



Health and Safety Policy

Date of Issue: November 2016

Next Review: November 2017

Signed:

A handwritten signature in black ink, appearing to read "B. Parker", is written over a light blue, stylized background that resembles a folded piece of paper or a modern architectural structure.

Mr. Bjorn Parker
Manager Responsible for Health and Safety

2016

Revision Sheet

ISSUE NO.	AMENDMENT / UPDATE	DATE	COMPLETED BY
1	Original Version of Policy	23/11/2015	Mr. Craig Chaplin
2	Update	28/11/2016	Mr. Bjorn Parker

This Health and Safety Policy, along with all other relevant documentation, will be reviewed by Senior Management at least annually, or earlier following the event of any organisational change, change in legislation, codes of practice or guidance notes, or following any accident, incident or dangerous occurrence for which this Health and Safety Policy covers. Any changes to the Policy will be recorded on the above revision sheet and informed to staff members by appropriate methods.

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1. INTRODUCTION

This Policy provides a framework for the organisation of health and safety within Elvanite Ltd. It is expected that those given duties to implement the Policy will discharge them diligently, and by their own actions and with their encouragement, Elvanite sites and offices will continue to be a safe and healthy place in which to work.

The Health and Safety Policy is issued with the approval of Company Directors who share a commitment to ensure that the highest standards of health and safety are maintained throughout all Company activities. Each section outlines the arrangements and precautions the Company plan to implement in order to comply with our legal requirements and to prevent accidents, incidents, dangerous occurrences and instances of occupational illness from occurring.

The Policy will be distributed to all Elvanite staff members and the Director Responsible for Health and Safety will welcome any constructive suggestions where any part of the Policy may be improved, to further the aim of creating a health and safe working environment.

Elvanite will ensure that this Policy is updated at least annually, or earlier in light of any organisational change, change in legislation, codes of practice or guidance notes, or following any accident, incident or dangerous occurrence for which this Health and Safety Policy covers. Any changes to the Policy will be recorded on the Policy revision sheet on Page 1 and informed to staff members by appropriate methods.

2. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Elvanite to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for our employees and to provide such information, instruction, training and supervision as is needed for this purpose. Specifically the objectives of the Company are to:

- Prevent accidents, incidents, dangerous occurrences and cases of work-related ill health by managing the health and safety risks in the workplace and ensuring that safe access and egress is provided around places of work.
- Provide and maintain plant, equipment and system of work that are, so far as is reasonably practicable, safe and without risks to health.
- Establish arrangements to ensure, so far as is reasonably practicable, the safety of employees during the use, handling, storage and transporting of articles and substances.
- Provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, that all employees are competent to undertake their work activities and to ensure their health and safety whilst at work.
- Ensure that all Company activities are adequately risk assessed and that the identified control measures are implemented, reviewed and maintained.
- Ensure that our staff have access to competent health and safety advice at all times.
- Protect the health and safety of not only our employees but all other persons who may be affected by our activities.
- Establish and implement suitably and sufficient emergency procedures on all Company premises.
- Consult and actively involve employees on Policy matters and before changing or introducing any procedure that will affect their Health and Safety.
- Encourage all employees and contractors to adopt a positive health and safety attitude.
- Ensure adequate resources are provided so that this Policy can be implemented on all Company sites.
- Continuously review and improve our arrangements for the management of health and safety, taking into account new legislation and changes in work practices.

All staff are required to read and understand this Policy.

Any amendments to this Policy will be informed to staff via appropriate methods.

Signed:

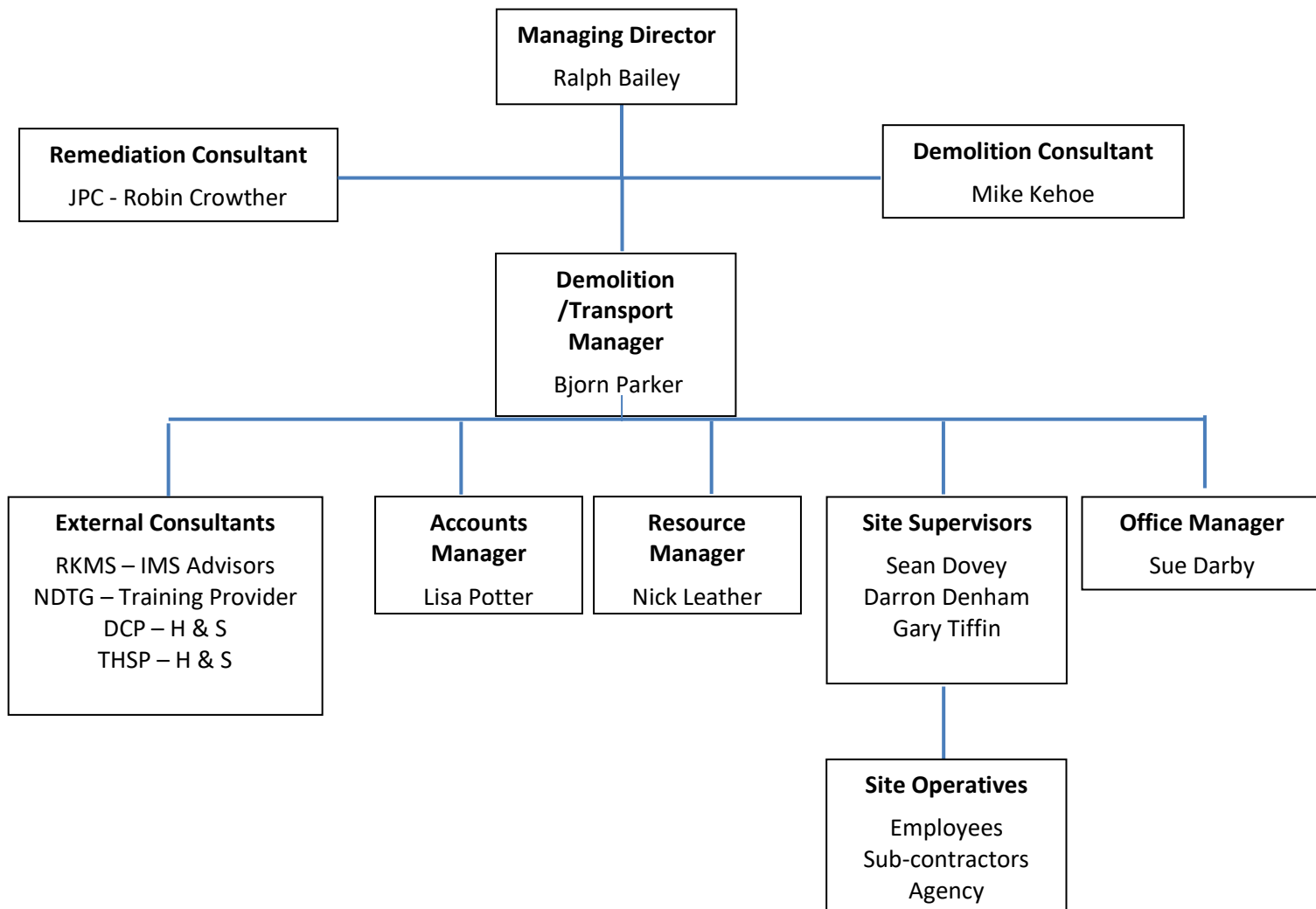


Mr. Bjorn Parker
Manager Responsible for Health and Safety

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3. ORGANISATIONAL STRUCTURE FOR HEALTH AND SAFETY



4. ROLES AND RESPONSIBILITIES

DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY

The Director Responsible for Health and Safety has overall responsibility for health, safety and welfare within the Company and final responsibility for the implementation of the Health and Safety Policy. He will ensure that the company has adequate resources, both financial and organisational, to put the policy into effect and that all staff have access to competent advice on matters affecting health and safety. The Director Responsible for Health and Safety will actively lead and promote health and safety in accordance with the following key principles in order to achieve good health and safety performance throughout the Company:

- Strong and active leadership
 - Display a visible and active commitment to health and safety.
 - Establish effective 'downward' communication systems and management structure.
 - Integrate health and safety management with business decisions.
- Worker involvement
 - Engage the workforce in the promotion and achievement of safe and healthy conditions.
 - Establish effective 'upward' communication.
 - Provide adequate training.
- Assessment and review
 - Identify and manage health and safety risks.
 - Accessing (and following) competent advice.
 - Monitor, report and review performance.

COMPANY DIRECTOR

The Director will assist the Director Responsible for Health and Safety in ensuring that all Company day to day activities comply with the Company Health and Safety Policy and key principles mentioned above. The Director will clearly define roles and responsibilities for Company management and staff and ensure that all staff receive suitable and sufficient training in order for them to fulfil their duties and undertake their work in a safe and competent manner. The Director will ensure that sufficient resources are allocated to all Company activities so that they can be suitably planned, managed and monitored. The Company Director will ensure that all employees have access to competent health and safety advice and that any health and safety related issues are brought to the attention of the Director Responsible for Health and Safety so that suitable actions can be taken.

CONTRACTS MANAGER

The Contracts Manager is responsible for ensuring that all works are suitably planned, managed and monitored and ensuring that no works commence on site until all legal and contractual requirements have been met. The Contracts Manager will often be the first point of call for Site Supervisors and they are expected to set a good example by adopting a positive attitude to health and safety. Some of the duties of the Contracts Manager include:

- Ensure they understand the works so they can make effective, safe decisions.
- Ensure that no works commence on site until they have been suitably planned and risk assessed the work, and until safe systems of work have been established and the risk control measures have been achieved.
- Identify the level of supervision and management necessary for every task taking into consideration its complexity and level of risk.
- Ensure that no works commence on site until welfare facilities in accordance with the requirements CDM 2015 (Schedule 2) are available.
- Ensure that sufficient resources are allocated to all activities to allow tasks to be completed safely and without risks to health or safety.
- Ensure that emergency procedures are established prior to the commencement of works on site.
- Ensure that all staff and sub-contractors have the necessary skill, knowledge, training and experience to undertake their work activities in a safe manner.
- Ensure that Site Supervisors are enforcing site rules and works are being carried out in accordance with risk assessments, method statements and established safe systems of work.
- Regularly monitor and inspect work activities and address any issues identified.
- Ensure that all required documentation, records, reports and forms are in place and maintained throughout the works.
- Bring any issues to the attention of the Company Director and Director Responsible for Health and Safety.
- Maintain effective communication with Site Supervisors and project teams.

SITE SUPERVISOR

Each Site Supervisor is responsible for the day to day organisation, management and control of all persons and activities within the confines of their site. These responsibilities include ensuring that all the arrangements as detailed in this Policy are complied with at all times and seeking health and safety advice where required. The Site Supervisor is also required to point out any shortcomings in the Policy and make recommendations as to revising and updating the Policy as required. Some of the duties of the Site Supervisor include:

- Ensure they understand the works so they can make effective, safe decisions.
- Ensure all required notices and signage are displayed on site, in suitable locations.
- Ensure that emergency procedures are in place on site, including establishing sufficient fire points.
- Maintain regular communication with the Contracts Manager and project team.
- Ensure all works have been suitably planned and organised.

- Ensure that all works are carried out in a safe manner.
- Ensure that the site is secure at all times in order to prevent unauthorised access, especially out of hours when the site is to be locked and left in a safe condition.
- Ensure that no person commences work on site until they have received a site induction.
- Ensure that no person commences work on site until they are in receipt of an approved risk assessment and method statement where required.
- Ensure that all staff and sub-contractors have the necessary skill, knowledge, training and experience to undertake their work activities in a safe manner.
- Ensure that all accidents, incidents and near misses, including damage to plant or equipment, are reported to head office and recorded in the accident book.
- Ensure that welfare facilities are suitable maintained throughout the works.

ALL STAFF

All employees are to take reasonable care of the health and safety of themselves and of others who may be affected by what they do or do not do. All employees are to cooperate with their Management on health and safety matters so that Elvanite can achieve a healthy and safe workplace, and ensure that they do not misuse any equipment that is provided for safety purposes.

All staff will be provided with suitable and sufficient information, instructions and training on joining the Company or before undertaking a specific task and all staff members are responsible for ensuring that they undertake their work in accordance with the information, instruction and training given to them. This will include complying with any risk assessment, method statement or operating instruction provided. Where a staff member feels that they require additional training or further instruction they are to inform Elvanite Management prior to undertaking the task.

Employees must inform a responsible person immediately if they identify any hazard within the workplace or if they witness any accident, incident or dangerous occurrence so that the Company can take necessary action. Employees who fail to comply with the requirements of the health and safety Policy and endanger their health and safety and that of others may be subject to disciplinary action.

5. PROCEDURAL ARRANGEMENTS

5.1 TRAINING, INDUCTION AND COMPETENCE

Elvanite recognises its responsibility to ensure that persons employed by the Company are competent to carry out their duties in such a manner so as not to put at risk their own health and safety or the health and safety of others who may be affected by what they do.

On joining the Company and on starting work on a new site all staff will receive a health and safety induction as appropriate to their individual job content. Site/Office Management are responsible for ensuring that all persons on Company premises have received a site induction prior to commencing work.

Elvanite are committed to identifying all training needs within the workforce and has developed a system to record training undertaken to not only ensure compliance with legislative requirements but to encourage personal development. Strong emphasis will be placed on health and safety aspects during all training. Elvanite expect all employees to co-operate in the training provided. Certain tasks in the company operations require strict safety procedures be followed. Where this arises the employee involved will receive special instruction. It is essential that no person should attempt a potentially hazardous task without training.

Employees will be observed by their Manager carrying out the full range of tasks that represents their job to ensure that work is undertaken in a competent manner without compromising their own health and safety, the health and safety of their colleagues or of anyone else who may be affected by what they do. Where performance is found to be less than satisfactory additional training will be provided to achieve the required level of competence.

Only those persons who are able to demonstrate to Company Management that they have the necessary skills, knowledge, experience and training will be allowed to work without direct supervision.

In order to be satisfied that health and safety standards are being maintained, Managers will carry out inspections of work in progress. Where standards fall below those required, recommendations will be made to improve performance and, if considered necessary, the person's work activities will be restricted until the required improvement has been made.

5.2 COMMUNICATION AND CONSULTATION

Elvanite recognise that communication and consultation with staff on health and safety matters is very important in creating and maintaining a safe and healthy working environment. Communication and consultation will not only involve Elvanite giving information to our staff members but also listening to and taking account of what employees say before making any health and safety decisions.

Employees should therefore make their views known on matters to do with their health and safety at work to their Manager and/or a Company Director. These views will be taken into consideration and discussed at Management meetings before any health and safety decisions are reached.

On joining the Company and prior to undertaking new work activities, all health, safety and other related information will be communicated to staff via appropriate methods; usually inductions and internal meetings.

5.3 MONITORING AND REVIEW

The effectiveness of this Health and Safety Policy is monitored by actively inspecting and auditing the control measures in place and reacting to accidents, incidents and dangerous occurrences on Company premises, as they occur. This Health and Safety Policy, along with all other relevant documentation, will be reviewed by Senior Management at least annually, or earlier following the event of any organisational change, change in legislation, codes of practice or guidance notes, or following any accident, incident or dangerous occurrence for which this Health and Safety Policy covers.

Site Management are responsible for the continuous monitoring of works on site, ensuring that they are carried out in a safe manner. Any non-compliance with safety rules and/or this Policy are to be brought to the attention of the individual involved immediately and also the Contracts Manager.

The monitoring of health and safety standards on site is also undertaken by the Contracts Manager and external Health and Safety Advisor who are required to undertake regular site inspections. Any unsafe practices or unsafe equipment observed may result in works being suspended until rectified.

5.4 CONTRACTOR COMPETENCY AND CONTROL

Elvanite recognise that it is not only a requirement to employ and manage competent sub-contractors, but we also need to ensure that we provide a healthy and safety workplace for sub-contractors to work in.

Prior to any Contractor undertaking work for Elvanite, they are required to successfully complete our contractor competency questionnaire, to confirm that they have the required skill, knowledge, experience and organisational capabilities to undertake the proposed work safely. Company Director will be responsible for checking and approving completed questionnaires..

Contracts Managers are responsible for ensuring that no Contractor is appointed or undertakes any work on site until their competence has been vetted and approved by a Company Director.

Elvanite have established an approved Contractor List for all of the companies which have passed the competency check and are approved for use. Contracts Managers are to ensure that all Contractors appointed for work are from the approved contractor list. Any Contractor not on the list is not approved for use and their competence will need to be vetted prior to appointment.

On appointment of a Contractor, the Contracts Manager will ensure that they are issued with all health and safety and other relevant information required by them in order to suitably plan their works. In return, the Elvanite Contractor Manager must ensure that they have received and approved the Contractors risk assessments / method statements and training certification prior to them commencing work on site.

Site Management are responsible for monitoring the performance of the Contractor on site and ensuring that any health and safety shortcomings in their performance is reported to Management from the Contractor and also the Elvanite Contract Manager so that the necessary actions can be taken.

Health and safety performance of all Contractors on the approved list will be reviewed by Elvanite Management at regular intervals.

5.5 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

Elvanite understand that when appointed as a 'Contractor' or as 'Principal Contractor' on all construction projects, there are legal requirements placed upon us under CDM 2015.

Elvanite understand that a Principal Contractor and Principal Designer are required on all projects where more than one contractor is required to undertake the works. The Company Director and Contracts Manager will ensure the Client is made aware of their duty to appoint them, along with their duty to raise an F10 form for all projects which exceed 30 working days and will have more than 20 workers on site working simultaneously, or on all project which exceed 500 person days to complete works, along with the rest of their duties as the Client under CDM 2015.

The Company Director and Contracts Manager are responsible for the planning of all works under our control and ensuring that suitable arrangements are in place for the management and monitoring of all works taking place on site. As part of planning the works the Company Director and Contracts Manager will ensure that all documentation is in place, such as the Construction Phase Plan when acting as Principal Contractor and also when we are the only Contractor on the project. The complexity and detail of the Construction Phase Plan will be proportionate to the size and hazards/risks posed from the works and will take into account all Pre-Construction Information received.

The Company Director and Contracts Manager will be responsible for ensuring that the principles of prevention are applied to all construction work and design on the project.

Elvanite will ensure that all persons appointed for work have the necessary skill, knowledge and experience, and where they are an organisation they must also have the organisational capability to undertake the works safely. Elvanite will also ensure that all persons under our control are provided with suitable and sufficient information, instruction and supervision in order to plan and carry out their works safely.

Additionally, when acting as 'Principal Contractor' Elvanite will;

- Organise cooperation between Contractors
- Consult and engage workers
- Co-ordinate health and safety matters
- Ensure Contractors comply with their legal requirements
- Ensure others apply the principles of prevention
- Ensure others follow our Construction Phase Plan
- Ensure site inductions are completed
- Ensure steps are taken to prevent unauthorised access onto site
- Ensure suitable welfare facilities are in place
- Liaise with the Principal Designer and share information related to planning, managing and monitoring of pre-construction.

Additionally, when acting as 'Contractor' Elvanite will;

- Comply with directions given by Principal Designer and Principal Contractor
- Comply with relevant section of the Construction Phase Plan
- Ensure site has taken steps to prevent unauthorised access
- Ensure suitable welfare facilities are in place.

5.6 WELFARE FACILITIES

Elvanite Management will ensure that suitable and sufficient welfare facilities are provided and well maintained in all Company premises.

The requirements of CDM 2015 (Schedule 2) will be complied with on all Elvanite construction sites prior to the commencement of work on site. Where we are a sub-contractor on a project, we will ensure the welfare facilities are provided and well maintained by the Principal Contractor.

The welfare facilities available to our staff will include suitable and sufficient sanitary conveniences and washing facilities, maintained in a serviceable condition, cleaned at regular intervals and equipped with adequate lighting.

A supply of cold/warm/hot running water, soap and clean towels, or other suitable means of cleaning and drying, will be available, conveniently situated, accessible and kept in a clean and orderly condition.

An adequate supply of wholesome drinking water will be available and suitable rest and eating facilities will be provided at readily accessible places.

Elvanite expect all staff to assist in maintaining welfare facilities in a serviceable condition and any issues with the condition of the facilities should be brought to the attention of Elvanite Management so that the required actions can be taken.

5.7 RISK ASSESSMENTS

Risk assessments will be carried out and reviewed at regular intervals by a competent person on all hazards relating to activities, equipment and processes that carry a significant risk at the workplace, in order that the Company's obligations are met under the Management of Health and Safety at Work Regulations.

Standard risk assessments have been produced for all identified working activities. Where a task or procedure is not suitably covered by existing standard risk assessments it is the responsibility of the Contracts Manager and/or Site Manager to identify this and to produce a specific assessment in advance of the task commencing.

Standard and/or task specific risk assessments will be in place by Elvanite or our Contractors for each activity which poses a significant risk on site. Contractors are required to provide their risk assessments prior to commencing work on site.

Employees will be informed of the findings of risk assessments together with the control measures in place designed to reduce risks to the lowest level, so far as is reasonably practicable.

Site Management will be responsible for ensuring that no person commences work on site until they have signed to confirm that they have read and understood the risk assessments relevant to their works.

The Company Director will ensure that all staff required to write risk assessments are competent in writing risk assessments.

5.8 METHOD STATEMENTS

Elvanite recognise that risk assessments alone may not be deemed as sufficient to control certain risks, therefore, Elvanite will produce method Statements as a means of controlling particularly high risk activities, as identified within the risk assessments, where a safe sequence of work needs to be established.

It is the responsibility of the Contracts Manager and/or Site Manager to identify where method statements need to be written and for ensuring that staff are informed of the findings of the method statement.

The Company Director will ensure that all staff required to write method statements have a good understanding of the works to be undertaken and are competent in writing method statements.

Contractors are required to provide their method statements prior to commencing work on site.

Site Management will be responsible for ensuring that no person commences work on site until they have signed to confirm that they have read and understood the method statement relevant to their works.

Method Statements will be reviewed at regular intervals by a competent person.

5.9 DEMOLITION

The Company Director will ensure that a survey of existing structures is undertaken, including a Refurbishment and Demolition (R&D) asbestos Survey in line with the Control of Asbestos Regulations 2012.

Any identified asbestos will be removed by a competent contractor prior to demolition works commencing on site.

The findings of the surveys will be used by the Company Director and Contracts Manager to suitably plan works and establish a demolition plan, specific risk assessments and method statements, and a Construction Phase Plan where required.

All site staff will be informed of the findings of the surveys, demolition plans, risk assessments and method statements and will be requested to sign and confirm that they have read the safety information specific to their works.

Elvanite will ensure that all staff have received sufficient information. Instruction and training before undertaking works on site.

Elvanite will ensure the local authorities are notified of any proposed demolition activities in sufficient time before the works commence on site.

Site Management will be responsible for the safety of their site; this will include ensuring a suitable site hoarding is established along with other barriers to prevent access to dangerous parts of the site, establishing suitable signage throughout the site, establishing suitable edge protection, ensuring services have been disconnected, etc.

5.10 TRAFFIC MANAGEMENT

Elvanite will establish site traffic management plans on all sites where vehicles/plant will be operating.

Traffic Management plans will be written by competent persons only, usually the Contracts Manager or Company Director.

The traffic management plans will clearly identify the arrangements to be implemented in order to suitable segregate vehicle and pedestrian movements.

The plan shall be reviewed as the development progresses and must be displayed on the site notice boards.

The traffic management plan will be informed to all persons during site induction procedures.

5.11 HOUSEKEEPING

Elvanite recognise the importance of maintaining good housekeeping standards on all Company premises in order to prevent potential incidents of slips, trips or fall, in addition to other potential hazards such as fire.

Staff members are expected to achieve and maintain high standards of housekeeping in their own individual work areas and Site/Office Management are expected to monitor housekeeping levels on all Company premises to ensure high standards are being achieved.

Elvanite expect:

- All access routes to be kept clear, clean and tidy at all times.
- Passageways, exits and access to all fire fighting equipment must be kept clear.
- Fire doors to be kept closed at all times and not propped open.
- All spillages, however minor, to be cleaned up immediately.
- All staff to place waste in the rubbish bins provided
- Suitable storage areas to be establish on all Company premises for the safe storage of materials and equipment.
- All combustible materials to be stored away from any potential ignition sources.
- Employees to note that a lack of care when stacking materials and objects might create hazards for their colleagues from falling objects and lifting injuries in the long term.

5.12 WASTE MANAGEMENT

The Contracts Manager on planning the works will be responsible for identifying the types and rough quantities of waste which will be generated by the works and ensuring that suitable and sufficient arrangements are in place for the storage and removal of waste from site.

Site Management will be responsible for establishing an area on site designated for waste and a sufficient number of skips and bins are provided. Site Management must ensure the designated area is in a safe area, not posing a fire hazard or blocking escape routes for example.

Site Management will be responsible for ensuring that certain waste types are kept separate and ensuring that signage is displayed on or above the different waste skips or bins. Site Management will also be responsible for ensuring that combustible materials are kept away from potential ignition sources.

Hazardous waste will be handled, stored and disposed of in accordance with legislation and also the specific requirements identified within the MSDS and/or COSHH assessment for the product.

Site Management will ensure waste is collected from site at suitably intervals and ensuring there is not a large build up on site.

5.13 ELECTRICITY AND ELECTRICAL EQUIPMENT

As a Company involved in demolition and recycling we usually arrange for services to be disconnected, or to be informed that services are disconnected before we undertake any works on site. However, we do, on occasions have to use electricity for minor activities and in the office. We recognise there are important considerations when supplying or using electrical power which are

- The installation, alteration or disconnection of electrics is to be carried out by a competent trained electrician. No work is to be undertaken on "live" electrical systems unless other systems are not viable, and only then under controlled conditions using insulated tools, having protection mats and assistance. Tests must be carried out to ensure systems are "dead" and switches locked off especially before demolition works commence.
- Elvanite temporary site supplies including accommodation must be examined prior to use and every three months thereafter.
- All portable electrical equipment must be examined and tested as per HSE guidelines.
- All electrical tools used on Elvanite sites must either be battery operated or 110 volt. No 240 volt electrical equipment should be utilised on site with the exception of domestic vacuum cleaners which must be used with and RCD.
- All generators shall be supplied and used with a localised and suitable earthing system and only used in well ventilated areas.
- Long trailing leads shall be avoided wherever possible. Leads must not be allowed to lie in water or be in a position where they could be damaged by vehicles, work operations or cause a trip hazard. Cables that cannot be avoided being laid on the floor shall be protected against damage by a vehicle or work operation.
- Damaged cables will not be used and will be withdrawn from the workplace.
- In the case of an electric shock **POWER MUST BE TURNED OFF BEFORE TOUCHING THE VICTIM.**
- Any electrical hazard or fault noted must be reported to the Supervisor immediately.
- The correct type of electrical equipment must be used when working in or about to enter an area where flammable products, liquids or gases are used or stored.
- All electrical systems must be protected by an earth leakage circuit breaker and be able to be isolated easily. Breaker switches must not be held down or restrained in any way.
- Adequate lighting shall be provided for work processes, avoid moving the temporary lights or changing a bulb or lamp when in use.
- Electrical cables and equipment shall be regularly inspected and checked. Cables are to be held tight within the plug or equipment and must not be damaged.
- Keep electrical distribution boards clear of obstructions and protect them against damage by work activities.

5.14 CONTACT WITH SERVICES

The Company Director and Contracts Manager are responsible for suitably planning all works where there is a risk of coming into contact with services, including underground and overhead services.

Prior to any works commencing on site, information relating to any known service routes on site will be requested from relevant parties, such as the Client, M&E Consultant, Architect, utilities Companies, etc.

Site Management will be responsible for ensuring that all known services are suitably isolated prior to works commencing on site.

Prior to any intrusive building works or ground works taking place a survey must be undertaken using a cable avoidance tool (CAT) and a record of any service locations clearly marked on drawings. Service drawings will also be referred to.

All excavation/ground works must be controlled by Elvanite Site Management under a permit to dig system.

No pneumatic tools shall be used in the vicinity of electric or communication cables. No road pins or metal stakes shall be driven into the ground in the vicinity of underground services. No mechanical excavators or power tools must be used within 0.5 metres of the indicated line of the service.

Underground services will be identified following safe digging practices.

Overhead services must be protected from damage by plant and machinery. Utility Companies will be contacted for further guidance regarding any overhead services crossing Elvanite sites and where required, arrangements made for them to be isolated or diverted. Where it is identified during planning that overhead services are a safe distance away, temporary barriers will be established below and beside overhead services to prevent plant and vehicles from coming into contact with services.

Scaffoldings will not be erected near an overhead service cable without prior arrangements made for its disconnection, or temporary protection by the utility company.

Any damage to a service must be recorded and notified to the utility company immediately.

5.15 WORKING AT HEIGHT

Elvanite understand that working at height is defined as working at any height where a person could fall a distance liable to cause personal injury if appropriate measures are not taken, this includes at or below ground level. Elvanite recognise that falls from height at work continue to be biggest single cause of fatal and serious injury and will ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height and that the 'Work at Height' Regulations are complied with.

Where the need to work at height cannot be eliminate, Elvanite will ensure that all work at height is properly planned and organised with risk assessments produced and appropriate work equipment selected. Elvanite Management will follow the hierarchy of control when planning works at height.

Adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement.

Elvanite arrangements regarding the safe use of ladders on site are as follows.

- The company will procure Class 1 and/or EN131 compliant ladders.
- Ladders will be visually checked before the use. Operatives will be instructed to check before they use the ladder.
- Any ladder with obvious visual defect or found to be damaged (to the extent that it may collapse or slip during the work) will be taken out of service immediately.
- All ladders will be inspected regularly.

Trestles are to be used for low level work only and they must be fitted with adequate handrails and toe boards.

A working platform must be protected by two guardrails and a toe board of at least 150mm in height, the main guardrail being fitted at least 950mm from the working platform, the intermediate one being fixed equidistant between the toe board and main guardrail, or so that there is no more than 470mm gap between the intermediate rail and the top rail or the working platform. In addition to this, brick guards or debris netting should be fitted, where there is a risk of materials falling from the working platform.

Only scaffolds and scaffold towers that have been erected by a competent scaffold erector will be used. Scaffolding and mobile towers must be subject to an inspection regime which requires inspections to be completed by a competent person:

- before first use;
- after substantial alteration;
- after any event likely to have affected its stability, for example, following strong winds; and
- at suitable intervals not exceeding seven days.

Scaffolding contractors must issue a completion certificate and/or secure a scafftag to scaffolding upon completion and handing over to the Site Manager for use.

Inspections must be carried out by a competent persons and where Elvanite expect staff members to undertake inspections they will be provided adequate training to ensure their competence. A written report must be made following each inspection.

Roof-lights and other fragile materials will be protected to prevent falls through the material.

Fall restraint or fall arrest systems will be used where it is not practical or justified to establish edge protection or in addition to edge protection, and regular inspections will be undertaken of working platforms and fall restraint/arrest equipment to check their integrity. Staff required to use fall restraint and fall arrest systems will be trained in the use of such equipment and emergency rescue plans will be established in advance of the task commencing.

Training and on-going refresher training will be provided to ensure that all persons required to work at height are competent to work at height and in the use of all equipment they are required to use.

5.16 EXCAVATIONS

As a company involved in demolition we are generally only involved in excavation works when we remove structures to and in the ground, these generally involve machinery for breaking up and removal which do not usually require access by employees.

Company Director and/or Contracts Manager will be responsible for the planning of all excavation works to ensure the safety of those on site and eliminate the risk of excavation walls collapsing. They will be responsible for writing the risk assessments and method statements which identify the control measures required to prevent excavation walls from collapsing and also prevent a person or vehicle/plant from falling into excavation.

Site Management will be responsible for ensuring the control measures identified within risk assessments and method statements are complied with on site, and safe access/egress is provided to excavations.

Elvanite will ensure that all person responsible for excavation works shall be competent, aware of the hazards and conversant with the requirements of statutory regulations.

Considerations will be given to the following when planning excavation works:

- Nomination of person responsible for excavation inspections, and frequency.
- The location of, and disconnection of underground services
- The shoring requirements
- Access/egress requirements
- The equipment to be used
- The edge protection to be established to ensure safety of pedestrian and vehicle movements.
- PPE requirements
- Ventilation requirements
- The safe removal of spoil
- Activities taking place or structures located close to excavations

5.17 LIFTING OPERATIONS

Elvanite Company Director and Contracts Managers are responsible for ensuring that all lifting operations are properly resourced, planned and organised so that they can be carried out in a safe manner. They will be responsible for ensuring that competent persons are appointed for each step of this process and they are in receipt of all individuals training certification.

Company Director and/or Contracts Managers will ensure that written plans are developed for complex lifting operations. Routine lifting operations may be planned by another competent person, such as Site Management or crane operator but they will need to contact the Contracts Manager or Company Director in advance for approval of plans.

As part of planning the lifting operation, the responsible person will address all foreseeable risks and establish the safe positioning and installation of the lifting equipment and also the supervision requirements for the operation.

Elvanite will ensure that risk assessments are in place to cover all lifting operations. All staff will be informed of the findings of risk assessments and control measures required to ensure their health and safety.

Site Management will be responsible for ensuring that all persons involved in lifting operations have received a site induction and have confirmed that all relevant risk assessments and lifting plans have been read.

Site Management will also be responsible for ensuring that lifting operations are undertaken in accordance with plans.

5.18 LIFTING EQUIPMENT

Elvanite Management will ensure that all lifting equipment and operations will be carried out in compliance with the 'Lifting Operations & Lifting Equipment Regulations (LOLER)'.

Lifting machinery and accessories will be clearly marked to indicate their safe working loads and be stored in conditions that do not lead to damage/deterioration through rust, rotting or other means as in accordance with Regulation 7.

All lifting equipment will be subject to a suitable inspection by someone with the required experience and knowledge. Manufacturers' instructions should be consulted to help determine the frequency of inspections.

A thorough examination of lifting equipment by a competent person should take place before being put into service for the first time and after a significant change in conditions of use in compliance with Regulation 9. All reports of inspections, thorough examinations and tests will be in writing. Copies of reports will be readily available for those requiring them. Contracts Managers will be responsible for requesting such information from all Contractors supplying lifting equipment.

5.19 PLANT, MACHINERY, TOOLS AND EQUIPMENT

Elvanite will give full consideration to the Provision and Use of Work Equipment Regulations in making all employees aware of the relevant health and safety risks with regards to work equipment in their working environment. The Company Director and Contracts Manager will ensure that all staff have received suitable and sufficient information, instructions and training in the use of all plant, machinery, tools and equipment which they are required to use. The information provided will include the findings of all risk assessments and identified control measures for the use of such equipment.

Elvanite will ensure that all work equipment will be suitable and safe, maintained in efficient working order and in a good state of repair. Appropriate measures will be taken to prevent access to dangerous parts of machinery or to stop the movement of dangerous machinery before any part of a person enters a danger zone.

In addition, the Company, acting on conclusions of risk assessments carried out, will implement an inspection regime in order that the work equipment can be monitored and continue to be fit for its service duty. A competent person will carry out all such inspections of the work equipment and records of these inspections will be kept for a minimum period of 5 years. Elvanite Management will ensure that any damaged or defected equipment is clearly marked up as 'not for use' until made safe.

Site Management have the responsibility for ensuring that all plan, machinery, tools and equipment are being used safely, in accordance with the training provided to all staff members.

Employees have the responsibility to use any plant or work equipment provided in the correct manner. In order to fulfil this responsibility, staff should observe the following procedures:

- Employees must not operate or use plant, machinery, tools and equipment that they are not trained and authorised to use.
- Employees should switch off and make safe plant, machinery, tools and equipment before carrying out any adjustments.
- Report all defects and damage to plant, machinery, tools and equipment to Site Management so that it can be taken out of use until the issue has been rectified.

5.20 LONE WORKING

Elvanite recognise that lone working is a high risk activity that should be avoided so far as is reasonably practicable. Where lone working cannot be eliminated the following procedure has been created to reduce the risk to as low as reasonably practicable.

- Supervisor to be made aware of lone working tasks and to ensure that the works need to be carried out as a lone worker and that they cannot be carried out by two persons or at a time when other members of staff will be present on site.
- Working activity to be assessed to ensure that nature of work being carried out is a routine task and does not pose any additional significant risk.
- The Supervisor to ensure that lone worker does not have any health issues that may make risk higher than acceptable. If member of staff is likely to suffer any ailments or condition that poses a risk to their health whilst performing the works or there is a chance that they may require any emergency medical attention then lone working is not to be permitted.
- As part of organising lone working the Supervisor and/or lone worker is to ensure that a suitably competent member of staff is appointed as co-ordinator for the works who will act in the role of monitoring works from another location; ideally another area of the site. The co-ordinator must have the resources to perform task which will include ensuring they are not busy on other activities that will distract them from their duty.
- The Supervisor and lone worker are both to agree on nature and duration of works including start and finish times. A suitable emergency plan to be established, where practicable, for co-ordinator or a member of staff close to site to attend at short notice to assess and deal with any situation that may occur.
- The co-ordinator and lone worker must be able to contact each other by way of mobile phone with signal, or walkie talkie for example.
- The lone worker to contact the co-ordinator prior to start of works and at a suitable time frequencies, as agreed in advance, whilst the works progress. The co-ordinator to monitor time and if a call is not received, they are to call lone worker until communication has been achieved. If no contact can be established then the co-ordinator is to implement emergency procedure.
- Prior to start of works and where possible the lone worker is to ensure that a suitable first aid kit is close to hand and all escape routes are clear.
- If for any reason during works the lone worker feels unwell or has an accident then the co-ordinator is to be contacted or if deemed necessary the emergency services to be contacted directly for assistance.
- On completion of works and once the lone worker is off site (in car or having walked off site) a final call is to be made to the co-ordinator to confirm they have left the site safely.

5.21 WORKING NEAR WATER

The Company Director and/or Contracts Manager will be responsible for planning and producing a task specific risk assessment and method statement identifying a safe system of work for all works taking place near water, including driving any plant/machinery near water. The risk assessment will identify the control measures required to reduce the risk of staff or vehicles falling into water to an acceptable level.

The control measures will include keeping all plant/vehicles a safe distance from the edge and establishing a physical barrier where reasonably practicable to further reduce the risk of falling into the water. A safe vehicle access route will be established along with passing and turning points and all persons operating vehicles and plant will be competent in its use.

Where operatives are required to work near water the precautions will include establishing physical barriers to prevent a fall where reasonably practicable. The requirement for safety netting, using of harnesses and other PPE, including life jackets, will be identified within the risk assessments and staff will be trained in the use of such equipment.

The Company Director will ensure that all staff members working near water receive training in how to carry out their works safely and in the potential hazards/risks posed to them. They are also to be informed of the findings of risk assessments and control measures required to ensure their safety.

Site Management will be responsible for ensuring works are carried out in accordance with the risk assessments produced.

5.22 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Elvanite recognises its responsibility to protect the health and safety of our employees by providing safe systems of work, suitable and safe work equipment and engineering controls.

The provision of PPE is therefore viewed as a last resort and is the by-product of the Company's risk assessment. Any PPE purchased by the Company will comply with the appropriate British, European / International Standards.

Prior to the issue of PPE, users will be given instruction on its correct use, where and when required to use the PPE, how to look after it properly and the arrangements for replacing worn or damaged equipment. Employees will be required to sign for the initial issue of the equipment and to confirm that they have received information and training as to its correct use. Their attention will be drawn to their legal duty to take care of their PPE and to wear it at all times in the designated areas.

Elvanite require all persons on our Construction Sites to wear safety footwear, hi-vis vest and a hard hat as a minimum. The requirement to wear additional PPE and/or respiratory protective equipment (RPE) will be identified within risk assessments.

Site Management are responsible for ensuring this Policy is implemented on their site.

5.23 ASBESTOS

All structures prior to refurbishment or demolition are subject to a Refurbishment and Demolition (R&D) asbestos survey, as described in Control of Asbestos Regulations 2012.

Only competent contractors licensed by the Health and Safety executive are permitted to survey the identified buildings on Elvanite sites.

All identified asbestos containing materials will be removed prior to works commencing on site.

Only contractors licensed by the Health and Safety Executive are permitted to remove asbestos insulation, asbestos sprayed coatings and asbestos insulation board on Elvanite sites. Asbestos cement products can be removed by a suitable and competent contractor in conjunction with specific safe systems of work. Asbestos cement products can be removed by a suitable and competent contractor in conjunction with specific safe systems of work.

For work with asbestos which is not licensable work NLNN (non-licensed not notifiable) with asbestos and is not exempted by regulation 3(2) an employer must notify the appropriate enforcing authority. Elvanite will notify the HSE on NNLW1 form (Notifiable non-licensed) of works with non-licensed asbestos which is fragile and likely to be damaged during its removal.

Any contractor employed to carry removal/abatement works shall produce a detailed plan of works and assessments of exposure risks prior to works commencing. The intention to remove asbestos containing materials must be notified to the Enforcing authority at least 14 days prior to works commencing. All contractors' safe systems of works and risk assessments shall be reviewed by Elvanite prior to works commencing.

Should asbestos containing materials be discovered during the construction phase all works shall cease immediately and the contaminated area segregated off to prevent any further damage or disruption to the materials. A sample of the suspect materials must be analysed prior to any further works commencing.

5.24 MANUAL HANDLING

Elvanite understand that manual handling is the movement of a load by pushing, pulling, lifting, holding or manipulation of the bodily force.

Manipulation by bodily force is the movement of a load by means of using the upper body and legs to move a load into position.

The manual handling operations regulations require employers to ensure safe movement of loads at work.

Elvanite will eliminate the need for staff to undertake any manual handling task, so far as is reasonably practicable, by utilising mechanical equipment for example.

Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path which the load must follow and the immediate environment e.g. floor conditions, lighting, access etc.

Elvanite will ensure that manual handling tasks are risk assessed by a competent person where a significant risk is posed and the finding of the risk assessment informed to the relevant staff members.

Elvanite will ensure that all staff required to undertake manual handling tasks have received sufficient information, instructions and training.

Elvanite will inform staff to take the following precautions:

- Ensure that items are lifted correctly with the back straight and using the legs to raise themselves if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
- Avoid twisting, stooping, or reaching to lift or deposit the load.
- Keep the load close to the body. For long distances arrange supports to allow the load to be placed for brief breaks.
- During repetitive work, ensure sufficient time for resting.
- Avoid long lifts and if necessary change grip when load is at waist height.
- If more than one person is involved then a competent person must be nominated to control the handling activities.
- If possible, break the load down into smaller items.
- If possible, provide property handles, handholds or use carrying devices.
- Secure items which are loose to prevent the load shifting when being carried.
- Avoid carrying up and down steps.
- Protect sharp edges.

5.25 CONTROL OF DUST

Elvanite will arrange for taking adequate measures to prevent our staff from being exposed to harmful levels of dust and to ensure our duties under the COSHH Regulations are complied with.

The Contracts Manager and Site Manager will be responsible for identifying all tasks which generate dust and ensure that suitable and sufficient risk assessments are written and the findings of the risk assessments along with the required control measures are informed to the relevant staff members.

The control measures to be implemented will include:

- An adequate supply of ventilation or extraction, preferably at the source, shall be made available.
- Masks or respirators shall be of a type suitable for the work processes and be used correctly, be suitable for the operative and returned to the store box on completion of the activity.
- Dust in restricted spaces from grinding, drilling, cutting including the movement of bagged materials can result in the potential risk of explosion. Protection can be provided with adequate ventilation.
- An Assessment shall be made from the safety data sheets with recommendations of the type of controls necessary to prevent problems. Such recommendation shall be read and followed carefully.

- The amount of dust caused by cutting of timber, concrete or blocks with high speed blades should be removed by extraction if possible or damping down. The correct type of respirator or mask shall be worn whenever the “well ventilated area” is not removing the dust build-up.
- When working away from or it is not possible to provide extraction systems, personal protective clothing and the correct type of mask shall be worn when cutting, planing or sanding hardwoods and many of the softwoods.
- High speed cutting will cause dust, whenever possible carry out this activity outside.
- All tight fitting face masks to be worn will be face fit tested with the user.

5.26 CONTROL OF NOISE

Elvanite will arrange for taking adequate measures to control the risk of hearing damage in compliance with ‘The control of Noise at Work Regulations’.

Where considered necessary by Company Management, a noise level survey will be carried out to establish the exposure levels in specific work places and determine adequate control measures.

Elvanite will ensure that all staff are provided with sufficient information. Instruction and training regarding noise and also ensure that health surveillance is undertaken, where required.

Elvanite Management will ensure that no person is exposed to noise at or above the ‘exposure limit values’. Where persons are exposed to noise at or above the ‘upper exposure action values’ Elvanite Management will clearly designate and signpost the area as a hearing protection zone and ensure that all persons entering that area are wearing sufficient hearing protection. Where persons are exposed at or above the ‘lower exposure action values’ Elvanite Management will ensure that hearing protection is offered to all staff.

Appropriate action will be taken to reduce the noise levels of all work equipment at source.

Hearing protection requirements will be clearly communicated to staff and appropriate PPE will be provided – where required.

5.27 CONTROL OF VIBRATION (HAND ARM AND WHOLE BODY)

Elvanite will identify all employees who may be exposed to the prolonged risks from vibrating equipment. This may be in the form of hand-arm vibration arising from the use of tools such as breakers, scabblers and abrasive wheel saws, or it may be in the form of whole body vibration from driving off-road vehicles or being stood on vibrating machinery.

Elvanite will eliminate the need for staff to undertake any task which generates vibration, so far as is reasonably practicable. Where undertaking tasks which generate vibration cannot be eliminate, Elvanite will carry out risk assessments for the task and the findings of the assessments, including the control measures to reduce the risk to a suitable level, will be communicated to the relevant staff members.

Where risks to health are found to arise then employees who are affected will be required to submit themselves for the required health surveillance programme.

Elvanite will ensure that all relevant staff members are aware of the health risks posed from exposure to vibration and also the control measures they are to implement in order to reduce exposure to a suitable level. Staff members will be informed to follow the below steps and Site Management will be responsible for managing and monitoring activities which generate vibration on site.

HAND ARM VIBRATION

- Ask to use suitable low-vibration tools.
- Always use the right tool for each job (to do the job more quickly and expose you to less hand-arm vibration).
- Work in accordance with vibration exposure limit guidelines.
- Check tools before using them to make sure they have been properly maintained and repaired to avoid increased vibration caused by faults or general wear.
- Make sure cutting tools are kept sharp so that they remain efficient.
- Reduce the amount of time you use a tool in one go, by doing other jobs in between.
- Avoid gripping or forcing a tool or work piece more than you have to.
- Store tools so that they do not have very cold handles when next used.
- Always wear appropriate gloves.
- Encourage good blood circulation by:
 - Keeping warm and dry (when necessary, wear gloves, a hat, waterproofs and use heating pads if available);
 - Giving up or cutting down on smoking because smoking reduces blood flow; and
 - Massaging and exercising your fingers during work breaks.

WHOLE BODY VIBRATION

- Ensure that you do not exceed the daily exposure limit by taking regular breaks and/or job rotate with other colleagues
- Check that the machine has been correctly maintained and any faults repaired (e.g broken suspension seat, defective breaks, steering linkages and suspension components and that correct tyre pressures are being used) Report any faults with the machine to your manager to ensure the use of the machine is restricted/limited and so these faults are rectified as soon as possible.
- Ensure machinery is suitable for the work taking place i.e. are the correct tyres/seat being used?
- Adjust the seat so that you are comfortable and it supports your lower back to ensure that you can see clearly and operate the machine controls without having to stretch, twist or lean.
- Ensure that you choose routes that avoid rough surfaces and that the ground on worksites where the machine is working or travelling on is in good condition. Remove any large rocks or obstacles and fill in any ditches and holes. If even after these precautions the ground is still rough try to drive more slowly to avoid bumping and jolting which may affect your back.
- Avoid bad postures such as slumping in your seat, constantly leaning forward or sideways or driving with your back twisted.
- Avoid the temptation of jumping onto or off the machine and/or making other awkward movements that could hurt your back.
- Avoid lifting and carrying awkward or heavy loads.
- Follow health and safety instructions, information and training which may be provided.
- If you are unsure if you require any further training to operate the machine please contact your manager.

5.28 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Full compliance with COSHH Regulations will be attained by obtaining MSDS (Material Safety Data Sheet) for all new products ordered that may be hazardous to health followed by the production of COSHH assessments for all hazardous substances used by the Company.

Office and Site Management are responsible for ensuring that all COSHH assessments and information is provided to and accessible to staff, visitors and Contractors.

Office and Site Management are responsible for ensuring that all hazardous substances and materials are used, stored, transported and disposed of in a safe manner and in accordance with the COSHH assessments. The Company Director will ensure that staff receive any required training in order to achieve this.

Staff, visitors and Contractors are required to wear the PPE /RPE identified within the COSHH Assessments and Site Management will be responsible for ensuring that they are being worn.

Elvanite will ensure that face fit tests have been completed for all persons who are required to wear tight fitting RPE in order to protect them from hazardous substances. Site Management are to check that the individual is using the correct mask for the job and which they have been tested and passed on.

5.29 BIOLOGICAL HAZARDS

Where there is a chance that biological hazards are present on site, such as sharps, bird droppings and rat infestations, the Company Director and/or Contracts Manager will be responsible for producing a task specific risk assessment. The risk assessment is to include an assessment of the need for vaccination against the possible diseases and viruses posed to the staff members undertaking the works. An occupational health provider may be consulted on writing this assessment.

The Company Director will ensure that all staff members who may be exposed receive training in how to carry out their works safely and in the potential hazards/risks posed to them. They are also to be informed of the findings of risk assessments and control measures required to ensure their safety.

Elvanite will ensure that the required PPE and work equipment is provided to undertake the task safely, such as needle pickers, and that suitable facilities are provided for the disposal of relevant materials.

All staff members will be informed to contact the first aider immediately if involved in an injury, who will administer first aid and either consult the occupational health provider or nearest A&E department for further assistance.

Elvanite will ensure that suitable and sufficient welfare facilities, in accordance with CDM 2015 – Schedule 2, are available on all Sites.

5.30 LIQUEFIED PETROLEUM GAS (LPG) / PETROL

Elvanite recognise that LPG can be dangerous if not handled correctly and the Contracts Manager and Site Manager will be responsible for ensuring that statutory requirements for its storage, transportation and usage are complied with.

Elvanite Management are responsible for complying with the following precautions:

- The area in which hot work operations are to be carried out must be clear and free from combustible materials before operations commence.
- Only cylinders or containers in actual use should be taken into the work area. Empty and stored bottles/containers are not to be left lying around the work place but kept in the vented store or returned to the supplier.
- A suitable portable fire extinguisher must be nearby and ready for immediate use.
- Cylinders are to be handled carefully, not dropped, bumped or laid on their sides and must only be used when in the vertical position, unless designed for that purpose.
- Each appliance is to have a working control valve fitted. Appliances must not be turned on from the cylinder position.
- LPG appliances must be turned off at the cylinder at the end of each work operation or day.
- No appliance is to be moved when alight unless manufactured to do so.
- Cylinders/containers must not be placed or used within a route which is used for access or emergency escape.
- Adequate ventilation must be available when using LPG or any other gas for heating, cooking, cutting, welding, drying or other purposes.
- When using LPG for heating and lighting the cylinder should be outside the building and protected against displacement and the weather. If not possible adequate ventilation and fire fighting equipment must be available.
- Lighted blow torches must not be left unattended.
- Cylinders shall not be used if the connector will not make a leakproof joint. Leaks are to be tested with soapy water, **NEVER WITH A NAKED FLAME**.
- All cylinders are to be kept cool and if accidentally allowed to heat up, the gas turned off and taken outside and cooled down with water and the valve slowly opened, making sure there is no naked flame nearby.
- Bottles must be kept upright when transporting and the dangers from the TremCard noted. A dry powder fire extinguisher must be made available.
- Bottles must not be left overnight in an unvented store or vehicle.
- LPG must not be used at the edges of open trenches, manholes or in basement areas.
- Fuel for vehicles shall be kept away from ignition sources, with can lids on and are not to be decanted into unmarked containers, or into vehicles or equipment when the power source remains active.
- Petrol used as a fuel must be kept in an appropriate container manufactured for that purpose and marked 'Petroleum Spirit – Highly Flammable'.
- Do not use sodium chloride to clear weeds near gas cylinders.

5.31 CONFINED SPACES

Elvanite recognise that a “confined space” can be defined as any space which has limited means of access and egress, restricted natural ventilation and is not intended for continual occupancy by persons e.g. storage tanks, pits, trenches, ducts, some areas or rooms within buildings particularly below ground level, sewers, tunnels, box girders etc.

Hazards associated with confined spaces fall into two categories:-

- Hazards associated with conditions which exist in the confined space before work takes place e.g. lack of oxygen, toxic chemicals, explosive gases etc.
- Hazards which can be introduced into the confined space by the work to be carried out e.g. fumes from welding operation, unsuitable electrical equipment etc.

Training on confined space awareness will be provided for all personnel who may encounter restricted or confined spaces during their day to day work activity. Only suitably trained and authorised persons are permitted to enter restricted/confined spaces on Elvanite sites.

Safe systems of work and set procedures will be established by Company Director and Contracts Manager before work commences and. This includes identifying any permits to work which are required. The following will be considered when planning work in confined spaces:

- Ensure that the correct equipment is available and checked before entry e.g. gas monitor, harnesses, breathing apparatus, resuscitators, lamps, protective clothes, first aid kit, winch, etc.
- Ensure that the area is ventilated before entry by opening manholes for example
- Barriers shall be placed around the manholes if needed.
- Establish a suitable communication link for use in emergencies and to notify of progress of works.
- Operatives shall check the gas monitor and test the confined space by lowering the monitor in.
- Enter the confined space with a lifeline attached to a harness (if needed). Step-irons and rungs shall be checked before putting full weight on them.
- Tools and equipment shall be lowered by the use of a line so leaving both hands free for climbing
- Should the alarm sound, escape sets shall be utilised (if needed) and operatives to leave area immediately
- Should anyone collapse, operatives are to utilise escape sets and exit confined space, stopping only to put on the face mask of the collapsed person, once clear arrangements are to be made for a rescue with full working sets or the emergency services.
- If work is required along a sewer then set procedures will be followed including use of lifelines, depth of lows and clear communication between team members.
- Areas of skin shall be kept covered which may come into contact with sewage.
- Operatives shall avoid rubbing nose, eyes or mouth with hands during work and wash thoroughly before eating, drinking or smoking.
- No matches, naked lights or smoking shall be permitted in a confined space.
- No petrol, diesel or LPG power equipment shall be taken into confined spaces, ensure that exhaust systems outside are sited away from openings into the area.
- No electrical equipment shall be used in confined spaces unless specifically authorised. Check, if there is any doubt.
- Any cuts, scratches or grazes shall be clean and cover with a waterproof dressing before entry.
- Manhole covers shall be replaced after use.
- Ensure all other control measures identified in the risk and other assessment(s) for the work have been implemented.

5.32 VISITORS ON COMPANY PREMISES

All persons not directly employed by the Company who visit the Company office or Construction sites will report to the site office or reception and make their presence known to Management. On construction sites, visitors will sign in the visitor's book.

Visitors will either be inducted to site or assisted at all times by Site Management or another competent person to ensure their health and safety whilst on site.

Visitors will be provided with, and expected to wear, any necessary PPE if they have not brought their own.

Visitors will be advised to keep within any designated pedestrian areas and they must obey the Company's health and safety/site rules at all times.

On leaving the premises, the visitor(s) must ensure Elvanite Management are aware and on sites sign out.

5.33 PERMIT TO WORK

Elvanite recognise its legal obligations to provide safe systems of work and for this purpose, high risk activities are to be suitably controlled by way of a 'Permit to Work System'. The Permit to Work system is a formal written document used to control certain types of work that are potentially hazardous e.g. entry into confined spaces, hot work, pipeline breaking, deep excavations etc.

Site Management will be responsible for issuing permits and ensuring that they have been signed off as complete daily. Permits are to be issued daily; no permit is to be issued for a longer duration than one day.

Under no circumstances will the Permit to Work system be used to sanction unsafe practices.

The Permit to Work is to identify the work to be done, the people who are permitted to undertake the work, and the precautions to be taken to ensure that work is undertaken safely. The permit should be signed by Site Management and from the person in charge of undertaking the works and it should be signed off as complete on completion of the task daily by both parties. Work will not begin until safe procedures have been defined which provide a clear record that all foreseeable hazards have been considered.

5.34 EMERGENCY PROCEDURES

Elvanite will ensure that suitable and sufficient emergency arrangements are established prior to works commencing on all Company sites.

The emergency arrangements will be advised within Construction Phase Plans and advised to all site operatives by displaying them on site notice boards and during site induction.

Sufficient out of hour's arrangements will be developed and include contact numbers in the event of an emergency on site.

Elvanite will ensure that all sites are equipped with the equipment required to deal with emergencies and that competent persons who can take charge in the event of an emergency are on site during all work hours.

5.35 FIRST AID

The Health and Safety (First Aid) Regulations requires Elvanite to make available to employees and visitors adequate first aid provision. To fulfil this duty Elvanite will produce a first aid risk assessment for all Company sites that identifies the first aid cover requirements for the site, taking into consideration the specific works taking place.

First aiders will be located on all Elvanite sites. Their contact details will be displayed on the site notice boards and informed to all persons on site during site induction.

First aiders will be responsible for providing first aid in the event of any accidents. They will also be responsible for maintaining and restocking the first aid boxes, completing the accident book, and informing the Contracts Manager and/or Company Director of all accidents on site.

All persons on site are responsible for informing the site first aider if they suffer an injury on site or if they feel unwell. Any person who observes an injury or illness of someone else must also report this to the site first aider.

Only trained first aiders will be advised to administer first aid.

The first aider or another appointed person will ensure that an ambulance is called, where required.

5.36 FIRE PRECAUTIONS

Fire precautions for site accommodation will be as outlined in Elvanite Construction Phase Plans and within site specific fire risk assessments which will be written by Company Director or Contracts Manager.

Also, Elvanite are committed to providing a safe and comfortable working environment within all Company premises and for this reason smoking is not permitted in any company Premises of vehicle.

Where required, Elvanite will make suitable facilities available for smokers in a designated safe location, with provisions for safely disposing of cigarette butts. Signage will be displayed advising of any designated smoking areas.

Site fire precautions and arrangements will be informed to all site personnel via site induction and notices displayed around site.

The Contracts Manager and Site Manager are responsible for setting up and maintaining the fire precautions throughout the contract period and ensuring that persons are trained in the use of fire fighting equipment and that all precautions are being adhered to.

Elvanite will ensure that suitable and sufficient facilities are available to raise alarm and tackle a fire in the event of a fire.

All fire precautions will be suitably maintained by Elvanite and tested in accordance with legislation.

Task specific risk assessments and method statements will identify the control measures requirements to reduce the risk of a fire starting as a result of specific works.

Site Management will be responsible for establish suitable storage areas on site, ensuring that potential ignition sources are kept away from combustible materials.

Site Management will be responsible for ensuring good housekeeping standards are maintained on site, which will include ensuring access escape routes are keep clear at all times and site operatives are following the storage and waste management procedures established.

Hot works permits will be required for all hot works on site.

5.37 USE OF COMPANY VEHICLES

Elvanite will ensure that all company vehicles are maintained in a safe and roadworthy condition at all times. It is also a requirement that vehicles will be driven safely, in accordance with the law and in a courteous manner to other road users and pedestrians. Vehicles should be looked after and treated with respect.

The company vehicles are not to be used for private usage unless specific permission is given by the company. It is also expected that staff member's personal vehicles used on company business are in a safe roadworthy condition and are fully insured for business use.

Elvanite's precautions for the use of Company Vehicles are:

- Driving licences will be checked from time to time and a copy will be retained for Elvanite's records. Driver and licence details may be forwarded to company insurers.
- Drivers are required to provide Elvanite with details relating to licence endorsements or any pending prosecutions as soon as they occur.
- Drivers must abide by all laws, regulations, the Highway Code, speed limits and the wearing of seat belts at all times. Drivers will be responsible for their own fines and / or penalties, however incurred. This includes parking and speeding penalties.
- Smoking is not permitted in any company vehicles.
- The use of hand held mobile phones whilst driving is strictly prohibited.
- Hand held phones should either be switched off whilst driving or left to ring unanswered if left on.
- If hands free mobile phone kit is fitted to the vehicle this may be used whilst driving only to receive short calls, if safe to do so. Such calls should be kept to a minimum and should be kept simple in their nature. If you need to make a call you must pull over in a safe place off the road, to make the call. Under no circumstances should texts be sent or read whilst you are driving.
- Drivers should ensure that they are fit and alert to drive at all times and should consider the following:
 - Fatigue – Drivers must not drive when tired. Drivers should consider before driving if they are capable of driving and if not they should make alternative arrangements. On long journeys drivers should stop and have a break at two hourly intervals. Any person who feels tired whilst driving should stop for a rest.
 - Health – Drivers should check with their doctor when suffering from an illness or taking any medication that they will still be fit to drive. Elvanite should be advised immediately of any advice given which restricts the ability to drive.
 - Eye sight – Drivers who require glasses or contact lenses for driving should always wear them as advised by their optician.

- All company vehicles and private vehicles driven on company business must have a valid MOT certificate if vehicle is three years old from new. Elvanite will arrange for MOT, insurance, service and repair of the company vehicles.
- Ensure that when faults or defect occur they are reported to the company and dealt with as soon as possible depending on the nature of the fault. The vehicle must not be driven with a potentially dangerous fault or defect or in an illegal condition.
- Drivers are responsible for completing daily checks of the vehicle which are to include; sufficient tread depth and inflation of tyres, operation of lights, sufficient fluid levels (oil, coolant, brake, screen wash, etc), and general condition of the vehicle.
- Driving company vehicles whilst under the influence of drugs or alcohol is strictly prohibited. Drivers must ensure that they are not under the influence of alcohol the morning after consuming any alcohol.
- In the event of an accident the following information should be exchanged – Personal name and address and the name and address of Insurance Company. No liability should be admitted at the scene of an accident. The company must be informed immediately following an accident. An accident form must be submitted within three days.
- Before commencing a journey the staff member is to consider if the journey is actually necessary, consider the safest route to take and consider the weather conditions.

5.38 DRUGS AND ALCOHOL POLICY

Elvanite recognises that both the health of the individual and the safety of the work place are paramount in achieving the goals of the business as a whole. Employees can be at risk from misuse of alcohol and drugs, both cause effects on individuals which can manifest themselves in the workplace leading to increased risk of accidents, sickness, absence and disciplinary problems and reduced efficiency.

Under this policy Elvanite requires that:

- Employees, consultants, contractors or sub-contractors must not report for work if they are unfit through alcohol or illegal drugs.
- When at work employees must not consume or be under the influence of alcohol or illegal drugs, or be in possession of these items nor be involved in the sale or distribution of alcohol or illegal drugs on any premises under Company control.
- Measures to prevent any person attending work under the influence of alcohol or illegal drugs may include testing at pre-employment, post incident or “for cause” and random unannounced testing.
- Anyone identifying themselves as having a problem will be supported positively and confidentially with guidance and information and where applicable referral for treatment to overcome the alcohol and/or drugs problems. **Help must be requested prior to testing.**
- Anyone suspected of being under the influence through the use of alcohol and/or illegal drugs that tests positive will be in breach of this policy. They will also be subject to full investigation and potentially disciplinary action under the process.
- Those employees failing to consent for testing may face disciplinary action to and including termination of employment.

This policy will be reviewed in light of all current legislation and any changes to that legislation. Amendments will be communicated to all relevant stakeholders as appropriate.

5.39 YOUNG PERSONS

In accordance with Elvanite's obligation under the Management of Health and Safety at Work Regulations, where the Company employs a young person (i.e. one who is above minimum school leaving age and below the age of 18), an individual risk assessment will be carried out to ensure that the young person is protected at work from any risks to their health and safety which is a consequence of their lack of experience or the absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured.

The Company Director will plan the works which the young person can undertake and ensure that a risk assessment is carried out and that the results of the risk assessment are communicated to the young person and his/her immediate Manager/Supervisor.

Young workers will be trained in the tasks they are to undertake and they will work under the close supervision of a competent person at all times

Young Persons will not be exposed to any work which:

- Is beyond their physical or psychological capacity
- Involves a risk of accidents which they are unlikely to recognise because of e.g. their lack of experience, training or attention to safety
- Involves a risk to their health from exposure to radiation or extreme heat, noise or vibration.
- Involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any way

Any Contractors employing young persons will need to provide evidence of a similar risk assessment which will need to be approved by Elvanite Management prior to commencing work on site.

5.40 NEW AND EXPECTANT MOTHERS

The Management of Health and Safety at Work Regulations and other relevant legislation requires Elvanite to ensure the health safety and welfare of new and expectant mothers. This is achieved through the risk assessment process.

Whatever the stage of the pregnancy the female staff member is at, whilst working for Elvanite, or following the birth, any identified hazards/ risks must be assessed and reduced to the lowest level reasonably practicable.

Female staff members of Elvanite are responsible for informing Elvanite of their pregnancy so Elvanite can comply with their statutory requirements. Female staff members are also to understand all associated risk assessments provided.

The Company Director is responsible for undertaking the new and expectant mother risk assessment. The risk assessment is to identify any actions required and also identify the frequency of re-assessments.

As soon as practicable after the company has been informed that an employee is pregnant, a risk assessment will be carried out and a copy of 'A Guide for New and Expectant Mothers Who Work – INDG373' will be given to the employee.

5.41 ACCIDENT AND INCIDENT REPORTING

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires Elvanite to report all specified injuries, disease and dangerous occurrences.

All staff will be informed of the accident and incident reporting procedure, along with contact details for first aiders and Management, during their induction.

Qualified first aiders will be present on all Elvanite sites and they will take charge in the event of any accidents on sites. Any injury on Elvanite sites of office will be recorded in the Accident Book and informed to Management so that the required actions can be taken. Elvanite will ensure that all accidents, incidents and dangerous occurrences are investigated by Management, no matter how minor, in the hope of preventing a re-occurrence.

All specified injuries, diseases and dangerous occurrences will be reported to the local enforcing authority by a Company Director within the timescales stipulated in the Regulations.

Elvanite Management will maintain and review accident statistics regularly to try and identify any trends.

5.42 DISPLAY SCREEN EQUIPMENT

Under the Display Screen Equipment (DSE) Regulations, Elvanite is required to undertake assessments of the hazards that arise from using DSE equipment. The process takes the form of a risk assessment taking into account issues such as ergonomics, workstation design and the equipment used in line with the current legislation and guidance

The Company Director is responsible for ensuring that DSE Assessments are completed by a competent person for all staff defined as 'users' and that the recommendations highlighted within the assessment are completed.

Part-time workers will be assessed in the same manner as full-time workers.

Any member of staff that works significantly from home will also have their workstation at home assessed.

Shared workstations used by one or more employees on a shift basis will be assessed in relation to both users, taking into consideration such issues as, whether the chair has a wide enough range of adjustment to accommodate both and that a footrest is available etc.

The assessment or relevant parts should be reviewed in the light of changes in the DSE worker population, or changes in individual capabilities, or where there has been some significant change to the work station.

Elvanite will, as stated in the Regulations, provide eye and eyesight tests to users who request it. A registered Ophthalmic Optician or registered Medical Practitioner with suitable qualifications will conduct the testing.

5.43 PROCEDURE FOR COMMUNICATING WITH WORKERS WHOSE FIRST LANGUAGE IS NOT ENGLISH

We recognise that within the construction industry changes are taking place with persons applying for vacancies on projects under our control, with English not being their first language.

We have considered the implications regarding health and safety awareness and how to communicate these requirements and job specific instructions to the potential worker by providing information in a way that can be understood by those with little understanding of English.

Our Site Supervisors/Contract Managers when interviewing new recruits will endeavour to establish:-

- Prior work experience of the applicant
- The nature of the work
- The language awareness of the applicant
- If there are other persons who can speak the same language
- The understanding of safety notices
- Have they passed the Health & Safety Test

The interviewer, when talking with the applicant will slow down their speaking rate and with gesture and English ask the person to complete an application form which can be taken away for them to read and understand what is being asked of them. We will use this form and from the interview define the level of English needed for the job and how we will be able to supervise the person on the site.

Our Supervisors and Managers will be trained in the effectiveness of communication, this taking into consideration:-

- Using short sentences in simple language that the second language person can understand
- Demonstrating tasks and actions
- Use gesture to clarify meaning
- Check back for understanding after an instruction or explanation
- Use of pictorial illustration
- Use of other workers to assist/support those with little English
- Give instructions by speaking slowly. Where possible the instruction will be given the day before, so that workers have time to ask what needs to be done the next day
- Use language that is technical but commonly used on the job, avoiding slang or jokes
- Having available a copy of the Health & Safety Test Book and other pictorial guides

At induction our Supervisors and Managers will request persons whose first language is not English to remain behind to receive additional information which includes asking the worker if they understand what is required and which parts of the site they must not go to or items they must avoid.

Pictorial guides will be used where possible to demonstrate areas of the site where persons are not permitted and where they are. At this stage the person will be introduced to the person who will help them to understand the requirements of the site.