on site or in the vicinity of members of the public.
- Individuals must immediately comply with any instruction given to ensure the health, safety and welfare of themselves or others in relation to the works.
- Smoking is not permitted in the confines of the site.

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Appendix 3

Office Safety Rules

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OFFICE SAFETY RULES

This Appendix to the Company Safety Policy, which is a supplement to the Safety Rules, set out in Section 10 of the main Safety Policy document, sets out the safety rules which must be observed by all employees working in our offices. These have been derived from our risk assessment.

- Furniture and equipment must be arranged so as to avoid injury from sharp corners.
- Upper drawers of filing cabinets must not be overloaded, causing them to become top-heavy.
- Only one drawer of a filing cabinet must be open at a time, so as to avoid a tipping hazard.
- Wall storage racks must be securely anchored to prevent their movement or tipping, and must not be overloaded.
- Access to high upper storage shelves must only be gained by using the steps or safe access provided.
- Cables from necessary electrical equipment, telephones and leads to office portable electrical equipment are not to be laid across the floors so as to cause a tripping hazard.
- Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
- At the end of each working day or shift, non-essential electrical appliances are to be switched off and their wall socket plugs removed.
- Any electrical faults must be reported to the Office Manager.
- Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked, and taking care when using extension cables so that they do not cause an obstruction.
- Fire exits must be kept clear at all times.
- Fire extinguishers are to be kept readily accessible at designated fire points. All employees must be aware of these locations, of the methods of operation of fire extinguishers, and of the fire drill procedure for evacuation. The Office Manager is responsible for ensuring all fire-fighting equipment is regularly serviced.

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