



TEL: 01865 331731 FAX: 01865 331732

HEALTH, SAFETY & ENVIRONMENTAL POLICY DOCUMENT

KPS Southern Limited
Oddington Grange Farm & Industries
Weston on the Green
Bicester
Oxon
OX25 3QW
TEL: 01865 331731

FAX: 01865 331732

CONTENTS

1. STATEMENT

- 1.1 General Policy Statement
- 1.2 Equality Diversity Statement
- 1.3 Environmental Protection Statement
- 1.4 Communication and Consultation Statement
- 1.5 Working Time Statement
- 1.6 Smoke Free Policy Statement

2. ORGANISATION

- 2.1 Organisation Chart
- 2.2 Responsibilities
 - 2.2.1 Directors
 - 2.2.2 Safety Director
 - 2.2.3 Project Manager
 - 2.2.4 Site Managers / Foreman
 - 2.2.5 Sub-Contractors
 - 2.2.6 Health & Safety and the Individual
 - 2.2.7 Office Staff
- 2.3 Training

3. ARRANGEMENTS

- 3.1 Company Offices
- 3.2 Identification Of Health & Safety Hazards And Problems On Construction Sites
- 3.3 Records, Statistics and Monitoring of Accidents and Incidents
- 3.4 Reports To The Health & Safety Executive (R.I.D.D.O.R.)
- 3.5 People Working On Company Premises Not Employed by KPS Southern Ltd
- 3.6 Protection of the Public
- 3.7 Asbestos
 - 3.8 Arrangements for Possible Asbestos Fibre Exposure
 - 3.9 Control Of Substances Hazardous To Health (COSHH)
 - 3.10 Electricity And Other Services
 - 3.11 Excavations
 - 3.12 Fire
 - 3.13 First Aid
 - 3.14 Construction Phase Health & Safety Plans
 - 3.15 Arrangements for working at Heights
 - 3.16 Ladders and Steps
 - 3.17 Mobile Tower Scaffolds
 - 3.18 Scaffolding

3. ARRANGEMENTS Continued

- 3.19 Roof Work
 - 3.20 Manual Handling
 - 3.21 Noise
 - 3.22 Risk Assessments
 - 3.23 Arrangement for the Safety of Young Persons
 - 3.24 Method Statements
 - 3.25 Permits-To-Work
 - 3.26 Personal Protective Equipment (PPE)
 - 3.27 Toolbox Talks
 - 3.28 Plant & Equipment
 - 3.29 Vehicles
 - 3.30 Traffic Management
 - 3.31 Visitors to Construction Sites
 - 3.32 Welfare of Site Operatives
 - 3.33 Health Surveillance
 - 3.34 Stress
 - 3.35 Audit and Reviewing Procedure
 - 3.36 Confined Spaces
 - 3.37 Vibration
 - 3.38 Arrangements to control the Exposure from Harmful Vibratory Tools and Equipment.
 - 3.39 Dust
 - 3.40 Cooperation and Co ordination
 - 3.41 Overseas workers
 - 3.42 Blood Borne Viruses
 - 3.43 Alcohol and Drugs
 - 3.44 Safe Access and Egress
- Appendix 1 CDM Arrangements

1.0 STATEMENT

1.1 GENERAL POLICY STATEMENT

KPS Southern Ltd accepts the obligations placed upon them by the various Acts of Parliament covering health, safety and welfare.

The purpose of the policy is to establish general standards for health, safety, and welfare within which KPS Southern Ltd will carry out its work and to distribute responsibility for the implementation of these standards.

KPS Southern Ltd is committed to good working practices, particularly in respect of health and safety. It is the policy of KPS Southern Ltd that all work undertaken will be carried out in such a manner as to avoid, reduce, or control all foreseeable risks to the health and safety of its employees, sub-contractors and the general public. This policy will be implemented as far as is reasonably practicable and in accordance with the statutory requirements.

KPS Southern Ltd will ensure that only suitably competent employees and subcontractors undertake work on the company's behalf. Where legislative requirements exist, for example in the case of plant operations, KPS Southern Ltd will ensure that operatives hold the relevant training qualification.

KPS Southern Ltd will ensure that all personnel working on site are adequately supervised, provided with all necessary information and training, and provided with suitable plant, equipment and PPE (Personal Protective Equipment) to safely carry out their duties.

All personnel arriving on KPS Southern Ltd sites will be required to attend a Site Induction before commencing work. This Induction will detail the Site Rules and copies of the Rules will be given to all personnel. Personnel will be required to sign to confirm that they have understood and will adhere to the Site Rules.

This policy will be brought to the attention of all employees and contractors employed by the Company. The contents of the policy will be reviewed annually using the assistance of an external consultant where necessary.

Signed:

A handwritten signature in blue ink, appearing to be 'N.S.', is written over a horizontal line.

***Managing Director – Director Responsible for Health and Safety
KPS Southern Ltd***

Date: 1st November 2024

1.2 EQUALITY AND DIVERSITY STATEMENT

- KPS Southern Ltd is an equal opportunities employer and will therefore, promote equality of opportunity in the recruitment, promotion, appraisal, training, and development of its staff and otherwise treat them on the basis of their relative merits and abilities.
- The law requires that no job applicant, member of staff or customer will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, or marital status.
- Where the law does not prescribe, every effort will be made to avoid discrimination on grounds of disability, religion, political belief, social economic background, parental status, age (subject to normal retirement conventions) and sexual orientation.

Declaration:

1. KPS Southern Ltd is an equal opportunity employer and follows the recommendations of the Race Relations Code of Practice. We will not tolerate racial discrimination and aim to ensure that no job applicant, employee, trainee or customer is treated unfairly on the grounds of their race, colour, nationality, ethnic origin, gender, disability, sexual orientation, age or religion, having regard to the individual's aptitudes and abilities and the requirements of the job.
2. KPS Southern Ltd will take disciplinary action where there is evidence of racial discrimination, abuse, or harassment.
3. KPS Southern Ltd has appointed a manager, Mr Nathan Jones, who is responsible for implementing equality of opportunities policies.
4. KPS Southern Ltd will communicate clearly too all staff the equal opportunities statement, the relevant disciplinary and grievance procedures and the name and role of the senior manager responsible.
5. KPS Southern Ltd will monitor all allegations, which include a racial element, to double check that they have been responded to adequately and fairly and according to policy.
6. KPS Southern Ltd keeps records of any racially uneven statistical patterns that require further investigation.
7. KPS Southern Ltd will ensure all managers and staff are aware of their responsibilities under the Race Relations Act 1976, Disability Discrimination Act 1995 (Revised 2003) and the company's Equal Opportunities Policy.

Signed:

A handwritten signature in blue ink, appearing to be 'N. Jones', is written over the 'Signed:' label.

Managing Director
KPS Southern Ltd

Date: 1st November 2024

1.3 ENVIRONMENTAL PROTECTION STATEMENT

It is the policy of KPS Southern Ltd to implement the duties placed upon it under the Environmental Protection Act 1990 and other statutory provisions applicable to the environment.

KPS Southern Ltd considers protecting the environment equal to other management functions and any failure in complying with the latter will carry the same disciplinary consequences as any other management function.

KPS Southern Ltd while conducting its activities will ensure that its employees, agents, and sub-contractors take action to:

- Minimise pollution to Air – Land – Water.
- Reduce waste and use only waste management licensed sites for disposal purposes.
- Conserve energy.
- Minimise environmental health risks to employees and others.
- Inform all employees on matters relevant to the environment.
- Ensure that all site chemicals / substances e.g., diesel, salt, bitumen etc. are stored safely during the works and that the site is free of all waste on completion of operation.

Employees at all levels have a duty to:

- Work in a safe and efficient manner with regard, not only to their own safety, but that of others, others property and the environment that may be affected by their acts or omissions.
- Halt all operations on discovering the whereabouts of protected species under British Legislation such as, badgers and their setts, all species of bat, nesting birds, great crested newts, until the management has been informed and permission to continue obtained.
- Set a personal example by disposing of litter in the appropriate place.
- Assist KPS Southern Ltd to comply with the relevant statutory provisions for a healthier environment.

Clear and concise arrangements will be made as to the responsibilities for environmental matters when KPS Southern Ltd.'s employees enter the workplace of others, as contractors. All sub-contractors entering KPS Southern Ltd.'s sites will be made aware of their responsibilities.

This statement on environmental policy will be communicated to all employees of KPS Southern Ltd.

Signed:

A handwritten signature in blue ink, appearing to be 'N. J.', is written over a horizontal line.

Managing Director – Director Responsible for Health and Safety
KPS Southern Ltd

Date: 1st November 2024

1.4 COMMUNICATION AND CONSULTATION STATEMENT

The Health and Safety at Work Act 1974 provides for the appointment of safety representatives from amongst employees who are members of recognised trade unions and whose responsibility it is to represent the employees in consultation with the company and other functions as may be prescribed.

KPS Southern Ltd identifies the right of all its employees to be members of a recognised trade union and to appoint safety representatives in accordance with the requirements. Such representatives will be consulted with on a regular basis by a senior member of the management team, with a view to making and maintaining arrangements that will enable employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of all employees and in checking the effectiveness of such measures.

If requested to by safety representatives, a committee for reviewing safety measures will be set up by KPS Southern Ltd. However, it is policy to undertake regular meetings with members of the workforce to ensure matters that affect their safety in the workplace are regularly monitored. (See organisation chart on page 9).

Communication – Toolbox Talks etc.

General will be undertaken using – Notice board and individually.

1.5 WORKING TIME STATEMENT

The policy of KPS Southern Ltd is to implement the duties placed upon them under the Working Time Regulations 1999, as amended; 2001, 2002 and 2006.

- KPS Southern Ltd will use a reference period of 17 weeks to calculate a worker's working time, to ensure an average of 48 hours or less is achieved for each seven days worked.
- The workforce will be offered an agreement where appropriate to extend their working week beyond 48 hours. Any such agreement can be cancelled by the worker by giving 7 days' notice to KPS Southern Ltd in writing.
- Where an agreement is made to extend the working week beyond 48 hours in any 7 days, KPS Southern Ltd will keep and maintain accurate records of all such time worked and make records available for inspection as required by the relevant body.
- All records relating to these Regulations will be retained for a period of 2 years.
- Each adult worker is entitled to a rest period of not less than eleven consecutive hours in each 24 hours worked.
- Each adult worker is entitled to an uninterrupted rest period of not less than 24 hours in each 7 days worked, or one 48-hour uninterrupted rest period in a 14-day period.
- Young workers are entitled to a rest period not less than 12 consecutive hours in each 24 hours worked. They are not permitted to work more than 40 hours per week including overtime.
- All adult workers with a daily working time of more than 6 hours are entitled to a rest period of not less than 20 minutes (30 minutes for young workers) during the working day.
- Periods of paid leave will be provided as a minimum in line with the Regulations, specific entitlement will be outlined in the individual's contract of employment.

1.6 SMOKE FREE POLICY STATEMENT

This policy has been developed to protect all employees, sub-contractors, customers, and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy:

It is the policy of KPS Southern Ltd that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace, this includes company vehicles. The policy applies to all employees, consultants, sub-contractors, customers and visitors.

All staff are obliged to adhere to and support the implementation of this policy.

Appropriate "no-smoking" signs will be clearly displayed at the entrances to and within the premises, and in all company vehicles.

Signed:

A handwritten signature in blue ink, appearing to be 'N. J.', is written over a horizontal line.

*Managing Director – Director Responsible for Health and Safety
KPS Southern Ltd*

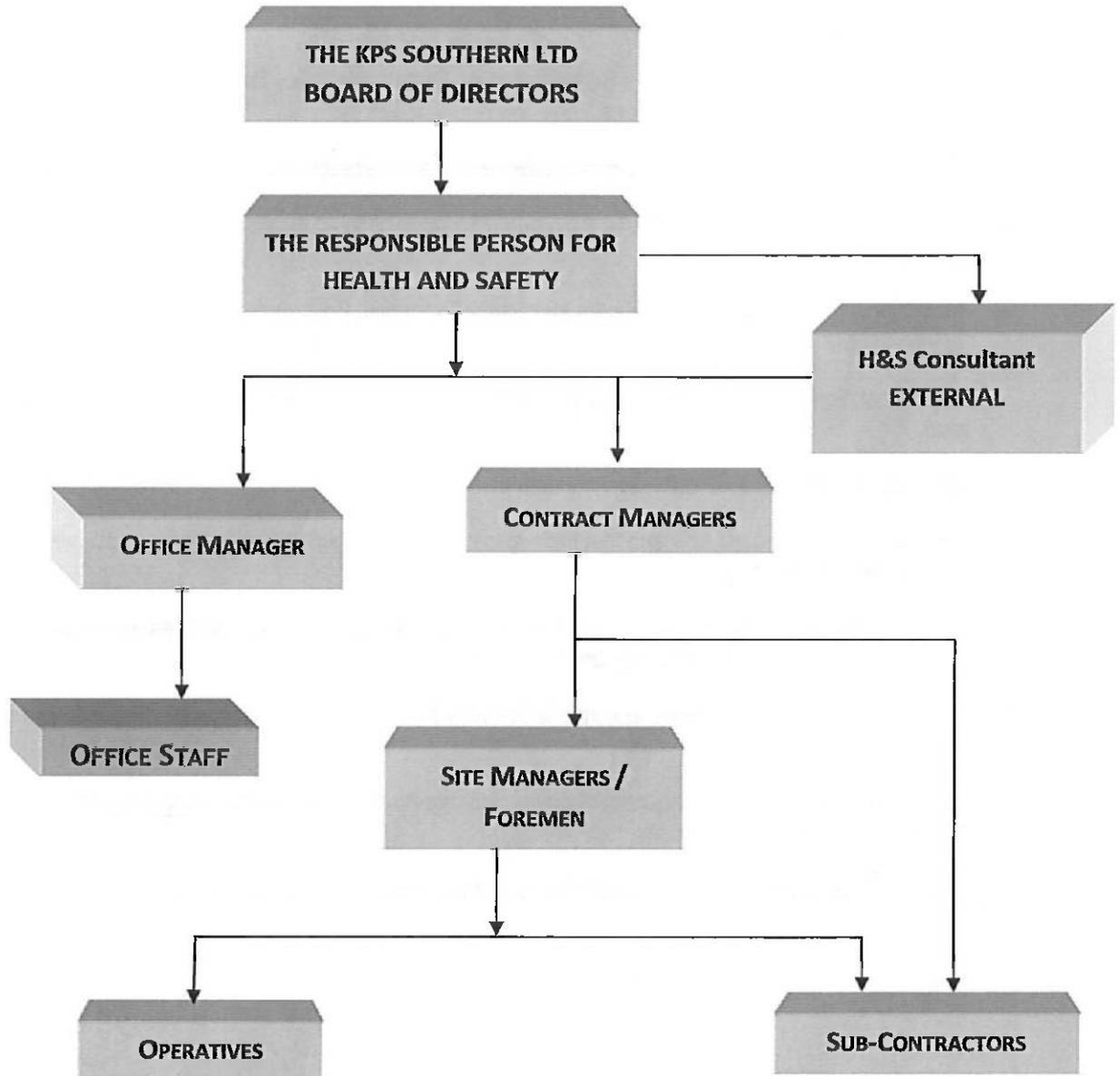
Date: 1st November 2024

Help to Stop Smoking:

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively, you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

2.0 ORGANISATION

2.1 ORGANISATION CHART



This chart indicates the structure set up within KPS Southern Ltd to ensure health and safety information is distributed as quickly and as accurately as possible both from Directors to their workforce and from the workforce to the Directors.

Responsibilities allocated for each position shown and other health and safety positions are outlined in the following section of this policy.

Ultimate responsibility lies with the Managing Director of KPS Southern Ltd, Mr Nathan Jones, but specific duties have been delegated to other employees, considering their role, experience, and training. The structure shown relates directly to health and safety and not necessarily to other management functions.

2.2 RESPONSIBILITIES

2.2.1 DIRECTORS

The Directors have overall responsibility for the implementation of KPS Southern Ltd.'s policy.

In particular they are responsible for:

- Preparing and keeping up to date a Statement of the Company's Policy for Health & Safety and ensuring it is brought to the notice of all employees.
- Ensuring that the policy is widely communicated and that its effectiveness is monitored and reported on.
- Administering the Policy throughout the Company by appointing an individual responsible for Health, Safety and Welfare.
- Maintaining a formal link with the Health and Safety Executive, Environment Health Departments, and other external agencies.
- Implementation and monitoring of the policy and the provision of general advice about the implication of the law.
- Identification of health and safety training needs.
- Ensuring that all sites are safe and that the application of the Health & Safety Policy on an individual site is consistent with the policy.
- Ensuring that employees and sub-contractors are fully aware of their responsibilities with regard to safety and are fully competent for the work they are carrying out.
- Ensuring that any safety method statements that may be required are written and adhered to by relevant staff on each site.
- Instigating liaison with external accident prevention organisations and encouraging the distribution of safety literature throughout the company.
- Arranging resources to meet the requirements of the Company's Health and Safety Policy.

2.2.2 THE RESPONSIBLE PERSON

Nathan Jones Responsible Person is the individual appointed by the Directors who is responsible for advising management on the preparation, implementation and review of the Company's Safety Policy for Health, Safety and Welfare including the organisation and arrangements for carrying out the Policy.

Specific attention is to be given to the requirements set out in the following:

- The Health and Safety at Work Act
- The Management of Health and Safety Regulations
- The Workplace (Health, Safety and Welfare) Regulations
- The Construction (Design and Management) Regulations
- The Provision and Use of Work Equipment Regulations
- The Lifting Operations and Lifting Equipment Regulations
- The Control of Substances Hazardous to Health Regulations
- The Control of Noise at Work Regulations
- The Control of Vibration at Work Regulations
- The Manual Handling Operations Regulations
- The Personal Protective Equipment at Work Regulations
- The Construction (Head Protection) Regulations
- The Control of Asbestos at Work Regulations
- The Work at Height Regulations
- The Asbestos Licensing Regulations
- The Electricity at Work Regulations
- The Supply of Machinery (Safety) Regulations
- All associated legislation and guidance

The Responsible Person for Health and Safety will:

- Monitor the effectiveness of implementation of this policy against the health and safety performance of the company. Ensure that this policy is reviewed on a regular basis, at least yearly, and is updated as necessary.
- Ensure the allocation of resources for and initiate the presentation, of regular training for employees. The training will cover issues such as: - Induction training for new employees; general Health and Safety awareness; project/site familiarization; safe use of plant; technical update on Asbestos issues etc.
- Initiate discussion and consultation with KPS Southern Ltd employees on health and safety issues. Where seen to be beneficial in reducing any risk to the health and safety of workers, or others who may be affected by Company activities, change or update the arrangements contained in this document.
- Promote an interest and enthusiasm for health and safety matters throughout the company and foster an understanding that accident prevention and occupational hygiene are an integral part of business and operational efficiency.

- Ensure that all sub-contractors employed by KPS Southern Ltd produce their own Health and Safety Policy, Risk Assessments, and are competent in health and safety matters linked to their work activities, prior to working on Company sites. Provide such contractors with all relevant project information.
- Ensure that adequate procedures are in place to report all incidents affecting the health and safety of workers or others, and to initiate investigations and implement any remedial measures necessary to prevent, where reasonably practicable, a reoccurrence. The Company will inform the HSE of any notifiable accidents, ill health or dangerous occurrences that may occur.
- Adequate measures shall be incorporated to minimise the risk to the safety of all persons especially those with disabilities.
- Ensure that all due consideration is given, during the planning and site operation stages, to the stability of structures. Provide adequate monitoring of any structures being demolished and any adjacent structures that may be affected by the operations.
- Co-ordinate the day-to-day management of health and safety and liaise with clients and other contractors. Reprimand any member of staff or contractor who fails to discharge safety responsibilities satisfactorily.
- Ensure that all plant or equipment, owned or hired by the company, is of adequate design and specification to carry out the work for which it is to be used.
- Set a personal example by wearing appropriate protective clothing on site.

2.2.3 PROJECT MANAGER

The Project Manager will:

- Read and understand KPS Southern Ltd Health and Safety Policy and procedures and carry out work in accordance with its requirements.
- Ensure KPS Southern Ltd H&S Policy and procedures are implemented on a daily basis on Company sites.
- Know the requirements of the appropriate safety standards or legislation, and ensure these standards are adequately applied to all projects undertaken by KPS Southern Ltd.
- Ensure that, as part of the project/site documentation, adequate written health and safety plans, procedures and assessments are provided for all repetitive and site-specific operations.
- These procedures shall include consideration of levels of current occupation, the degree of risk from occupation, any risks associated with adjacent structures, property or services and vehicle or plant access into or around the site. Adequate measures shall be incorporated to minimise the risk to the safety of all persons especially those with disabilities.
- Ensure that all due consideration is given, during the planning and site operation stages, to the stability of structures. Provide adequate monitoring of any structures being demolished and any adjacent structures that may be affected by the operations.

- Co-ordinate the day-to-day management of health and safety and liaise with clients and other contractors. Reprimand any member of staff or contractor who fails to discharge safety responsibilities satisfactorily.
- Ensure adequate and suitable first aid and fire equipment, and trained personnel, as detailed in the H&S plan.
- Undertake an adequate investigation of accidents, occupational ill health or dangerous occurrences that may occur from time to time and report their occurrence to The Director Responsible for Health and Safety.
- Ensure that all plant or equipment owned or hired by KPS Southern Ltd, or its sub-contractors, is of adequate design and specification to carry out the work for which it is to be used. Prior to its use, ensure that all such plant and equipment have current certificates of inspection and has been adequately maintained, and operators have a current certificate of competence and records of each are kept on site.
- Be responsible for briefing Site Managers / Foremen on this Policy and H&S procedures and ensure that the site Managers / Foremen undertake all their responsibilities.
- Set a personal example by wearing appropriate protective clothing on site.

2.2.4 SITE MANAGERS / FOREMEN

- Understand KPS Southern Ltd.'s policy for health and safety and ensure it is brought to the notice of all employees, particularly new starters under their supervision. Carry out all work in accordance with its requirements and bring to the attention of the Safety Director any improvements or additions they feel necessary.
- Organise areas under their control to enable work to be carried out to the required standards, with minimum risk to employees, other contractors, the general public, equipment, or materials.
- Know the requirements of the Construction (Health, Safety and Welfare) Regulations and other relevant legislation and ensure they are observed on sites under their control.
- Ensure all registers, records and reports are completed and are passed to the Safety Director for filing.
- Ensure that operatives under their control work in a safe manner at all times and do not take unnecessary risk.
- Direct the delivery and stacking of materials to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
- Ensure that permits are in place and that all information relating to underground services is available before excavation work starts, and do not allow mechanical excavators within limits of the underground services laid down by the Service Authority.
- Ensure all overhead services are protected in accordance with the Service Authority's recommendations before work starts.
- Check that all machinery and plant used by operatives under their control, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts and portable appliance tested.

- Ensure that all PPE issued by the company is correctly used and maintained by personnel under their control.
- Ensure that adequate first aid and firefighting facilities are available and that all operatives are aware of their location and the procedures for receiving treatment for injuries, or the evacuation of site in the event of an emergency.
- Ensure that any material or substance which has a health, fire or explosion risk, are stored and used in accordance with the relevant regulations and current recommendations.
- Ensure that any accident which results in an injury to any person (not just employees) under their control and/or damage to plant or equipment is reported to the Project Manager.
- Set a personal example when visiting sites by wearing appropriate PPE and complying with site rules.

2.2.5 SUB-CONTRACTORS

KPS Southern Ltd will ensure that as far as is reasonably practicable, the health, safety and welfare of Contractors working in KPS Southern Ltd.'s establishments will be of the highest standards. In addition, Contractors and their employees have an obligation, so far as is reasonably practicable, to ensure all equipment, materials and premises under their control are safe and without risks to health.

Contractors must also observe KPS Southern Ltd.'s Fire Safety Procedures. These obligations will be drawn to the attention of the Contractors in the contract document issued to them. In addition, a representative of KPS Southern Ltd will be identified in the contract as having authority to stop the work of Contractors who are placing themselves, other personnel, or members of the public at risk. Anyone who judges there is a risk where contractors are working should inform the Site Foreman immediately.

- Contractors will be asked to confirm they have a written Health and Safety Policy and be asked to make a copy available on site whilst work is carried out. KPS Southern Ltd.'s Safety Manager will be responsible for monitoring the Health and Safety performance of the Contractor and the Contractor's performance will be a factor in deciding whether or not to use the Contractor again.
- All work by sub-contractors must be carried out in accordance with the Construction Phase Plan and relevant statutory provisions, considering the health and safety of others on site and the general public.
- Any plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and supplied with any maintenance procedures and certificates available for inspection.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, be in good condition, checked and tagged for site use.
- Any injury sustained, or damage caused by sub-contractor's employees must be reported immediately to KPS Southern Ltd.'s Site Manager/Foreman.
- Sub-contractors informed of any hazards or defects noted during a site inspection will be expected to take immediate remedial action.
- Suitable welfare facilities and first aid equipment in accordance with the Construction Design and Management Regulations 2015 must be provided by sub-contractors for their employees unless

arrangements have been made for their employees to have use of KPS Southern Ltd.'s facilities.

- Sub-contractors are required to produce suitable COSHH assessments and control methods for any hazardous substance or process to be used during their activity. Control measures stipulated in COSHH, and risk assessments produced by sub-contractors or KPS Southern Ltd must be adhered to at all times.

2.2.6 HEALTH & SAFETY AND THE INDIVIDUAL

The Health and Safety at Work Act requires each employee 'to take reasonable care for the health and safety of himself and of other persons who may be affected by their acts and omissions' and co-operate with management to enable management to carry out their responsibilities under the Act. Employees have equal responsibility with KPS Southern Ltd for Health and Safety at Work.

The refusal of any employee to meet their obligations will be regarded as a matter to be dealt with under KPS Southern Ltd.'s Disciplinary Procedure. In normal circumstances counselling of the employee should be sufficient. With a continuing problem, or where an employee leaves themselves or other employees open to risk or injury, it may be necessary to implement the formal stages of the Disciplinary Procedure.

Operatives will:

- Assist the site managers in the implementation of KPS Southern Ltd H&S Policy and procedures for minimising risk to health and safety.
- Co-operate with all persons who have a legitimate interest in the health and safety of the project works.
- Not to do anything recklessly, interfere or misuse anything or contribute to endangering the health and Safety of any persons who could be affected by the works.
- Ensure that all materials stored on site are kept in a manner that will not cause harm to persons and are adequately secured against interference by non-contracting personnel, especially by children.
- Make the site manager aware of any defects or concerns over health and safety on site, or where changes in procedures may facilitate a healthier or safer work environment.
- Any defects noted which may jeopardize the Health or Safety of any person and or cause any detrimental circumstances to the work operations, must be reported immediately to the site manager.
- Ensure you are fully aware of the site arrangements in the event of fire or other emergencies.
- If any employee is involved in an accident, personal injury, or occupational ill health, no matter how slight, such incidents must be reported immediately to the site manager, who will ensure it is logged in the accident book.
- Employees must co-operate with their employer and the Principal Contractor and wear any protective clothing, identification clothing, or equipment provided, as failure to do so may jeopardize their health and safety.

2.2.7 OFFICE STAFF

- Read and understand KPS Southern Ltd.'s Safety Policy and carry out your work in accordance with its requirements.
- Do not try to use, repair, or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your supervisor.
- Find out from your supervisor the position of the First Aid Box and who is responsible for it.
- Ensure that you know the procedure in event of Fire.
- Report any accident or damage, however minor, to your supervisor. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.
- Do not attempt to lift or move on your own, articles or materials that are as heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up; do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods. Warn new employees of known hazards.

2.3 TRAINING

KPS Southern Ltd recognises training as part of a safe system of work and encourages its employees and sub-contractors to undertake training to improve performance, quality and safety in the workplace.

All staff shall receive training in their responsibilities as defined in this policy. Training will be repeated at regular intervals and whenever changing legislation or working methods require.

Where operatives are required to carry out key tasks they will be provided with the necessary training.

Sub-contract labourers are required to hold certificates of compliance on all plant and equipment used in connection with work undertaken.

As training needs are identified, appropriate courses will be arranged, and employees concerned informed.

Where new systems or products require specialist application, appropriate instructions, training or advice will be given to those involved.

This Policy requires all employees to continue training during the course of their employment.

All training will be mandatory with records of any training being kept.

Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

3.0 ARRANGEMENTS

3.1 COMPANY OFFICES

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety & Welfare) Regulations.

Fire precautions will be provided and maintained in accordance with Regulatory Reform (Fire Safety) Order and any recommendations made by the Fire Officer or Fire Brigade representative.

The Directors, or alternatively nominated person, will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of firefighting equipment. Fire drills will be organised at 6 monthly intervals and the date of drill and comments recorded. All fire extinguishers will be provided in accordance with the latest British Standards and will be serviced and maintained at regular intervals, as recommended by the manufacturer. All fire alarms will be checked monthly, and test recorded. All fire exits will be checked at the start of each day by the nominated person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways and fire exit etc. will be kept clear of materials and well lit.

Proper facilities will be provided for office staff required to reach items from high shelving.

3.2 IDENTIFICATION OF HEALTH & SAFETY HAZARDS AND PROBLEMS ON CONSTRUCTION SITES

It is the policy of KPS Southern Ltd to carry out a regular inspection of its site(s) against the Health & Safety Policy. The inspection requires review of:

- Access Ways.
- Electrical Equipment.
- Emergency Procedures.
- Excavations.
- Fire Fighting Equipment.
- First Aid and First Aiders.
- Hazardous Substances (COSHH).
- Ladders.
- Lifting Equipment.
- Lighting.
- Permits-to-Work.
- Personal Protective Equipment.
- Plant.
- Roofing/Decking.
- Scaffolding and Mobile Tower Scaffolds.
- Signage.
- Site Security.

- Site Tidiness.
- Storage & Waste
- Toolbox Talks.
- Traffic Management.
- Welfare Facilities.
- Environmental Issues.

The specific details of each section of the inspection can be found in the Site Inspection record. The information obtained in the inspection will be recorded and any appropriate corrective action taken as soon as possible.

KPS Southern Ltd acknowledges that they have a continual responsibility for the elimination of hazards on site(s) in order to maintain a safe working environment. Any hazard which is identified by any person working on site must be reported to the Site Manager/Foreman as soon as possible.

It is also the policy of KPS Southern Ltd to carry out regular random Health & Safety Audits of its site(s).

A Health & Safety Audit will include a detailed review of the items listed in addition to (where applicable) and not limited to:

- Construction Phase Health & Safety Plan & Contract Health & Safety File.
- Drawings.
- Management of Health & Safety.
- Manual Handling.
- Method Statements.
- Noise.
- Record Keeping & Statistics.
- Risk Assessments.
- Scope of Work.
- Subcontractors.
- Environmental Issues.
- Training, Competence and Health & Safety Awareness of Personnel.

The responsibility for ensuring that Audits are carried out as part of this policy rests with the Safety Director and will be carried out by a suitably qualified representative of KPS Southern Ltd or by Health and Safety Advisors.

It is the responsibility of the Safety Director (via suitably appointed personnel) to ensure that any deficiencies highlighted in the Audit(s) are dealt with as speedily as possible.

3.3 RECORDS, STATISTICS AND MONITORING OF ACCIDENTS AND INCIDENTS

KPS Southern Ltd will operate a system for recording, analysis and presentation of information about accidents, hazard situations and untoward occurrences.

All accidents and dangerous occurrences at the workplace, regardless of whether persons are injured or suffer ill-health, must be reported on the Company Accident Report Form as soon as possible after the event.

In addition to the requirements of RIDDOR, the details of incidents, however minor, must be entered in an Accident Book, as required by the Social Security (Claims and Payments) Regulations 1979.

Personal details entered in the Accident Book must be kept confidential.

3.4 REPORTS TO THE HEALTH & SAFETY EXECUTIVE (R.I.D.D.O.R.)

Specific categories of injury or dangerous occurrence, as set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), have to be reported to the enforcing authorities for the workplace.

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal duties, for more than seven consecutive days as the result of their injury.

The report must be made within 15 days, preferably online at www.hse.gov.uk/riddor or by telephone to the Incident Report Centre 0845 3009923.

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

The RIDDOR reporting categories are:

- Fatality, with the exception of suicides.
- Major Injuries-
 - Fractures, other than to fingers, thumbs and toes.
 - Amputations
 - Injury likely to lead to permanent loss or reduction of sight.
 - Crush injury to head or torso causing damage to the brain or internal organs.
 - Serious burns or scalding which covers more than 10% of the body or causes significant damage to the eyes, respiratory system, or vital organs.
 - Any scalping requiring hospital treatment.
 - Loss of consciousness caused by head injury or asphyxia.
 - Any injury arising from working in an enclosed space which leads to: - Hypothermia or heat induced illness.
 - Requires resuscitation or admittance to hospital for more than 24 hours.
- Dangerous Occurrences (examples only)
 - Equipment Failures
 - Lifting Equipment
 - Pressure Systems
 - Scaffolding collapse or partial collapse
 - Electrical incidents
 - Incidents involving Dangerous Substances (e.g., Asbestos)

The responsibility for meeting the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health and Safety Executive shall rest with the Safety Director (via suitably appointed personnel).

3.5 PEOPLE WORKING ON COMPANY PREMISES NOT EMPLOYED BY KPS SOUTHERN LTD

Persons working on sites where KPS Southern Ltd is the main contractor but who are employed by other organisations are expected to follow KPS Southern Ltd.'s Health and Safety Policy with regard to their personal safety and their method of work. Similarly, KPS Southern Ltd.'s employees working in other host premises will be expected to follow the host contractor's Health and Safety Policy.

3.6 PROTECTION OF THE PUBLIC

All necessary measures required for the protection of the public will be allowed for and planned, considering Section 3 of the Health and Safety at Work Act 1974 and particularly, the recommendations contained in the Health and Safety Executive Guidance Note HS (G) 151 – “Protecting the Public – Your next Move”.

Consideration will be given at the planning stage to any operation for the protection of the public. Where possible, barriers, fencing, screens, etc. shall be erected to prevent access by the public or visitors unless accompanied by a responsible person.

3.7 ASBESTOS

When preparing the Pre-Construction Information, details will be sought from the Client / Building Managers / Landlords regarding the asbestos content of any work area.

If this information cannot be provided, or is considered to be inadequate in any way, a detailed Refurbishment and Demolition Survey will be required before work commences. Persons must not assume that there is no asbestos present, positive information must be obtained.

If required by the client, a specialist contractor will be appointed to identify and remove any asbestos or other hazardous materials.

Any operative discovering a substance which he suspects to be asbestos, or the identity of which is not known, **will cease work immediately** in that area and notify his supervisor who will inform the Installation Manager, and Principal Contractor Site Supervisor, if applicable, so that appropriate action can be taken.

3.8 Arrangements for possible Asbestos Fibre Exposure

When materials where the Asbestos is firmly bound in the matrix of the product which do not release fibres easily such as Asbestos cement, gaskets, floor tiles, plastics, adhesives, restrict access to the area, simply use damp cloths/adhesive tape to clean any debris, if you have dust on your clothing again use cloths/adhesive tape to clean and when possible dispose of all waste /clothing as Asbestos waste and wear a FFP3 dust mask. Stop where you are and report the incident immediately to your supervisor and/or Manager and also wait for further instructions. Follow the advice below if you think you may have disturbed/damaged an Asbestos containing material which has the potential to easily release fibres, such as sprayed coatings, pipe lagging and Asbestos insulation board.

Operative

1. Stop work, stop whatever you are doing, wipe your mouth area with a wet cloth if possible and put on your FFP3 respirator.
2. Close doors and windows if possible and safe to do so.
3. Stay put and restricts other people from entering the area.
4. Only exit the area if there are other immediate hazards i.e., fire, unstable building or can exit directly to open air.
5. Do not enter other buildings/rooms until personal decontamination has taken place.
6. Contact your supervisor/Manager for instructions immediately.

Manager/Supervisor

7. Manager/Supervisor is to contact person responsible for the building.
8. Arrangements will be made to have the damaged material analysed and if necessary, air tests conducted.
9. Manager/Supervisor will arrange for a decontamination facility to be made available if required.
10. Operative to follow decontamination procedure advised by decon-unit operator.
11. Analyst will advise as to the extent of exposure once sampling/air tests have been conducted once results are confirmed.
12. Complete relevant documentation and record findings.

3.9 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The Control of Substances Hazardous to Health Regulations (COSHH) requires KPS Southern Ltd to identify any substances which are in use, and which are hazardous to health and to assess the risk of those substances.

KPS Southern Ltd will provide and use the controls listed below to prevent exposure to substances hazardous to health:

- Eliminate the presence of the hazardous substance from site if possible.
- If complete elimination is not possible, consider removing or moving the substance to a safe location.
- If neither elimination nor removal is possible, contain the substance to avoid unnecessary exposure.
- If elimination, removal nor containment are possible then endeavour to remove personnel from the area that would cause them to be exposed to the substance.
- If it is unavoidable that personnel should be exposed to the substance, ensure that all measures possible are taken to minimise the duration of the exposure.
- Provide collective protection and Personal Protective Equipment e.g., goggles, dust masks, ear defenders.

Controls will be maintained by monitoring exposure and by health surveillance of employees. Information, instruction, training will be provided for employees.

3.10 ELECTRICITY AND OTHER SERVICES

KPS Southern Ltd shall endeavour to use mains supply electricity for its sites wherever possible and shall ensure such service is in place before commencement of works. Should portable generators be required, KPS Southern Ltd will ensure that the risk of environmental pollution and excessive noise are minimised.

Where possible, KPS Southern Ltd will use low voltage or battery-operated electrical tools.

All electrical equipment, as required, shall be tested for electrical safety at least every 12 months and visually checked before use to ensure that it is in a good state of repair and fit for use.

KPS Southern Ltd will ensure that existing services such as electrical cables and gas mains are identified, marked, and protected before works begin on a site.

KPS Southern Ltd shall ensure that vehicles shall not manoeuvre where there are overhead power lines without supervision.

3.11 EXCAVATIONS

All excavations are to be adequately supported using shoring, trench boxes or benching or sloped or battered back to a safe angle.

All workers inside excavations are to work within safe reach of a secure method of exit e.g., suitably secured ladder.

All excavations are to be clearly marked and surrounded with barriers to stop people or vehicles from falling in. Stop blocks will be provided and properly secured to prevent any tipping vehicle from falling into any excavation.

Materials spoil and plant will be stored at a safe distance from the edge of any excavations.

3.12 FIRE

The Safety Director is responsible for ensuring that all personnel receive adequate fire training, and that fire officers are nominated for each site.

All personnel on a site shall be informed during the Site Induction of the following information regarding fire:

- How to raise the alarm.
- What the alarm signal is.
- What action to take when the alarm is raised.
- Where the fire assembly point is.
- Location of fire extinguishers.
- Location of telephones.
- Emergency telephone no. i.e., 999.

Suitable fire extinguishers shall be provided to all sites.

KPS Southern Ltd shall endeavour to keep the quantities of flammable materials, liquids and gases used and stored on construction sites to a minimum.

Where flammable materials, liquids and gases are stored on site, they shall be safely stored. In particular flammable gas cylinders shall be returned to ventilated stores at the end of a shift and flammable waste shall be regularly removed and stored in suitable skips or bins.

Where the works are being carried out under CDM Regulations 2015, KPS Southern Ltd shall ensure that an adequate fire plan is prepared in advance of commencement of the contract.

In addition, KPS Southern Ltd will nominate a Fire Officer for each contract that will assist in the investigation of any fires on KPS Southern Ltd.'s sites and to submit reports of such incidents.

3.13 FIRST AID

It is the policy of KPS Southern Ltd to ensure adequate provision for First Aid and any training of 'First Aiders' that may be required in accordance with the First Aid Regulations (1982). The Safety Director (via suitably appointed personnel) is responsible for ensuring that there is a qualified 'First Aider' present on every site at all times.

Where small detachments are working in isolated locations and it is not practicable to provide a trained First Aider, personnel will be trained in the basic "Save a Life" techniques and instructed on the steps necessary to be taken in an emergency.

3.14 CONSTRUCTION PHASE HEALTH & SAFETY PLANS

KPS Southern Ltd acknowledges its duty to prepare a Health & Safety Plan, when appointed as the Principal Contractor, for the Construction Phase of any contract that requires one as stipulated in Part 3 of the Construction Design and Management Regulations 2015 (CDM)

The CDM Regulations also require preparation of a Health and Safety Plan for all construction work and for domestic clients for works that will last over 500 person days, or over 30 working days (with more than 20 people working at the same time) . Should KPS Southern Ltd carry out such work, they will ensure that the principles of the company Health and Safety Policy are applied where applicable and that all other relevant Health and Safety legislation is adhered to.

The Health & Safety Plan for the Construction Phase of any given contract shall be prepared before any work commences on site as it forms the foundation of KPS Southern Ltd.'s health and safety management.

The main duty of us as a contractor is to plan manage and monitor construction work under are control so that it is carried out in a way that controls risk to health and safety. For projects involving more than one contractor, coordinate are activities with others in the project team comply with directions given to them us by the principal designer or principal contractor. If there is only us as a contractor for the work, we have responsibilities to prepare a Construction phase plan and prevent unauthorised access to site.

Each Construction Phase Health and Safety Plan for a contract will contain the arrangements for ensuring the health and safety of all personnel involved and the public during construction works including:

- A description of the construction project.
- Management responsibilities for both the construction works and for health and safety.
- Communication and consultation channels and methods between the client, KPS Southern Ltd.'s management, personnel, and subcontractors.
- The health and safety aim and objectives of the project and the standards within which the work will be carried out (i.e., statutory and those contained within this Health and Safety Policy).
- Monitoring and inspection systems for health and safety.
- Information about any restrictions that may affect the work such as other buildings, utility services, traffic, proximity to the public etc.
- Arrangements for ensuring subcontractors can provide evidence of competence and adequate health and safety provision.
- Arrangements for communicating information to personnel and contractors on site pertaining to any health and safety issues which may arise during construction.
- Details of how plant and equipment will be selected, used, maintained, inspected and how the competence of operators will be ensured.

- Identified health and safety risks and how these will be controlled.
- Risk assessments covering storage and movement of materials, movement of vehicles, provision and use of site access, provision and use of plant, provision and use of temporary services (e.g., electricity), temporary support structures permits-to-work, protection from falling materials, protection of the public, excavation, working at height, working in confined spaces.
- Emergency procedures for minimising the risk of and dealing with any occurrence of fire or personal injury.
- Arrangements for R.I.D.D.O.R. reporting.
- Arrangements for the provision and maintenance of welfare facilities.
- Arrangements for conducting site inductions, health and safety training, toolbox talks, communication of any project specific information and the display of any statutory notices.
- Site rules
- Preparation of the Health and Safety File for the contract.

3.15 Arrangements for WORKING AT HEIGHTS

Work at height means work in any place where, if precautions were not taken, a person could fall down and injure themselves.

If you:

- Work above ground level
- Could fall from edge, through an opening or fragile surface.

Or

- Hole in the ground

You will be working at height because you can fall from one level to another.

Examples of work at height include:

- Using working platforms such as scaffolds, tower scaffolds, cherry pickers, scissor lifts and podium steps.
- Work on a roof, piece of plant or equipment
- Using ladders or stepladders

The working at Height Regulations 2005 as amended on employers' specific duties for the Safety of all Persons Working at Heights. This includes Employees, Contractors, and Members of the public.

The Company will

- Avoid work at height where possible.
- Prevent a fall.
- Minimise the risk/consequence of a fall from height.

The Responsible Person will take all necessary steps to ensure no person works at height without the correct information, instruction, and training. The Responsible Person will ensure that a detailed Method Statement and Risk Assessment (Safe Systems of Work) will be developed for any task carried out at height.

3.16 LADDERS and STEPS

Ladders or steps will only be used after an assessment has been undertaken and they are the only suitable form of access equipment to be used in a specific work area. Care must be taken when using ladders. They must be positioned on a firm standing, lashed to the structure, or footed to prevent slippage. The ladders must be fixed around the stiles and erected at an angle of 75 degrees (1 in 4).

No ladder will be used for a vertical height in excess of 9 m, without a rest platform being provided. The ladder should extend above a working platform by 1m unless an alternative handhold is provided.

KPS Southern Ltd will ensure that all ladders and steps used on its sites are in good condition. The Site Manager/Foreman will be responsible for ensuring they are regularly inspected.

KPS Southern Ltd.'s personnel and any subcontractors using ladders will be required to ensure that they only rest ladders against a solid surface and not on any fragile or insecure material.

3.17 MOBILE TOWER SCAFFOLDS

KPS Southern Ltd will ensure that any mobile towers used on its sites will be constructed in accordance with the Work at Height Regulations 2005 and the Provision and Use of Work Equipment Regulations 1998 (commonly known as PUWER).

Mobile tower scaffolds will only be erected or altered by trained competent persons holding a recognised training certificate (e.g., PASMA, CITB, CTA etc.)

Mobile tower scaffolds will only be used by persons who have received suitable and sufficient instruction in their safe use.

Mobile tower scaffolds will only be used with wheels locked and will only be moved when empty.

3.18 SCAFFOLDING

All scaffolds on KPS Southern Ltd.'s sites will be erected, altered, and dismantled only by competent persons who have certified CITB/CTA etc. training.

All scaffolds on KPS Southern Ltd.'s sites will be erected, altered, and dismantled in accordance with the National Access and Scaffolding Confederation guidelines and construction must be as per BS5973/EN12811-1 and the specific requirements of the Work at Height Regulations.

KPS Southern Ltd personnel or their sub-contractors must never interfere with scaffold structure erected by a contractor.

Any non-standard scaffold will be accompanied by suitable drawings and load calculations to ensure it is fit for purpose.

- All uprights will be provided with base plates and where necessary timber sole plates.
- All uprights, ledgers, braces, and struts will be in position.
- The scaffold will be adequately secured to the building to prevent collapse.
- All working platforms will be fully boarded with boards arranged to avoid risk of tripping or tipping.
- Warning notices and barriers will be put in place to indicate incomplete scaffold.

- Scaffolds will be regularly inspected and maintained, and the results of the inspections recorded.

3.19 ROOF WORK

- KPS Southern Ltd undertakes to prevent, as far as is reasonably practicable any falls of persons, materials or tools from any height by using edge protection.
- Where a person can fall a distance which could cause injury, a working platform with handrails and toe boards will be provided wherever possible. If this is not possible, other protective equipment will be provided such as boatswain's chair or rope access equipment. In situations where these measures are not reasonably practicable then fall arrest equipment such as correctly and safely hung safety nets, air bags, crash decking or harnesses will be used.
- Any fragile materials on a roof will be identified and protected using barriers, covers or suitable working platform.
- Personnel and the public shall be kept away from the area below any work at height.

3.20 MANUAL HANDLING

Where possible, mechanical handling equipment will be utilised in an attempt to eliminate the need for manual handling, but where this is not practicable, then the work will be planned in an attempt to minimise it.

Where manual lifting/handling is required, KPS Southern Ltd will provide training to employees in an endeavour to reduce the risk of back injury or other musculoskeletal damage. A written risk assessment will be made of those work situations requiring mechanical lifting equipment or manual handling to be used.

KPS Southern Ltd does not require any operative, particularly a young person, to lift, without assistance, a load that is likely to cause injury, and an adequate supply of suitable gloves or equipment is available for use as required, for the handling of materials, which could cause injuries.

3.21 NOISE

The requirements of the Control of Noise at Work Regulations 2005 will be observed at all times.

Noise assessments will be carried out for all on site operations liable to produce excessive noise and all works shall be carried out with the minimum of noise, as far as is reasonably practicable.

Where avoiding noise completely is not possible, steps shall be taken to limit the effect of noise on personnel and members of the public by ensuring that, where possible, personnel not involved in the noisy work and the public are kept at a suitable distance from the source of the noise.

Personal Protective Equipment will be provided to all personnel exposed to excessive noise and clear hearing protection zones will be marked.

Noisy work such as cutting, percussive tools and demolition shall be carefully scheduled so that excessive noise is limited to as short a time as possible.

All personnel will be instructed in the risks associated with excess noise and the steps they can take to avoid those risks. If necessary, KPS Southern Ltd will set up health surveillance for any personnel exposed to high level of noise.

3.22 RISK ASSESSMENTS

KPS Southern Ltd acknowledges that a Risk Assessment of every work task is required by the Management of Health & Safety at Work Regulations 1999 (as Amended).

A work-related risk consists of the method of working used, the location of the work and the persons carrying out the work.

KPS Southern Ltd will use Risk Assessments to determine what hazards exist on a site and as a result of onsite working practices and identify the control measures and precautions necessary.

When considering control of risk, KPS Southern Ltd will employ a control hierarchy to determine the safest method of work:

- Eliminate risk at source.
- Combat risk at source rather than use palliative means.
- Contain risk by enclosure.
- Remove personnel from area of risk.
- Reduce exposure to risk.
- Provide collective protection.
- Provide Personal Protective Equipment

Wherever necessary, KPS Southern Ltd will provide site-specific risk assessments. These Risk Assessments will identify the following:

- The hazards.
- The people at risk and how they are exposed to this risk.
- The existing controls.
- Whether the risk is adequately controlled with the existing controls and what further controls, if any, are required to eliminate or reduce the risk to a tolerable level.
- The residual risk, after all controls have been implemented.

3.23 Arrangements for the Safety of Young Persons

The Management Regulations 1999 impose on employers' specific duties for the employment of Young Persons.

No young person will be employed on any task that they are not physically or psychologically capable to do.

The Responsible Person will consider the requirements of Regulation 19 of the above regulations to ensure that a robust risk assessment is carried out and the young person and their supervisors are aware of the controls imposed on the task in such a risk assessment.

The Risk Assessment will always consider the following:

- Physical and Psychological capacities of the person.
- Pace of work.
- Temperature, noise, vibration, or radiation.
- Lack of experience.

3.24 METHOD STATEMENTS

KPS Southern Ltd uses Method Statements to detail specific safe working methods to be employed for given tasks. They also provide means of communicating this information to the personnel who will be carrying out the work.

KPS Southern Ltd will use Method Statements, closely linked with Risk Assessments in order to eliminate any 'ad hoc' or improvised ways of working which increase the risk of potential accident.

KPS Southern Ltd may provide personnel with a Method Statement for works such as excavation, asbestos removal, working in confined spaces, working at height, working beside or over water, hot works, working on gas services, working on electrical services, and working on pressure systems.

Any subcontractor working for KPS Southern Ltd shall be required to provide a Method Statement and Risk Assessment if they are to be carrying out any of the above listed works. Alternatively, they will be required to work according to KPS Southern Ltd.'s own Method Statement and will be required to sign to confirm that they have read and understood it and will carry out work accordingly.

Method Statements will be written clearly in order to ensure that all those reading it are able to understand and implement it.

Method Statements will include at least the following information (where relevant):

- Job Name/Number
- Contractor
- Method Type
- Description of work
- Sequence of operations
- Name(s) of supervisors and their responsibilities
- Controls and monitoring
- Plant requirements
- Plant inspection requirements
- Responsibility for disconnection of any services
- Measures to protect the public.
- Any environmental controls
- First Aid provision
- PPE provision
- Emergency procedures

3.25 PERMITS-TO-WORK

Risks involved in site operations particularly where hot works, working on live services, confined spaces etc. may include the implementation of a Permit-to-Work system, and in some situations "lock-off" procedures.

Permits-to-Work will be issued by the person designated by KPS Southern Ltd or their client as the 'authorised person'.

Subcontractors shall only be issued with a Permit-to-Work once KPS Southern Ltd has ascertained that the Subcontractor has carried out or is familiar with the Risk Assessment, has provided or agreed to work using a suitable Method Statement and has proven that all operatives are competent for the work (i.e. produced training certificates or cards CITB, CTA etc.)

Permits-to-Work will record specific scope of task, location of work, period of validity, nature of works and names of contractor, supervisor, and operatives, licences held, and training certificates held.

Permits-to-Work will normally be issued on a weekly basis to ensure that high risk activities are strictly controlled.

3.26 PERSONAL PROTECTIVE EQUIPMENT (PPE)

All safety equipment purchased for use on KPS Southern Ltd.'s sites will be in accordance with the appropriate British Standard.

Personnel will be required to sign a PPE register to acknowledge receipt of PPE and agree to wear it and take care of it. Any loss or defect in the equipment must be reported immediately.

KPS Southern Ltd will ensure that any PPE identified as necessary in Risk Assessments is supplied and worn/used by all operatives as necessary.

Any person on site observed carrying out any process which requires the use of protective clothing or equipment, will be informed of Statutory or Company Policy requirements and instructed not to continue working until protective clothing or equipment is obtained.

3.27 TOOLBOX TALKS

All personnel on site shall be required to attend a 'Toolbox Talk' training session whenever a new tool or piece of equipment or new method of working is introduced.

Toolbox Talks will also be carried out from time to time as a reminder on safe working practises.

All personnel will be required to sign to confirm they attended and understood the instructions given at each 'Toolbox Talk'.

All 'Toolbox Talks' delivered will be recorded in the job file which will indicate dates, topics and trainers for each session.

3.28 PLANT & EQUIPMENT

All plant, equipment and tools will be regularly inspected and maintained, and the results of inspections recorded to comply with PUWER and Lifting Operation and Lifting Equipment Regulations 1998 (commonly known as LOLER). Where legislative examination is required, certificates will be made available to KPS Southern Ltd for verification.

- Only the correct tools and machinery will be used for any given job.
- All dangerous parts will be adequately guarded.
- Vehicles will be regularly inspected to ensure brakes; lights and steering are working properly.
- All operators of plant & equipment shall be in possession of current training certificates.
- All hand tools for cutting must be sharp and free from chips, cracks burrs and corrosion.
- Screwdrivers are only to be used for the correct task, using the correct type and sizes at all times.
- Hoists will only be installed and operated by trained and competent persons.
- The rated capacity of any hoist used on site will be clearly marked.
- Risk Assessments will be carried out to assess the dangers of operatives using vibrating tools such as concrete breakers, hammer drills and angle grinders.
- KPS Southern Ltd will endeavour to select plant that reduces the risk of HAV wherever possible.
- Where necessary, health surveillance will be arranged for personnel exposed to high levels of HAV.
- Crane age operations will be carried out by a third-party contractor who will supply both the crane and the operator. Checks must be made to ensure that its documentation is up to date and that its operator is in possession of a current operators licenced.

3.29 VEHICLES

Only personnel who have a valid operating or driving licence of the class applicable and authorised by the company may drive KPS Southern Ltd vehicles. The drivers must inspect their vehicles on a daily basis, and any defects found are to be reported to their manager on the appropriate defect report form.

Where provided, seat belts must be worn. Loads must not exceed the capacity of the vehicle and must always be secured in a safe manner. Passengers are not allowed to ride on/in a vehicle unless there is adequate seating, and they are on KPS Southern Ltd business.

Any Company employee either directly or indirectly tampering with vehicle restrictive devices will be subject to immediate dismissal.

All incidents or accidents involving Company vehicles must be reported immediately to the head office. All road traffic signs speed limits and legislation must be adhered to at all times. Parking or other violations are the responsibility of the driver; however, any fines or convictions must be notified to KPS Southern Ltd.

Smoking is strictly prohibited in company vehicles.

Where any person who uses their private vehicle on KPS Southern Ltd business, KPS will ensure the owner regularly and properly maintain their vehicle, holds a current valid driving licence for the type of vehicle to be driven, have suitable vehicle insurance for Business Use and with a valid MOT Certificate as required.

The law regarding the use of mobile telephones in vehicles has been strengthened and KPS Southern Ltd does not endorse the use of mobile telephones whilst driving, and any call which is made or received using a proprietary hands-free device, should be only undertaken while the car is parked up and it is safe to do so.

3.30 TRAFFIC MANAGEMENT

KPS Southern Ltd will endeavour to keep pedestrians and vehicles apart on its sites either by having separate access or by using barriers and warning signage.

Reversing vehicles will be guided by a banksman.

Site access routes will be kept in good condition and clearly signposted.

Any holes will be adequately protected with fixed covers and clearly marked.

3.31 VISITORS TO CONSTRUCTION SITES

KPS Southern Ltd wishes to ensure that as far as is reasonably practicable, the health, safety and welfare of visitors to its sites will be of the highest standard.

Any site operative who notices persons acting in a way which would endanger other operatives or members of the public should inform the Site Manager/Foreman immediately.

3.32 WELFARE OF SITE OPERATIVES

There will be no smoking in KPS Southern Ltd.'s offices or on any site where KPS Southern Ltd is carrying out work, except in a clearly designated area.

The use or possession of restricted drugs or alcohol on any KPS Southern Ltd site is expressly forbidden. Any employee or subcontractor found to be in breach of this rule or suspected to be under the influence of drugs or alcohol will be removed from site.

Operatives taking any prescribed drugs should refrain from operating plant and machinery where the drug could impair their performance.

Toilets will be available on site and be kept clean and properly lit.

Washbasins large enough to wash arms up the elbow with hot and cold running water, soap and towels will be provided.

Facilities to change, store and dry clothing will be provided.

Drinking water and cups will always be available.

A welfare facility where personnel can sit down, make hot drinks and prepare and eat food will be available.

Welfare facilities will be kept clean, tidy and in a good state of repair.

3.33 HEALTH SURVEILLANCE

To help provide employees with information regarding ill health, regular checks will be carried out by site management questioning employees about illnesses, to establish any pattern or relationship to their work.

If this appears to produce evidence linking work activities to illness, medical advice and / or assistance will be sought.

3.34 STRESS

KPS Southern Ltd recognise that stress is the adverse reaction people have to excessive pressure, and if stress is intense and goes on for some time, it can lead to mental and physical ill health, although some pressure/stress is important to give motivation to undertake work and other activities to an acceptable standard.

The aim of KPS Southern Ltd is to ensure that its employees are kept safe and healthy at work and are not subjected to excessive workloads, onerous working practice, or a detrimental working environment. In addition, any employee suffering from stress or stress related problem will receive support from KPS Southern Ltd.

Any individual suffering from stress or stress related issues should, in the first instance, speak with their Line Manager.

To minimise work activities creating high stress levels, KPS Southern Ltd will:

- Manage work activities to minimise such stress levels occurring.
- Ensure that staffs have the necessary skills, training, and resources, so that they know what to do, are confident that they can do it, and they receive credit for it.
- Consult staff on working practices.
- Review working hour patterns/change routines.
- Follow up any changes made to ensure that they're having the intended effect.
- Ensure that managers discuss with the Director Responsible for H&S any staff members who may demonstrate high stress levels.
- Support staff, where an employee shows symptoms of stress.

3.35 AUDITING AND REVIEWING PROCEDURE

The operation and contents of this Policy will be reviewed at annual intervals. The person responsible for reviewing and updating the safety policy, responsibilities and arrangement is the Director Responsible for Health & Safety.

As part of an ongoing process of monitoring this Policy and its effective implementation, a programme of audits will be carried out of health and safety activities, safe systems of work, compliance with and the adequacy of procedures will be carried out at intervals not exceeding 12 months.

3.36 CONFINED SPACES

The Confined Spaces Regulation places on the employer the duty to ensure that a safe system of work and sufficient risk assessments are in place before anyone enters a confined space for whatever reason.

For the purpose of safety, the term Confined space has two defining features. Firstly, it is a place which is substantially (though not always entirely) enclosed and secondly there will be a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

If there is any doubt whether or not a particular workplace presents the problems of a confined space a risk assessment and method statement or full Permit to work scheme will be implemented and documented and if necessary, appropriate advice shall be sought from a health and safety consultant.

Once an area has been designated as a confined space a full and accurate safe system of work will be planned to consider the potential hazards which may be encountered such as oxygen enriched atmospheres, poisonous gasses, drowning etc. Sufficient rescue arrangements must be in place. Only trained personnel are allowed to undertake the works. Under no circumstances is lone working permitted for this task.

3.37 VIBRATION

The control of vibration at work regulations 2005 impose specific duties on employers to ensure the Health, Safety and Welfare of its employees from the harmful effects of vibratory tools. The Managing Director recognises his responsibility to reduce the harmful effects of working with such equipment.

Adequate information, instruction and training will be given to all employees to minimise the harmful effects of using such equipment. A risk assessment must be carried out in compliance with the Management of Health & Safety at work Regulations 1999 and the Control of Hand Arm Vibration at work Regulations 2005.

Hand Arm Vibration Syndrome (HAVS) is an industrial disease caused by prolonged use or high exposure of vibration equipment e.g. disc cutters, percussive hammers, vibrating compactors.

Symptoms relating to HAVS include the following:

Vibration induced White Finger (VWF) – change of colour and numbness to fingers when exposed to the cold.

- Numbness and tingling in the fingers and hands.
- Reduced grip strength and dexterity.

- Reduced sensitivity.
- Pain and stiffness in hands, wrists, elbows and shoulder pains.

3.38 Arrangements to control the Exposure from Harmful Vibratory Tools and Equipment

The Vibration Regulations 2005 include exposure action values (EAV) and an exposure limit value (ELV) based on a combination of the vibration at the grip point on the equipment or work piece and the time spent gripping it.

The exposure action and limit values are.

- A daily EAV of 2.5m/s A8 that represents a clear risk requiring management.

And

- A daily ELV of 5 m/s that represent a high risk above which employees should not be exposed.

These limits will be monitored by the company.

If any employee has any of the symptoms above report these to the Managing Director or Operations Manager.

3.39 DUST

As a company we recognise that our work may have a direct or indirect effect on the local and or regional environment. We are therefore committed to reducing any harm that this may cause. Dust and other air pollution from construction can impact greatly on the health and quality of life of people working on and living close to these sites if they are badly managed. We are committed to dust reducing measures which will help to improve operational performance and a reduction in potentially harmful emissions to land, water, and air.

All staff must ensure there are safe work practices/procedures in place to control any potentially harmful dust emanating from any work activity such as work involving rock, gravel, soil timber products, abrasives, and asbestos. This procedure applies to all company workplace sites where activities have the potential to generate unacceptable levels of dust.

The company shall ensure the health and safety of all employees and the public when working with materials that have the potential to create harmful dust.

3.40 CO OPERATIONS AND CO ORDINATION

The Company will ensure that it seeks co-operation from and co-operate with others involved in construction work on the same or adjoining sites in relation to health and safety issues. All duty holders will have to take account of the "general principles of prevention" in performing their duties. These general principles include avoiding, evaluating and combating risks at source; adapting to technical progress; and giving collective protective measures priority over individual measures. The company will consider at tendering stage, those factors which help to eliminate, injury, damage and waste.

If or when we are appointed as Principal Contractor, the company will develop a health and safety plan to the satisfaction of the client and coordinate all works and activities of operatives on site to ensure their compliance with the requirements of health and safety legislation. It is important that all personnel and associated parties involved in the construction phase of the project are aware of the plan and its contents and how it provides the framework for the management of health and safety issues relating to the project.

The Company is responsible for the implementation of its policies and procedures to ensure compliance with the requirements imposed by legislation. They ensure that the Construction Phase Plan is developed and that those resources identified therein are made available to enable the safe and healthy implementation of the requirements. The on-site foreman is made familiar with the Construction Phase Plan and its requirements and manages the site operations in compliance with its provisions and the requirements of health and safety legislation.

The contracts manager ensures that all relevant information is circulated to personnel deployed on the site and that they are all suitably trained and have received site specific induction training. Lines of communication are established with the contract's administrator and the Principal Designer to allow the passage of information to enable the effective management of the construction work. The Managing Director will arrange for all overseas workers to receive as appropriate, such information, instruction and training as may be thought necessary for the promotion of their health and safety and that of others.

3.41 OVERSEAS WORKERS

Through the management structure all employees will receive periodic information, instruction and training on such health and safety issues as may affect them or others.

Consideration will be considered in regard to the below.

- The individual's language skills
- Inexperience or lack of understanding of UK health and safety laws
- Their cultural difference

A rigours assessment of the workers needs will be undertaken prior to starting work and a full induction given. A comprehensive risk assessment will be put in place to suit the individual requirements.

3.42 Arrangements for blood Borne Viruses

We recognise that there is a potential risk of employees coming into contact with Blood Borne Viruses (BBV) such as hepatitis and Human Immunodeficiency Virus (HIV). To reduce the risks posed by these viruses we will assess the potential for exposure and introduce controls to reduce the risk.

Associated hazards.

- Direct contact with infected blood or saliva.
- Contact with clinical dressings.
- Needle sticks injuries.

The companies' responsibilities are to:

- Completing a risk assessment to identify the potential of contact with BBVs. This includes First Aid Contact and accidental contact with bodily fluids.
- Ensuring that spillages are isolated and then cleared by a responsible and authorised person using suitable personal protective clothing to prevent any direct skin contact or splashes, etc.
- Providing First Aiders with information about dealing with spillages and discarded needles.
- Ensure that first aid kits contain disposable gloves to protect against possible contamination when handling an injured person.
- Allowing the use of syringes within the workplace only for medical reasons (employees using syringes at work for any other reason than for treatment of a medical condition will be subject to disciplinary action).
- Making suitable arrangements for the storage and disposal of syringes that are permitted for use within the workplace.
- Taking all suitable precautions to secure the safety of employees who have been diagnosed with a BBV and those employees working in close contact with the effected person.
- Treat and information that has been given by an employee in respect of a BBV condition in complete confidence.

Employees' responsibilities

- Immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning in line with their level of training.
- Report to management on confidence, if they become aware that they are a carrier of a BBV, if it is relevant to their employment.

3.43 Alcohol and Drugs

Employees are responsible for their own acts or omissions under (Section 7 of the Health and Safety at Work Act 1974), misuse of alcohol or drugs in the workplace can constitute a criminal offence and could cause serious health and safety risks.

If an employee is prescribed medication, which may affect their performance at work, they must notify the Responsible Person to ensure no risks are imposed on the employee, any other member of staff or members of the public.

Personnel suspected of being under the influence of drink or drugs will be subject to suspension and possible disciplinary action in accordance with the company procedure.

Any sub-contractor would be removed from site and referred to respective employer for appropriate action.

3.44 Arrangements Safe Access and Egress

Safe access and egress include movement of persons, equipment, and vehicles into, and around and out of the place of work.

Associated hazards:

- Slips, trips, and falls.
- Falling objects.
- Vehicle movement.
- Uneven/obstructed floor/Trailing cables.
- Opening in the floor.
- Unsuitable/insufficient lighting.

The company will ensure that:

- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible.
- Articles or substance do not impede safe access and egress in the premises and that objects that may restrict safe movements within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed.
- Suitable covers are provided and are put in place over openings in the floor, or suitable safety fencing (rigid material – flexible chains not acceptable) is in place.
- Floor coverings are in good condition and free from slipping and tripping hazards.
- The edge of steps and stairs are clearly marked and stairways and working areas are well lit with suitable handrails fitted to stairways.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.
- This policy will be subject to regular monitoring and review.

Employees' responsibilities:

- Follow advice and information given by the employer in relation to safe access and egress.



- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems.
- Report and situation to the employer where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

