

HEALTH AND SAFETY POLICY

C A HOPTON & SONS LIMITED

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HEALTH AND SAFETY POLICY STATEMENT

The policy of our company **C A Hopton & Sons Limited** is to provide and maintain a safe and healthy workplace by ensuring that work equipment is safe and that a safe system of work is provided for all of our employees. We will also provide suitable and sufficient information, instructions training and supervision as is necessary to ensure the health and safety of our employees and this shall include suitable and sufficient welfare, sanitary and working facilities as required.

All employees at **C A Hopton & Sons Limited** have a duty to ensure that they work in a safe manner and that their acts or omissions do not cause harm to themselves or others in the vicinity. Employees will be encouraged to bring to the attention of the management any concerns regarding any health and safety issues.

C A Hopton & Sons Limited recognises its duty of care towards others that are not in our employment. These people include; visitors and contractors who have reason to come into contact with our business activities and premises. These persons will be given suitable and sufficient information and instructions to ensure their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our employees or themselves.

C A Hopton & Sons Limited also recognises the needs of those in our employment who carry out their duties on other sites such as construction etc. These persons shall be assessed and they will comply with the necessary site inductions and procedures.

To ensure that the Policy is implemented and maintained so that **C A Hopton & Sons Limited** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the person named below will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

We believe that this Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to a regular review annually or when there are any significant changes.

It is also the intention of C A Hopton to maintain health and safety standards not just to meet statutory legislation but wherever possible to look toward increasing improvement in our work practices. This is to ensure the health, safety and well-being of our employees.

Overall responsibility for health and safety at C A Hopton & Sons Limited rests with:

Name: Mark Hopton

Position: Partner

Signed: 

Dated: 01/04/2016

LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may come into our company.
- Provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to a person's health or safety.
- Make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- Provide information, instruction, training and supervision as is necessary to ensure so far as is reasonably practicable the health and safety at work of our employees.
- Maintain so far as is reasonably practicable any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.
- To make arrangements for the protection of our employees working on other sites such as construction.

We also recognise that a breach of health and safety legislation by our company constitutes a criminal offence. An Enforcing Authority may take criminal proceeding against the Company or its management. This can result in penalties, i.e. fines and / or imprisonment.

LEGAL DUTIES OF EMPLOYEES

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all employees.

These are:

Section 7 'Health and Safety at Work etc Act 1974'

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- To co-operate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 'Health and Safety at Work etc Act 1974'

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and / or imprisonment.

HEALTH AND SAFETY RESPONSIBILITY

The overall responsibility for health and safety within **C A Hopton & Sons Limited** rests with:

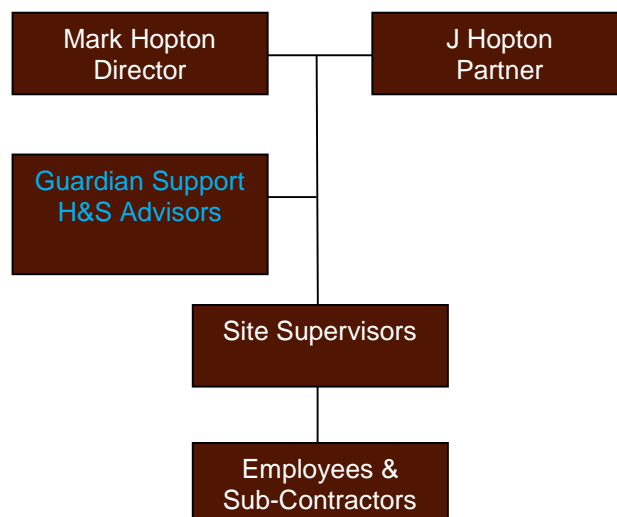
Mark Hopton

The above named person will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **C A Hopton & Sons Limited** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above named person may delegate duties to employees who will provide support to meet the responsibilities.

These individuals may also delegate duties to other employees so as to enable the requirements of the Policy to be carried out with due diligence.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.



INDIVIDUAL RESPONSIBILITIES

The duties of those employees with responsibility for health and safety are set out within our Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:

Mark Hopton / J Hopton

Other Director duties will include:

- Identifying hazards present within any business activities.
- Ensuring risk assessments and method statements are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Liaising with site supervisors, foremen and other managers on health and safety issues.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.

COMPETENT ASSISTANCE

The competent assistance and advice is provided by:

Guardian Support

The **Management of Health and Safety at Work Regulations 1999, regulation 7**, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures. The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **C A Hopton & Sons Limited** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Guardian Support will carry out audits of our health and safety management documentation (annually) and also conduct site inspection visits (min 4 per year) in order to measure our health and safety performance. This will be advised and organised by Mark Hopton in conjunction with Guardian Support.

Site Supervisor Responsibilities

- Utilise the disciplinary procedures for non-compliance on any health and safety requirement.
- Ensure safe methods of working and adequate welfare facilities have been provided.
- Ensuring staff at all levels receive appropriate training.
- Monitoring health and safety performance and actual site conditions observed when on routine site inspections.
- Discuss health and safety with the Company's staff and receive their comments and suggestions on ways in which health and safety performance can be improved.
- Liaise with the principal contractor when applicable.
- Setting a good personal example and having adequate knowledge of health and safety legislation relating to company work.
- Monitor safety of work equipment.
- Record accidents in the accident book and investigate fully.
- Provide health and safety induction for operatives.
- Monitor waste disposal procedures.
- Ensure only properly inspected and maintained plant and equipment is used on site.
- Ensure workplaces are inspected prior to commencement of work daily.

Protection of the public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974 and in particular, the recommendations contained in HSE Guidance Note GS7 – Accidents to Children on Construction Sites.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas should be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

Site Operatives Responsibilities

- Comply with all health and safety instruction, information or training given.
- Comply with all safety rules and best practice as instructed by the contractor.
- Co-operate on all matters regarding health and safety.
- Do not put yourself or others at risk.
- Use the personal protective equipment that provided.
- Use tools and equipment safely, in compliance with the training provided.
- Report defects in plant and equipment.
- Refrain from horseplay and the abuse of welfare facilities.
- Do not improvise; use the correct tools and methods for the job.
- Keep tools and equipment in good condition.
- Report any accidents or dangerous occurrences.

ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

THE HEALTH AND SAFETY INFORMATION FOR EMPLOYEES (AMENDMENT) REGULATIONS 2009

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

C A Hopton & Sons Limited has a legal duty under the Health and Safety Information for Employees Regulations (HSIER) to display the approved poster in a prominent position in the workplace or to provide each worker with a copy of the approved leaflet that outlines British health and safety law.

The 2009 poster replaces the version which was published in April 1999. As well as a download, the 2009 leaflet is available in a more convenient format as a pocket card and replaces the leaflet published in April 1999.

The 1999 poster or leaflet must be replaced with the 2009 poster or leaflet no later than 5 April 2014. If you retain the existing poster you are required to complete the address of the Enforcing Authority and the Employment Medical Advisory Service, to be written in the appropriate spaces provided.

NOTICES

All notices whether on **C A Hopton & Sons Limited** premises or elsewhere issued in accordance with the **Health and Safety at Work etc Act 1974** and its associated legislation must be complied with.

All employees, visitors, and contractors alike must take the necessary action to ensure that they are familiar, as far as is reasonably practicable, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how we may improve health and safety within **C A Hopton & Sons Limited** should be communicated to your manager/supervisor for assessment and feasibility.

All employees and others who may be affected by the contents of this Policy are advised and a master copy of the 'Health and Safety Policy' statement for **C A Hopton & Sons Limited** is retained in the main office. The policy contains detailed information relating to the business activities and a copy is available for you to read.

C A Hopton & Sons Limited consider themselves responsible employers, we will ensure that all employees read the policy and any areas that are not understood are explained to them in detail.

THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

Where there are employees who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997** the employer must consult those employees in good time on matters concerning their health and safety at work. This will be carried out by meetings, toolbox talks, use of the notice board and an open door policy.

- The introduction of any measures in the workplace, which may substantially affect the health and safety of the employees.
- The employer's arrangement for appointing or nominating an employees representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology.

To allow the business to carry out this duty consultation with employees will be the responsibility of:

Mark Hopton

The elected or nominated person/s to act as the employees' representative is:

Health and Safety meetings or toolbox talks will take place:

Regular health and safety information will be posted on a specific notice board. The notice board is located in:

IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS

RISK ASSESSMENTS

The **Management of Health and Safety at Work Regulations 1999, Regulation 3**, requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our business activities or premises. Before embarking on this task we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

CA Hopton & Sons Limited will ensure that we carry out suitable and sufficient risk assessments of all the tasks and equipment connected with our business activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities.

The person responsible for ensuring that the risk assessments are undertaken is:

Mark Hopton

The risk assessments will be made available to all our employees who will read them. After reading and understanding the content of the risk assessment, the employee must sign our confirmation sheet to confirm that they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other employees as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment, whichever comes sooner.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The **Control of Substances Hazardous to Health Regulations 2002 (as Amended)** require us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. We understand these data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

We also recognise that as a result of our business undertaking hazardous substances may develop as a result of our business practices. These substances will also be assessed and controlled.

The person responsible for ensuring that the COSHH assessments are carried out is:

Mark Hopton

After reading and understanding the content of the COSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of COSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employees as is required.

The manager / supervisor will monitor the effectiveness of the COSHH assessment and any deficiencies will be reported to the person responsible for carrying out the COSHH assessments.

All COSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

HEALTH SURVEILLANCE

We recognise that some hazardous substance exposure requires us to provide health surveillance of employees. The level of health surveillance is dependent upon the level of exposure and the hazardous substance involved. This will be determined at the COSHH assessment stage and form part of the control measure required.

The health surveillance arrangements usually require the services of an occupational health practitioner (e.g. Nurse or Doctor). When this situation arises we will provide these services at no cost to the employee.

Employees are reminded of their duty to report any concerns regarding their health and safety any concerns regarding health in connection with work must be directed to:

Site Supervisor

MANUAL HANDLING

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable, where this is not reasonably practicable then an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment, the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for ensuring that the manual handling assessments are carried out is:

Mark Hopton

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above, supported by any other employees as required.

The manager/supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual-handling task employees must consider

The Task - What you are going to do

The Individual – The persons own capabilities

The Load - The weight, size and shape of the load

The Environment – The environment to which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment, whichever comes sooner.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided; this is a legal requirement under the **Health and Safety at Work etc Act 1974 section 7**.

The person responsible for the assessment and provision of PPE is:

Mark Hopton

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to:

Mark Hopton / Site Supervisor

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

WORK EQUIPMENT

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task and fit for purpose. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment where it is going to be used.
- Who is going to use it?
- All equipment purchased or hired by **C A Hopton & Sons Limited** must comply with the minimum safety standards as are required by **The Supply of Machinery (Safety) Regulations 2008**, we will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement, and repair of work equipment and machinery is:

Mark Hopton

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below.

All defects of any work equipment must be reported to:

Mark Hopton / Site Supervisor

Records of repair and maintenance are retained and inspections of other work equipment that may deteriorate with use (e.g. ladders and stepladders) require such inspections.

Records of repair and maintenance are kept in:

Office

Machinery Guarding

Under the **Provision and Use of Work Equipment (PUWER) 1998. Dangerous Parts of Machinery or Equipment (Regulation 11)**, requires that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment. Employees are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action. Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of an accident.

CONTROL OF CONTRACTORS; (where under direct control of C A Hopton)

All workplaces use contractors from time to time for example electricians, painters, and decorators, plumbers and other trades persons. These will be controlled so that they work in a safe manner and do not cause any employee and other visitors to be at risk.

We also understand that the controls must also protect the contractor from any risk them from any hazards that may arise as a result of our business activities.

Prior to any contractor carrying out any work at our business premises or elsewhere on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of any risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.

The person responsible for the control of contractors is:

Mark Hopton / Site Supervisor

WORKING WITHIN CLIENT PREMISES

In addition to our work at our premises a substantial proportion of our work is performed in premises of our clients. Not only is this work usually undertaken by one employee (lone working) with little or no direct supervision but the locations pose hazards that are outside our control.

Therefore, we place a high degree of responsibility on our employees to work in ways that are safe for themselves and anyone else that may be in the vicinity. Employees are expected to assess the working area for hazards (e.g. premises condition, trailing cables, space, lighting etc). If the employee feels that a hazard is inadequately controlled then they are expected to stop work, report their concern to the responsible person and wait for the area to be made safe.

If in doubt – stop!

Employees are expected to familiarise themselves with the fire, first aid and welfare arrangements of the site where they are working.

In the event of an accident on client premises then it should be recorded in both the client's accident book and our own so that both parties have the opportunity to learn and prevent recurrence.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Construction (Design & Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015. The Regulations place legal duties on virtually everyone involved in construction work. The purpose of this section is to highlight the roles of the key duty holders.

CA Hopton will primarily only undertake the role of that of a **contractor** working for a Principal Contractor, but it is important that we understand the roles of other duty holders. Should the nature of our undertakings change at any point in the future and we are responsible for additional duties under CDM 2015 we will seek advice from our health and safety advisors.

CDM Duty holders	Main duties
<p>Commercial clients – Organisations or individuals for whom a construction project is carried out that is done as part of a business.</p>	<p>Make suitable arrangements for managing a project, including making sure:</p> <ul style="list-style-type: none"> • other duty holders are appointed as appropriate • sufficient time and resources are allocated • Make sure: <ul style="list-style-type: none"> • relevant information is prepared and provided to other duty holders • the principal designer and principal contractor carry out their duties • welfare facilities are provided
<p>Domestic clients – People who have construction work carried out on their own home (or the home of a family member) that is not done as part of a business.</p>	<p>Though in scope of CDM 2015, their client duties are normally transferred to:</p> <ul style="list-style-type: none"> • the contractor for single contractor projects • the principal contractor for projects with more than one contractor • However, the domestic client can instead choose to have a written agreement with the principal designer to carry out the client duties.

<p>Designers - Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • construction • the maintenance and use of a building once it is built • Provide information to other members of the project team to help them fulfil their duties.
<p>Principal designers - Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • identifying, eliminating or controlling foreseeable risks • ensuring designers carry out their duties • Prepare and provide relevant information to other duty holders. <p>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</p>
<p>Principal contractors – Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • liaising with the client and principal designer • preparing the construction phase plan • organising cooperation between contractors and coordinating their work <p>Make sure:</p> <ul style="list-style-type: none"> • suitable site inductions are provided

	<ul style="list-style-type: none"> reasonable steps are taken to prevent unauthorised access workers are consulted and engaged in securing their health and safety welfare facilities are provided
<p><u>Contractors</u> – Those who carry out the actual construction work, contractors can be an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single contractor projects, prepare a construction phase plan.</p>
<p><u>Workers</u> – Those working for or under the control of contractors on a construction site.</p>	<p>Workers must:</p> <ul style="list-style-type: none"> be consulted about matters which affect their health, safety and welfare take care of their own health and safety, and of others who might be affected by their actions report anything they see which is likely to endanger either their own or others' health and safety cooperate with their employer, fellow workers, contractors and other duty holders

It is the intention of C A Hopton to not only comply with the CDM 2015 Regulations in relation to our duties as a contractor but to also assist all duty holders wherever we are able to do so.

LIFTING OPERATIONS AND LIFTING EQUIPMENT.

A significant element of the undertakings of C A Hopton requires the use of heavy lifting equipment such as mobile cranes and associated ancillary equipment such as lifting chains, hooks etc in the process of our works. These operations are never less than high risk work activity and as such require careful planning and management.

The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 require that;

All lifting operations involving lifting equipment must be:

- properly planned by a competent person
- appropriately supervised, and
- carried out in a safe manner

In planning any lifting operation, the identification and assessment of risk is key to identifying the most appropriate equipment and method for the job. Lifting operations range from:

- the very simple and commonplace, where minimal on-the-job planning by trained, competent people may be all that is needed to manage risk; to
- very complex operations, which require sophisticated and detailed planning / records, with very high levels of expert input, monitoring and supervision - undertaken by specially trained personnel

The complexity of the lifting plan and the extent of the resources used to manage risk will reflect the complexity and difficulty of the lifting operation.

The planning of any lifting operation will only be undertaken by a competent member of the **C A Hopton** staff (see training matrix for current competencies).

All our own lifting equipment will be subject to thorough examination at regular intervals and records of thorough examinations will be kept available for inspection. Hired in equipment of any description will not be used prior to satisfactory thorough examination certification being provided and checked.

ASBESTOS

Under The Health and Safety at Work Act 1974 Section 2: The Control of Asbestos Regulations 2012: requires us to protect the health and safety of our employees and others who may be affected by our undertaking, whether the work is for us or not.

Due to the nature of our undertakings it is highly unlikely that exposure or work in close proximity to asbestos containing material (ACM) will be encountered. Where we are advised of ACM's being present on any site or project we will request the assistance of our health and safety advisors prior to commencing any works on the site / project. Under no circumstances will any C A Hopton employee or contractor either carry out any work either in close proximity or on **ANY** identified or suspected ACM.

The company's current office premises were constructed post 1999 and it is assumed no ACM's are present. Although any alterations or work undertaken on the premises will be subject to a suitable survey prior to any works being carried out to ensure this is the case.

This is the responsibility of:

Mark Hopton

LONE WORKING

C A Hopton & Sons Limited has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

C A Hopton & Sons Limited will manage the risks associated with lone working by the following means;

- Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment will take into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.
- We will ensure that the required communication equipment and procedures are implemented to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means, with mobile telephones or two-way radios for workers who may be working at remote out-stations.
- Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out:

Mark Hopton

The person responsible for developing procedures for the lone working activity is:

Mark Hopton

FIRST AID

The **Health and Safety (First Aid) Regulations 1981** requires us to provide adequate first aid equipment and a sufficient number trained people to administer first aid when required.

We will carry out a first aid risk assessment; this will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

Factors considered will be:

- The number of people involved.
- The level of risk that our business activity presents (low, medium or high risk).
- The proximity of our business to professional medical help (e.g. rural or town centre that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons are:

The first aid boxes are located at:

Works Vehicles

All accidents are to be reported and entered in the accident book, which is located in:

All accidents or near misses will be investigated and remedial actions identified this will prevent reoccurrence of the same or similar incidents. The level of investigation will depend upon the seriousness of the accident.

The person responsible for investigation of accidents or near misses is:

Mark Hopton

REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURENCES (RIDDOR) REGULATIONS 2013

Under these regulations specific work related accidents, diseases, and dangerous occurrences must be reported to the Enforcing Authorities. The method of reporting is through the **Incident Contact Centre (ICC)**.

Although there is a comprehensive list of reportable situations within the regulations the main incidents that must be reported are:

- Fatalities –These must be report as soon as possible by the quickest method possible, usually by telephone.
- Major injuries such as broken bones and back injuries etc.
- Injuries that causes the employee to be away from his/her normal work activity for more than seven days incapacitation (not counting the day on which the accident happened) incapacitation means that the worker is absent or is unable to do work that they would reasonable be expected to do as part of their normal work.
- Any incident that leads to a member of the public being taken to hospital by any means.
- Diseases
- Dangerous Occurrences

You only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

The person responsible for reporting incidents is:

Mark Hopton

You must still keep a record of the accident if the worker has been incapacitated **for more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident.
- The status of the injured person (employee or visitor/contractor).
- The location of the incident.
- A brief description of the incident or disease.
- The date, time and method of reporting.

Incidents and diseases can be reported by the following methods:

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting **fatal and major injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

FIRE SAFETY

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their businesses undertaking.

All fire extinguishers are inspected by a competent person annually and must be replaced when discharged. The competent person for fire extinguisher inspection is:



Flammable Liquids and Compressed Gases

All flammable liquids and gases will be stored safely, Flammable liquids will be kept in a secure place and employees will return them to the allocated space after use.

Flammable Liquids are not to be left near sources of heat or ignition.

* * *

CONFINED SPACES

The **Confined Space Regulations 1997** require that we assess the level of risk of a confined space where our employees may enter or carry out such work processes. Therefore, we will carry out a suitable and sufficient assessment of the risks for all work activities for the purpose of deciding what measures are necessary for safety under the **{The Management of Health and Safety at Work Regulations 1999, regulation 3}**. For work in confined spaces this means identifying the hazards present, assessing the risks and determining what precautions to take. In most cases the assessment will include consideration of:

- the task;
- the working environment;
- working materials and tools;
- the suitability of those carrying out the task;
- the arrangements for emergency rescue.

Due to the nature of the works we undertake the likelihood of any Confined spaces working is negligible.

Any unusual conditions or requests from others that appears to require access to areas that are enclosed and have limited access must be reported to;

Site supervisor and Mark Hopton

WASTE MANAGEMENT

The **Environmental Protection Act 1990** places a “Duty of Care” on producers of waste to ensure that it is disposed of correctly. The duty has 5 aspects:

- To prevent the keeping, treatment or disposal of waste without a licence.
- To prevent the escape of waste
- To transfer waste only to an authorised person.
- To ensure that there is clear labelling and information of the waste
- To retain documentary evidence.

To enable the company to carry out this duty a written system and procedures for the identification, segregation, and disposal of waste is in place. The person responsible for the development and implementation of this system of waste management is:

Mark Hopton

There are two categories of waste produced by the premises, domestic waste and special/controlled waste.

Domestic waste will be collected and disposed of by:

Special/Controlled waste will be collected and disposed of by:

Who are properly licensed and authorised waste disposal agencies?

Records of waste transfer will be kept in the **Managers File** and a receipt **must** be obtained from the disposal agency on collection or drop off of the waste.

The waste management system will be audited and reviewed annually to ensure that the system works and is being adhered to.

The system will be audited by:

Project / Site waste production will be managed through the Principal Contractor and the requirements of their site waste management plan (SWMP).

NOISE EXPOSURE

The **Control of Noise at Work Regulations 2005** requires us to monitor noise levels within the workplace. This is to ensure that all our employees and any contractors or visitors are not exposed to noise levels likely to cause short or long-term hearing damage.

The current noise exposure levels are set as follows:

The **Lower Exposure Action Values** are:

- A daily or weekly exposure level of **80dB(A)**
- A peak sound pressure level of **135dB(C)**

The **Upper Exposure Action Values** are:

- A daily or weekly exposure level of **85dB(A)**
- A peak sound pressure level of **137dB(C)**

The **Exposure Limit Values** are:

- A daily or weekly exposure level of **87dB(A)**
- A peak sound pressure level of **140dB(C)**

The **Exposure Limit Value** will take into account the effectiveness of any hearing protection that is provided and worn.

So as to ensure that our noise levels are maintained to the lowest levels possible we will ensure that a suitable and sufficient risk assessment is carried out. It is the policy **CA Hopton & Sons Limited** to use equipment with low noise emission levels or to provide covers, enclosures or sound damping equipment to reduce the amount of noise in our business premises and activities.

Personal protective equipment such as earplugs and ear defenders will be provided as a last resort. This personal protective equipment will be suitably assessed and meet the relevant British and European standards.

The actions implemented will follow the hierarchy below:

- At the **Lower Exposure Action Level** hearing protection will be provided and employees and visitors will be advised to wear the hearing protection.
- At or above the **Upper Exposure Action Level** hearing protection will be provided for all employees and visitors. In areas where the noise levels are above 85 dB(A) it will be mandatory for employees and visitors to wear the hearing protection. Employees found to be in breach this rule will be subject to disciplinary action. A visitors refusing to wear the hearing protection will not be allowed in the area. Signs will be placed to warn staff and visitors that they are entering a hearing protection zone.

Health Surveillance programmes will be put in place where necessary. Employees that are regularly exposed to noise levels above the Upper Exposure Action Level will be expected to attend audiometric testing.

The person responsible for carrying out and reviewing the noise risk assessments is:

Mark Hopton

VIBRATION EXPOSURE

The **Control of Vibration at Work Regulations 2005** requires **C A Hopton & Sons Limited** to take measures to protect employees from the effects of exposure to vibration in the workplace. The vibration can be as a result of the use of work equipment in use or the process itself. There are two particular subject areas that require consideration; these are vibration exposure to the hand and arms or vibration exposure to the whole body.

To ensure that **C A Hopton & Sons Limited** complies with these regulations we will ensure that:

- We consider vibration exposure when we are carrying out specific risk assessments for the use of particular pieces of work equipment. This is particularly important when our employees are using hand held tools or are carrying out plant driving activities.
- When we consider that the levels of vibration exposure are fairly high and there is a possibility that the levels of vibration are likely to cause long-term health problems. Then we will call on the services of a competent body to carry out a survey. The results of the survey will enable us to determine whether we are within the Exposure Action Value of $2.8 \text{ m/s}^2 \text{ A(8)}$. We must also consider whether the Exposure Action Limit is being exceeded this is currently set at $5 \text{ m/s}^2 \text{ A(8)}$. If the results show that the limit is being exceeded then we must take immediate action to reduce the level exposure.
- In order to control the level of risk from vibration we will consider as far as reasonably practicable the following:
 - The equipment we purchase in order to ensure that vibration exposure is suppressed to low levels.
 - We will ensure that all our equipment is well maintained and/or replaced as and when required.
 - We will reduce the length of time that employees are likely to use the equipment by eliminating the need to use the equipment or by job rotation.
 - We will provide our employees with sufficient information and instruction to raise their awareness of the exposure health risks. Typical information provided will be the recognition of the effects of hand arm vibration and vibration white finger.
- We will provide personal protective equipment and emphasise the importance of maintaining heat in the body's extremities.

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- Employees must inform management of any symptoms that they feel they are suffering as a result of vibration exposure. The symptoms may be:
 - Tingling of the hands and fingers.
 - Joint pains and numbness.
 - Back pain after driving activities.
 - Whitening of the fingers especially during cold weather.

 - Employees identified as being regularly exposed to vibration may be requested to enter into a health surveillance programme. This programme will enable us to monitor our employees and ensure that our control measures are working effectively.

The person responsible for ensuring a vibration risk assessment is carried out is:

Mark Hopton

HEALTH AND WELL-BEING

C A Hopton & Sons Limited recognises that poorly planned and managed work activities can cause ill health and be detrimental to general well-being. On this basis it is the intention of **C A Hopton & Sons Limited** to keep a close level of consultation with our workforce both as a group but to also provide the opportunity for discussions to take place with individuals where this is requested.

While the company cannot be held responsible for difficulties that are generated outside of the company's control it will wherever possible provide guidance and assistance to its employees. This is to ensure we can aid and support our valued workforce as far as is possible.

Health and well-being situations can be reported in confidence to:

Mark Hopton

VIOLENCE & AGGRESSION

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

YOUNG PERSONS

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years. Further consideration should be given to young people who are placed within the working environment on 'Work Experience'. **C A Hopton & Sons Limited** will do all that is reasonably practicable to ensure students or children on placements are not placed in a working environment where there are significant risks to their health and safety.

Due to of their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

The person responsible for ensuring that the risk assessment of the young person is carried out is:

Mark Hopton

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks beyond their recognition.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about

WORKING AT HEIGHT

The **Working at Height Regulations 2005** requires us to consider a number of key elements prior to carrying out any work that involves climbing from floor level.

We are required to suitably and sufficiently assess the risks involved in working at height. This will involve consideration of the following key factors:

- Is there a specific need to work at height or can the operation or task be carried out without working at height?
- Is the equipment we provide suitable for the task involved and does it allow ease of access to the working area?
- Is the equipment used to access the work area maintained?
- Are the employees we intend to use suitably trained to carry out the task and is their level of fitness acceptable?
- If employees are required to access surfaces at height, then we must take into account the surface of sufficient strength to support the persons involved.

- The height involved must also be taken into account, as well as should a fall occur what is the employee likely to fall on or into. A secondary means of supporting the employee should he/she fall must be provided for the higher access tasks.
- If the task requires employees to work outside, then the weather conditions must be taken into account. If the weather conditions are adverse and likely to threaten the safety of our employees, then the task will be postponed until such time when it is safe to proceed.

We will carry out a risk assessment, taking into account the factors indicated above. If the work is beyond what we consider acceptable then we will call on the services of a specialist contractor to make the work zone easily accessible to our employees.

The person responsible for carrying out the working at height assessments is:

Mark Hopton

TRANSPORT

The road transport safety of our employees is important to **C A Hopton & Sons Limited**. To ensure that vehicles and users are safe at all times the company will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

The person responsible for ensuring that the risk assessment is carried out; is:

Mark Hopton

- Only authorised employees will be allowed to drive company vehicles.
- All drivers will hold a UK driving license or a licence under the European Community or European Economic Area.
- If required, the driver must undergo a thorough medical examination and eyesight test.
- All drivers must report any ill health which may impair their driving abilities, road accidents and any fines and driving endorsements received. They may then be removed from the authorised drivers list
- All vehicles will have a valid Road Fund Tax disc.
- All vehicles will have valid fully comprehensive insurance for the extent of the vehicles use.

The Company vehicle insurance provider is:

- All vehicles will have a current MOT certificate if required.
- A competent garage will service all vehicles regularly.

- Employees responsible for Company vehicles must fill in a weekly check sheet and report any defects immediately.

The competent garage is:



- Privately owned vehicles may only be used on company business if covered by fully comprehensive insurance with extra business or passenger cover dependant on the type of vehicle
- Privately owned vehicles used for company business must have all the relevant documentation.

The rules and assessments will be reviewed annually or if any significant change takes place.

Mobile phones

It is an offence under the **Road Traffic Act** to use a hand held mobile phone whilst driving this includes waiting at traffic lights and in traffic queues.

C A Hopton & Sons Limited will not place pressure on any employee to use the phone whilst driving. Therefore the company cannot be held responsible for any employee who is prosecuted for this offence. Before answering the phone the driver must pull over and park in a safe place. The use of call divert to voice mail is encouraged or the use of the answering machine. The text message service is not to be used whilst driving. Failure to comply with this rule may lead to disciplinary action.

TRAINING

C A Hopton & Sons Limited recognises the duty to provide its employees with whatever training is required so that they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

To ensure this is carried out the person below has been appointed to identify any training needs:

Mark Hopton

The type of training that will be provided is:

- Induction training for all new employees
- Job specific training for all new employees or employees who transfer to other roles.
- Health and safety training for all employees that have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.

- Extra training and supervision will be provided for young people because of their immaturity and lack of experience.
- Training will either be provided in house where appropriate or by an accredited training provider.

All training will be recorded and retained with the employee's personal file as the employee will sign to confirm that they have received the training and understood it.

The person responsible for maintaining the training records is:



Health and Safety Training should include:

- Risk and COSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

ENGLISH AS A SECOND LANGUAGE

The Health and Safety at Work etc Act 1974 and **The Management of Health and Safety at Work Regulations 1999** require us to provide our employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information shall be provided in a way that takes account of any language difficulties or disabilities. It will be provided in a form that is most suitable in the circumstances, as long as it can be understood by everyone. For employees or workers with little or no understanding of spoken or written English, we will make special arrangements.

The person responsible for ensuring that employees with little understanding of English are given suitable information, instructions, training and supervision is:



Site Work

We also recognise that at some work locations our employees and sub-contractors may be working alongside people for whom English is not their main language. We recognise that such circumstances can create significant additional safety issues.

Mitigating these issues is a shared responsibility involving;

- The person responsible for the site making contractors etc. aware that there may be language issues within the site/premises,
- Contractors ensuring that their operatives recognise the need not to rely on spoken/written English as being wholly effective (A shouted warning may not be understood). Operatives must be aware of the need to pause their work if someone approaches them and to guide them away from any hazards.

As far as is reasonably practicable, as a contractor, we will endeavour to use pictorial signs to indicate safety issues associated with our work.

STRATEGY FOR CHECKING COMPLIANCE WITH THIS POLICY AND ITS REQUIREMENTS

CA Hopton recognises that the wording within a policy is only one element of successful health and safety management of its undertakings. In order to check that our company policy is being discharged and best practice is being applied we will undertake levels of assurance that help us to understand how we are performing as a company.

- Site supervisors to conduct and record weekly performance checks that provide a balanced overview of both good and non-positive aspects.
- Management visits to projects/sites to be subject to a 'point in time' inspection which is recorded and feedback provided to the site team. It is envisaged that this will be conducted on a monthly basis (i.e. 1 inspection per month on a selected project/site).
- Mark Hopton will in conjunction with Guardian Support arrange for 1 site inspection visit per quarter (4 per annum) or as and when required to provide additional support for the site teams and the C A Hopton business.

GENERAL GUIDELINES FOR EMPLOYEES

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all laid down procedures concerning work activities, equipment, materials and substances.

- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the Company's property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of **C A Hopton & Sons Limited** as contained in the Contract of Employment.
- You must not invite visitors onto **C A Hopton & Sons Limited** premises without permission from Management.
- If at any time you are unsure about duties you may be asked to perform, then you must inform your Manager/Supervisor.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be posted on notice boards from time to time you must ensure you view this information.
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will subject to disciplinary action.

AMENDMENT RECORD:

Issue	Date	Reason for Change/Details	Changed By
01	10 th Feb 2015	Original Release	

DISTRIBUTION

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