

cg **Chelmer**Group

THE SAFETY POLICY

FOR

Chelmer Group Ltd

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Safety Policy Statement

The Director of Chelmer Group Ltd recognises their responsibility to ensure, so far as reasonably practicable, the Health, Safety and Welfare of everyone associated with the companies activities.

It is the companies aim to promote and maintain a high level of safety, to minimise personal injury and to safeguard the health of our employees and any other persons who may be affected by our activities with a commitment to continual improvement of our systems, methods and environment.

Due regard will also be paid to all Statutory Requirements and to this end, safety procedures has been introduced which will be periodically revised and amended to comply with any new Legislation, Codes of Practice, Guidance Notes, etc.

The implementation of this policy is the responsibility of the Company Managing Director, Directors; the Manager directly responsible for Health and Safety, Project Manager, Company Foreman, Staff and Heads of Specialists Departments.

To assist the Company in its quest for an ever-improving standard and compliance with its statutory obligations employs a Health and Safety co-ordinator who will monitor, review and record their findings in a methodical manner.
They can be contacted via the Head Office.

The Company also retains the services of the following consultant: -

TESS Safety Consultants Ltd
Storage House
Warstock Lane
Yardley Wood
Birmingham
B14 4ST

TEL NO.: 0121 430 6300

To enable us to fulfil our statutory obligations we expect the full co-operation of everyone associated or affected by our activities to include our employees, subcontractors and suppliers.

SIGNED:

DATE: 8th September 2010

Chelmer Group Ltd

Health and Safety

- A) All projects shall be run in a safe manner and in strict accordance with the Company Safety Policy and Current Legislation.
- B) When acting as a Principle Contractor all pertinent safety documentation is to be displayed in a prominent position, and all relevant Inspection Registers are to be kept up-to-date by the project management team.

Documentation required to be displayed at the point of entry

- 1. F10 (if applicable)
 - 2. Company Insurance
 - 3. Emergency Information Sheet
 - 4. Hospital Information & Map
 - 5. Evacuation procedures and plan
 - 6. Utilities numbers
 - 7. Site Rules
- C) All sites must be furnished with the following
 - 1. First Aid Box
 - 2. Accident Report Book
 - 3. Starter Pack
 - 4. Induction Procedures
 - 5. Fire Fighting Equipment
- D) On completion of the project Accident Report Books, Inspection Registers, Site forms and H & S equipment should be returned to the Office for filing.
- E) All documentation must be completed as required on the specified forms as listed, However it is the responsibility of the Project Manager to ensure compliance to CDM 2007 Regulations
- F) Due to the enforcement of CDM/Health and Safety requirements, a standard questionnaire has been formulated to respond as a summary to requests for information. However, it is the responsibility of the Project Manager to ascertain whether further information is required.

Individual Responsibilities

Director Responsible for Safety

It is the responsibility of the Director responsible for safety to oversee the Safety Policy and to actively encourage and promote safety, health and welfare throughout the company.

The duties will include, but not be limited to, the following:

- Understand the Company Safety Policy.
- Ensure the Management Team have been made fully conversant with the Company Safety Policy and Procedures and will monitor, in conjunction with the Safety Advisors, the effectiveness of the Company Safety Policy.
- Ensure the safety activities are co-ordinated between all contractors and individuals on site.
- Ensure that all employees receive appropriate and adequate training and are competent to carry out their duties.
- Ensure that any employee who fails to discharge his or her duties with due regard to health, safety and welfare is disciplined.
- Ensure that adequate funds and facilities to meet the Company Safety Policy requirements are available.
- Ensure that the staff under their control, are competent and have been advised of all the site procedures, risk hazards and rules.
- To implement the organisation and arrangements for energy conservation and recycling, as laid out in the environmental policy.
- Be aware of procedures in case of fire and emergency.
- Be aware of first aid arrangements and of the procedures for reporting accidents.
- Set a personal example.

Individual Responsibilities

Site Managers / Forepersons

The responsibilities of the above will include, but not be limited to, the following:

- Understand the Company Safety Policy.
- Ensure contractors fulfil their duties under Statute Law, Regulations, Codes of Practice, Guidance Notes, their Safety policy, Method Statements, Risk Assessments, and COSHH.
- Ensure they are conversant with all the risks and hazards of the tasks being carried out in their area of responsibility.
- Ensure that all current Legislation, Codes Practice and Company Procedures are being implemented; ensure that relevant Safety Legislation and Technical information is distributed to personnel under their control.
- Ensure that safe working methods are implemented by employees and contractors under their control.
- Ensure that sufficient plant and equipment is available and properly maintained, to enable any operations to be carried out safely.
- Ensure operatives on site are competent to fulfil their duties under the Company Safety Policy and are trained and hold current certification, where required by Regulations or Codes of Practice.
- Ensure co-operation between all contractors on site to ensure that the Company Safety Policy is actioned effectively and efficiently.
- Ensure that staffs under their control are competent and have been advised of all the site procedures, risk hazards and rules.
- To implement the organisation and arrangements for energy conservation and recycling, as laid out in the environmental policy.
- Be aware of procedures in case of fire and emergency.
- Be aware of first aid arrangements and of the procedures for reporting accidents.
- Set a personal example.

Individual Responsibilities

Staff

The responsibilities of the above will include, but not be limited to, the following:

- Understand the Company Safety Policy.
- Co-operate with their Supervisors to enable the Company to meet its health and safety obligations.
- Adopt safe system of work and develop a concern for the Health and Safety of themselves and others.
- Ensure that only the correct equipment, tools and personal protective equipment for the work which is being carried out, is used.
- Avoid improvisation and ensure that work is carried out in accordance with current Legislation, Codes of Practice, Method Statements, Risk Assessments and COSHH sheets, Guidance Notes and Company procedures.
- Report any adverse conditions or inadequate procedures that could affect health and safety, to their Supervisor.
- Ensure that staff under their control are competent and have been advised of all the site procedures, risk hazards and rules.
- To implement the organisation and arrangements for energy conservation and recycling, as laid out in the environmental policy.
- Be aware of procedures in case of fire and emergency.
- Be aware of first aid arrangements and of the procedures for reporting accidents.
- Set a personal example.

Individual Responsibilities

Estimator, Quantity Surveyor, Buyer, Accountant, Planner, Designer and Others not otherwise defined in this Policy

The responsibilities of the above will include, but not be limited to the following:

- Understand the Company Safety Policy.
- Ensure that their department is organised so that work is carried out to the necessary standard in accordance with CDM Regulations 2007 H & SAW Act 1974, Management of HSAW Regs 1999 with minimum, risk to employees, other contractors, the general public, equipment and material.
- Co-operate with the Nominated Person Responsible for Health & Safety and participate fully in actioning his requirements.
- Ensure that staff under their control are trained and competent to carry out their duties.
- Ensure that all current Legislation, Codes of Practice, Guidance Notes and Company Procedures are being implemented.
- Ensure that all relevant technical information and safety legislation is distributed to personnel under their control.
- Ensure all technical and safety information is collated.
- Ensure that contractors and suppliers are aware of and fulfil their responsibilities, and that good liaison occurs on factors which could affect safety, health and welfare.
- Ensure that staff; under their control are competent and have been advised of all the site procedures, risk hazards and rules.
- To implement the organisation and arrangements for energy conservation and recycling, as laid out in the environmental policy.
- Be aware of procedures in case of fire and emergency.
- Be aware of first aid arrangements and of the procedures for reporting accidents.
- Set a personal example.

Individual Responsibilities

Operatives

The responsibilities of the above will include, but not be limited to, the following:

- Understand the Company Safety Policy.
- Ensure they have received a specific induction.
- Abide by the Company Rules.
- Co-operate with the Site Management to enable the Company to meet its health and safety obligations.
- Ensure that only the correct Equipment, Plant, Tools and Personal Protective Equipment for the work which is being carried out, is used.
- Avoid improvisation and ensure that work is carried out safely and in accordance with current Company Procedures.
- Report any adverse conditions or inadequate procedures that could affect health and safety, to their Supervisor.
- Be aware of procedures in case of fire and emergency.
- Be aware of first aid arrangements and of the procedure for reporting accident.
- Ensure that staff; under their control are competent and have been advised of all the site procedures, risk hazards and rules.
- To implement the organisation and arrangements for energy conservation and recycling, as laid out in the environmental policy.
- Be aware of procedures in case of fire and emergency.
- Be aware of first aid arrangements and of the procedures for reporting accidents.
- Set a personal example.

Individual Responsibilities

Contractors

The responsibilities of all sub-contractors will include, but will not be limited to the following:

- Provide copies of their Company Safety Policy, Method Statement, Risk Assessments including COSHH, employee's health and safety training records, relevant current certification where applicable and any other relevant information required by the Principal Contractor.
- Understand and conform to the Company Safety Policy,
- The Contractors Requirement and understand and fulfil their statutory obligations and responsibilities.
- Ensure that their operatives comply with all current Legislation, Codes of Practice, Guidance Notes and Company Procedures.
- Ensure that relevant technical information and safety legislation is distributed to their personnel.
- Ensure that their work is carried out to the necessary standard, with minimum risk to employees, other site personnel, the general public and plant, equipment and materials.
- Co-operate with Site Management on all matters of health and safety.
- Ensure that all of their personnel have received health and safety training appertaining to the contract they are working on.
- Ensure that staff; under their control are competent and have been advised of all the site procedures, risk hazards and rules.
- To implement the organisation and arrangements for energy conservation and recycling, as laid out in the environmental policy.
- Be aware of procedures in case of fire and emergency.
- Be aware of first aid arrangements and of the procedures for reporting accidents.
- Set a personal example.

Individual Responsibilities

Safety Officer

The responsibilities of the Safety Officer will include, but will not be limited to the following:

- Advising the Company on all matters relating to health, safety and welfare.
- Ensuring management is fully aware of current and impending legislation, Codes of Practice, Guidance Notes, etc. and ensuring that they are aware of their statutory and other obligations and responsibilities.
- Carry out the organisation of training for the management, staff and operatives on request.
- Carry out accident investigations, preparing reports and recommending measures to prevent a recurrence. Reporting incidents, where necessary, to the relevant enforcing authority.
- Carry out regular monitoring inspection visits to sites, offices, workshops, etc., as necessary, to ensure compliance with statutory requirements and company procedures.
- A member of the Site Management should always accompany the Safety Co-ordinator during the monitoring inspection visit if possible.

A report will be completed by the visiting Safety Co-ordinator and a copy will be given to the Site Management, who will action any discrepancies. Once any discrepancies are resolved, they will forward an initialled copy to Head Office and retain a copy for the site records. The Safety Co-ordinator will keep two copies, forwarding the top copy of the report to the Head of the Division for the attention of the Safety Director. The other copy will be retained by the Safety Co-ordinator for the Company records.

Note

In circumstances where the visiting H & S Co-ordinator believes there is a likelihood of serious injury or potential serious injury, he will stop the operation and ensure that the situation is immediately rectified. The Director responsible for H & S will be notified of the incident by telephone as soon as possible.

Legal Requirements

All activity at work, in head office, in workshops, on site, is regulated by Legislation.

The Health and Safety at Work Act 1974, provides a cornerstone of legislation to ensure a high standard of health and safety for persons at work, or persons who may be affected by the activities of persons at work.

It is an enabling Act, which provides a system of summary and indictable offences for which fines of up to £20,000 can be imposed by Magistrates Court, or unlimited fines and imprisonment by Crown Court.

Health and Safety Executives Inspectors may issue a Letter of Intent, Improvement or Prohibition Notices where they consider a breach of law has occurred.

The Management of Health and Safety at Work Regulations 1999 requires companies too actively and positively, demonstrate the ability to manage our health and safety duties and obligations.

This company will, where necessary, establish new management systems to ensure compliance with the duties imposed by the Regulations.

A starter pack dealing with all aspects of safety management has been produced as required by certain Regulations.

This Company Safety Policy and Manual will be revised and updated, as new Regulations and Codes of Practice, etc. are introduced and as existing Legislation is amended or repealed.

Visits by H.M. Inspector of Factories

(HSE Inspectors)

An inspector may visit a construction site, workshop or office at any time for the purpose of ensuring that all statutory provisions are being complied with. Alternatively, he may visit to specifically investigate the circumstances of an accident, dangerous occurrence or for some other purpose.

If an inspector, in their opinion, discovers a breach of law during their visit, they can either:

Issue a **Prohibition Notice** if there is a risk of serious personal injury to any person. This has the effect of stopping the activity giving rise to the risk. Such a notice can apply to a specific process, piece of equipment, item of plant or the whole of the operation. The notice can either have an immediate effect, or be delayed for such time as the Inspector specifies in the notice.

OR

Issue a Letter of Intent to issue an **Improvement Notice** if there is a contravention of any of the relevant statutory provisions. This notice requires the matters mentioned to be remedied within the time specified but cannot have effect before a period of 21 days.

Instead of, or in addition to issuing either of the above notices, the Inspector can prosecute.

OR

They may simply carry out an inspection and draw the attention of site supervision to any contravention of statutory requirements and give instructions as to what action requires to be taken. Such a course of action would normally, be followed up by a letter confirming the irregularities.

Procedure to be followed

Site supervision should accompany the inspector during his visit and note any irregularities mentioned by the Inspector.

If the Inspector issues a Prohibition Notice the process, plant or equipment affected by the notice must be stopped immediately. The Nominated Person responsible for safety and The Health & Safety Department must be informed by telephone immediately.

Work in connection with the process, plant or equipment etc. mentioned in the notice must not recommence until specific instructions are given by the Nominated Person responsible for safety, following remedial action.

If the Inspector issues an Improvement Notice any processes, plant or equipment affected by it can continue, but immediate steps should be taken by site supervision to correct the irregularities mentioned in the notice, in accordance with the instructions given by the Inspector at the time. The Nominated Person responsible for safety and The Health & Safety Department must be informed by telephone immediately.

If an Inspector visits and simply draws attention to any areas of concern without issuing a notice, a note should be made of the inspector's comments. The Nominated Person responsible for safety and The Health & Safety Department must be informed by telephone.

It is the Company's policy that a visiting Inspector must be treated with courtesy and given every co-operation during the course of their inspection. They have the right to free access to the whole of the operation, to inspect any registers or documents which must be legally kept, to interview any person and take a statement of facts from them, to take samples, photographs and make recordings.

Every Inspector is appointed in writing and must produce the Instruments of Appointment if asked to do so. This right should be exercised by site supervision, if there is any reason to doubt that a person is not a bona-fide Inspector.

Consultation

Consultation is a process that encompasses:

- sharing of information in a timely manner; and
- providing a reasonable opportunity for participants to express their views and provide feedback to the decision makers; and
- decision makers taking into account the participants' views prior to making a decision

Chelmer Group Ltd shall consult with employees in decisions in relation to matters on site or within the office, or should have, control over, which affect their health and safety. Consultation shall be undertaken with these parties in making decisions about the following health and safety matters:

- Proposed changes that may affect employees' health and safety, including changes to:
 - the workplace;
 - plant, substances or other things;
 - the conduct of works
- Making decisions about procedures to:
 - Resolving health and safety issues
 - Consultation arrangements
 - Monitor employees' health and workplace conditions
 - Provide training and information
- Hazard Identification
- Risk Assessment
- Risk Control
- Making decisions about the adequacy of facilities for employee welfare
- Determining the membership of any health and safety committee

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POLICY ARRANGEMENTS

Policy Arrangement No 1

Management of Health and Safety

This company will strive to comply with the requirements set out in the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Act Regulations 1999.

A Generic Risk Assessment manual has been compiled by The Health & Safety Department which will be used in compliance with Regulation 3 of the Management of Health & Safety at Work Regulations 1999. A specific Risk Assessment will be carried out where necessary.

A Contract Risk Assessment will be carried out at the start of each and every project.

To assist this company in health and safety matters, Health and safety co-ordinators have been appointed and they will monitor our site activities on a regular basis.

Adequate health and safety information will be available for all employees.

This company will ensure that where any other employer is working within our project, full co-operation and co-ordination will be achieved and that each employer has been made aware of the risk to health and safety to his workforce whilst on our contract.

Any written communication from and Inspector must be forwarded to company Head office for the attention of the Nominated Person responsible for safety. Under no circumstances must a written reply be sent from site.

Policy Arrangement No 2

Documentation

The following documentation and statutory posters are the minimum required on a construction site and will be available when acting as a principle contractor.

- Health & Safety Executive – Health and Safety Law -poster
- Any others posters which may be applicable to work on site
- Record of Inspection
- B1510 Accident book
- Company Health and Safety Policy
- Company Health and Safety Plan – construction stage
- Copy of F10 Notification of Project
- Copy of Employers Liability Insurance Certificate
- COSHH Assessment Manual
- Noise Assessment Manual
- Risk Assessments

All the above documentation is available from TESS Ltd

Policy Arrangement No 3

Health & Safety Training

This Company recognises the need for on-going health and safety training for all its employees under current legislation particularly Regulation II of the Management of Health and Safety at Work Regulations 1999 and the CDM 2007 Regulations.

This Company will ensure that all employees will receive adequate health and safety training:

- a) On being recruited
- b) On being exposed to new or increased risks
- c) On being transferred from contract to contract
- d) On being promoted
- e) On the introduction of new work equipment or a change respecting the work equipment already in use
- f) On the introduction of a new work system

No employee will be expected to carry out a job that he/she has not been trained to do.

Policy Arrangement No 4

Procedure to be Followed by Site Supervision in the Event of an Accident or Dangerous Occurrence

Accidents

The details of all accidents resulting in personal injury to any person, whether directly employed or not, which occur at any of the Company's operations, workshops or offices, must be entered in the Accident Book BI510. It is important that this entry be made after an accident because it does provide some evidence that an injury was sustained at work should a claim for damages be made at a later date by the injured person.

In the event of a fatal accident, or where a specified reportable accident (e.g.: item d) has occurred, the Site Supervisor will immediately notify the Company's nominated persons responsible for safety, who will, (if reasonably practicable), investigate the incident within 24 hours. This procedure will be followed in every case involving Employees, Contractors Employees, self-employed persons and members of the public.

A specified reportable accident is defined as follows:-

- a) Any fracture, other than in the fingers, thumbs or toes.
- b) Any amputation.
- c) Dislocation of the shoulder, hip, knee or spine.
- d) Loss of sight (whether temporary or permanent).
- e) A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- f) Any other injury which results in the person injured being admitted into hospital as an in-patient for more than twenty-four hours.
- g) Loss of consciousness resulting from lack of oxygen.
- h) Any electrical contact that causes a burn or loss of consciousness.

The Site Manager shall be responsible for notifying their safety co-ordinator, when the nature of the injuries has been ascertained, and to subsequently investigating the circumstances of the accident and preparing a report on incident if necessary, as they maybe required notify the HSE.

To notify the HSE of an incident or accident telephone the RIDDOR Helpline on 0845 3009923 (but first gain authorisation from TESS Ltd).

In the event of an accident occurring that will involve the injured person being absent from work for more than three days, the Site Supervisor will notify their Safety Co-ordinator, who will assist them to notify the H.S.E. by the agreed procedure

Dangerous Occurrences

There are certain specified dangerous occurrences, which will be notified to the Health & Safety Executive, even if injury does not occur and the same procedure as accidents will be adopted.

Dangerous Occurrences are:-

- a) Collapse or overturning of any lift, hoist, crane, excavator or mobile power access platform or failure of any load bearing part.
- b) Explosion, collapse or bursting of any closed pressure vessel, including a boiler or boiler tube.
- c) An explosion or fire occurring in any plant or place which results in the stoppage of that plant or suspension of work of more than twenty-four hours.
- d) A collapse or part collapse of any scaffold, which is more than five metres high.
- e) Any building or structure under construction, reconstruction, alteration or demolition, a collapse or partial collapse of any part of the building or structure or any false work involving a fall of more than five tons of materials.
- f) Any plant or equipment, which comes into contact with overhead power cables causing an electrical discharge.
- g) Failure of breathing apparatus posing a danger to the wearer.
- h) Electrical short circuit activated by fire or explosion, which results in plant stoppage for more than twenty-four hours and which might have caused death or injury.

Policy Arrangement No 5

Emergency Procedure

In the Event of a Fire or Serious and Imminent Danger

A nominated Fire Marshall will be available at each place of work to conduct emergency procedures and evacuation. On site the fire marshal will be the site manager/foreman and in the office it will be the office manager. The responsible person must take such general fire precautions as will ensure so far as is reasonably practicable the safety of any of his employers and in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

Suitable fire fighting equipment will be positioned in prominent places. If cooking facilities are available in the canteen, a fire blanket will be provided. If a fire occurs which cannot be extinguished with the fire fighting equipment available, the Fire Service will be called.

The Fire Marshall will instruct a person to stand at the main entrance of the site to await the Fire Service and guide the crew to the scene of the fire.

If a gas cylinder, particularly a butane or propane cylinder is at, or near the scene of the fire, the Fire Marshall will ensure that all personnel working the vicinity are evacuated to a safe place because of the risk of an explosion occurring. Any local residents who might be affected will also be warned of the danger and advised to move to a safe position. On arrival of the Fire Service the Officer in charge will be warned that a gas cylinder is involved and details of the precise location of the cylinder given to him by the Fire Marshall. It will be the Fire Marshall's responsibility to effect the emergency procedure and ensure that all persons within the vicinity are assembled at the nominated assembly points.

A roll call will be made by the Fire Marshall. The outbreak of a fire will be reported to the Company's Health & Safety Officer.

The Site Supervisor must prepare a schedule of all items of plant, equipment and materials damaged by the fire as this will be required for insurance claim purposes.

To aid the above being carried out effectively, an emergency procedure will be regularly tested by means of full evacuation of site on a fire drill basis and the results recorded.

Where necessary, emergency lighting will be utilised to minimise risk to persons during an emergency.

Policy Arrangement No 6

Welfare Facilities

In order to ensure that good hygiene is achieved and maintained the use of the welfare facilities by all employees is encouraged with the practice of eating and drinking in the workplace prohibited, therefore this reason the company provides appropriate facilities such as toilets, washing facilities, clothing lockers, drinking water and 'messing' facilities for partaking of food, as required by the Construction Design and Management Regulations 2007

All such facilities will be maintained in a clean and healthy condition.

Any special hygiene needs will be provided where appropriate. If employees are found to misuse any welfare provisions provided, disciplinary action will be taken.

The company will ensure that at all place of work associated to the company will comply with CDM 2007 and the Workplace (Health, Safety & Welfare) Regulations 1996.

There is a statutory requirement to provide at all places of work a minimum standard of facilities.

A provision to: -

- Sit in a dry, warm, comfortable and illuminated facility
- Heat food (i.e. Microwave oven)
- Have drinking water available
- Wash dishes in hot water
- Wash hands with soap in hot water
- Dry hands
- To make a hot drink with boiling water
- Change clothing if exposed to the elements or unreasonable conditions

To provide ample toilet facilities for the number of people it accommodates, with separate provisions for male and female.

Policy Arrangement No 7

First Aid

First Aid provision will be available, in compliance with the Health and Safety (First Aid) Regulations 1981, at all places of work.

An assessment is required for trained first aid persons to be appointed. At least one appointed person will be available at all times.

The correct size of First Aid Kit will be dependant on the number of employees on site.

The First Aid Kit will be placed in the Site Agent's office or another prominent place.

The officer manager will be responsible for first aid in the office environment, and the site manager/foreman will be responsible for first aid on site.

The name of the first aider and sign will be placed where they can be seen (not obstructed from view) and easily identified

Arrangement No 8

Personal Protective Equipment

The requirement set out in the, Personal Protective Equipment Regulation 1992, and the Construction (Head Protection) Regulation 1989, will be strictly adhered to by this Company.

The Site Management will be responsible for implementation of wearing Personal Protective Equipment at all times where there is a risk of injury, where a statutory provision applies or where a risk assessment calls for the use of Personal Protective Equipment.

All personnel who are engaged on a Chelmer Group Ltd work activity will report to the projects with the required level of PPE and refrain from wearing sports footwear.

All Management staff will wear safety footwear on all our construction projects.

It is the company policy that all, Contractors representatives, Client representatives, Chelmer Group Ltd representative, will always attend any project with the following Safety Equipment

Safety Footwear
Head Protection
Hi-Visibility Clothing

If any person attends any of our projects without the requested level of PPE, the project supervision has the right to refuse entry, has no obligation to supply the equipment, and the company reserves the right to recoup any losses caused by any non-compliance.

Policy Arrangement No 9

Consumption of Alcohol and Drugs

The consumption of any alcohol or being under the influence, when carrying out a Chelmer Group Ltd activity when the intention is to enter a construction environment, is totally forbidden.

The consumption of or being under the influence of any illegal substances during the execution of your Chelmer Group Ltd duties is not permitted and removal from all work activities will be enforced.

During the consumption of some prescribed drugs, the effects may put the individual and others at risk. If they have been advised by the Doctor about any side effects that may affect their safety, they must advise their Management.

Policy Arrangement No 10

Evidence of Competence

It is the policy of the Chelmer Group Ltd only employ or engage people who hold evidence of competence, or can show evidence that, they are training to obtain the required level of competence to be allowed to carry out the task.

CSCS Card

The Chelmer Group Ltd supports the CSCS registration scheme, run in conjunction with, the CITB and the Major Constructor Company (MCG) and endorses the policy that all construction related personnel shall hold a CSCS Card or equivalent accredited evidence of competency by the 1st January 2008.

Policy Arrangement No 11

Excluded Equipment

The Chelmer Group Ltd have excluded the following the equipment on the advise of our Insurance company, The Health and Safety Executive, or the evaluation of risk is to high for the company to be comfortable to manage.

FREESTANDING HALOGEN LIGHTING
BANDSTANDS (Builders Tressels)
ASBESTOS MATERIALS
WALKMAN TYPE EQUIPMENT
CARTRIDGE GUNS
240-VOLT EQUIPMENT (with exceptions)
STORAGE OF GAS CONTAINERS

Policy Arrangement No 12

SCAFFOLDING

It is the policy of the Chelmer Group Ltd for Traditional steel tube and fitting scaffolds or aluminium tower access is erected on an Chelmer sites this is to have a visible scafftag identifying the following:

- Date of erection – and by whom
- Owner – name/contact number
- Safe bearing load
- Date of last inspection – and by whom
- Method of notifying 'out of use'

This information must be provided on all access points and be readily visible and legible. Systems such as 'Scafftag' or similar shall be used. Contractors must keep a scaffolding register to record all weekly or other inspections.

No scaffolding, tower, framework or similar is to be constructed over an area that remains open to the public. The Chelmer representative is to be consulted if the area needs to be temporarily sealed off with barriers and signage etc. to allow safe working. Once the scaffolding has been erected and inspected any other precautions taken and the Chelmer representative agrees can be reopened for public use.

Aluminium access scaffolds

Where a site has aluminium tower access equipment in use, at least one nominated person on site must be trained to Pre-assembled Access Scaffold Manufacturers Association (PASMA) document and hold a certificate. This person must inspect all newly constructed towers before use.

Records

All scaffolding must be logged in the project F91 Register, and a record kept of the completion, alteration, and weekly inspections

Policy Arrangement No 13

Asbestos Exposure

If any person is exposed, or there has been a possibility of an exposure, of any level of asbestos on a project or facility under the Chelmer responsibility, then that person should be instructed to undergo a Medical examination to ascertain their level of Health at that moment in time.

The cost of the examination should be bore by the company, so that a nominated medical expert can perform an examination and the company then to hold evidence to the exact condition of that person at the time of exposure.

The act of insisting and paying, for this examination shall not be seen as omission of responsibility or an act of admission of responsibility, but as a means to have accurate medical evidence available, should it every become an issue.

Policy Arrangement No 14

LIFE-WORK BALANCE

It is the policy of the company to promote, a good life-work balance to ensure the well being of all the people who are associated with or affected by our activities.

Our recommended life-work balance is based on giving everyone, sufficient rest from our activities to assist in a better quality life, so the following guidelines should be implemented where ever reasonable practicable.

A minimum of a 10-minute break should be taken after the first two hours of work.

A minimum of a 30-minute break should be taken after attending work for a period that exceeds 5 Hours

Another break should be made available when then working duration exceeds 7 Hours

No person should be denied a rest period less than 13 hours between each working period ie Day or Night Shift

No person should be expected or allowed to attend at work without a minimum period of 8 Hours rest in each day

No person should be expected to work more than 11 consecutive days or nights without at least 2 consecutive days on leave.

Policy Arrangement No 15

Safety Nets

The Chelmer Group Ltd do not endorse the use of safety nets as an effective method of controlling risks from work at height, particularly roof work. Safety net provision should therefore only be considered whenever the extent of work and its height makes this appropriate.

Everyone should note that edge protection will still be required at the edges of all work area.

Policy Arrangement No 16

Roof Storage

The Chelmer Group Ltd disapprove of material of any description beginning stored on the top of site offices or storage containers unless they are manufactured for that purpose

Policy Arrangement No 17

Accident reporting/Statistics

It is the company policy to record all incidents and accident, to investigate and propose action to prevent any re-occurrence, and to make available our findings.

To record and collate the information, so the company can ascertain their performance and objectives, target areas to introduce improvements and hold accurate records

18. CONTRACTORS

All contractors working in or on the premises of Chelmer Group Ltd responsibility, shall be responsible for themselves, their employees and any subcontractor employed by them for:-

- a. Complying with all Statute and Common Law requirements.
- b. Complying with all health, safety, fire, security and site instruction requirements.
- c. Ensuring all equipment brought onto site including any borrowed or hired shall be safe and only used in accordance with legal requirements.
- d. Indemnifying Chelmer Group Ltd against any and all loss, injury damage or claim, this may arise directly or indirectly as a result of any act of sub-contractors. The contractor will affect adequate insurance covering this liability.
- e. Reporting any unsafe act or unsafe condition, this may affect ability to meet the contract to the works manager.
- f. Ensure that all contractors sign in and out and are informed of the fire procedures.

19. Visitors

To assist personal safety, the following regulations apply to all visitors,
Without exception: -

1. Be accompanied or, supervised by an employee of (company) at all times whilst in the offices.
2. Observe the company Health and Safety Notices and the Instructions given by persons enforcing the Company Safety Policy.
3. Wear appropriate protective clothing and / or equipment.
4. Keep to gangways in the offices unless authorised by management to move into work areas.
5. Inform the relevant Manager of any risks to their health, safety or welfare if the visitor is to carry out any servicing or repairs.

Note:

Children are not allowed on Company premises without express permission of the senior management

20. Protection of a Third Party

This section has effect for imposing on the company the duties in relation to those who

- (A) Are not their employment; (the general public) but
- (B) Use or have access into of a non-domestic premises that has been made available to them as a place of work, a place where they may use plant or substances provided for their use there, as a visitor, as a person who has a right to be in that place or has gained access by error or an illegal act.

And applies to all premises so made available and other non-domestic premises used in connection with the companies business.

It shall be the duty of each person who is employed by the company that has, to any extent, control of premises or tasks to take such measures as it is reasonable for a person in their position to ensure, so far as is reasonably practicable, that an assessment has been made of the impact of the companies activities within the areas of our responsibility and that all measures have been put in place to reduce the risk to the lowest level, or the area has additional control, or has been isolated by means of a physical barrier.

That all means of access or egress is available in a clean, clear and safe condition for use by everyone using the premises, that any plant or substance in the premises, that may have been provided or has been brought onto the premises for use there, is or are safe and without risks to health.

21. Smoking

The act of smoking with in any of the company's premises is totally prohibited; areas have been nominated to be used and should be kept clean and tidy.

Always make sure you have extinguished your smoking material completely in the facility provided.

The smoking area's should be used only at the agreed times or with the permission of your section managers.

Anyone found infringing this rule will be removed from the area and may be liable to summary dismissal.

22. Non-English Speaking Personnel

Managing the Health & Safety of Non English Speaking Workers

Introduction

The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations require all employers and contractors to provide their employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information should be provided in a way that takes account of any language difficulties or disabilities. It can be provided in whatever form is most suitable in the circumstances, as long as it can be understood by everyone

Legal requirements

All employees expect to be treated fairly and considerately; current laws such as the Race Relations Act, the Disability Discrimination Act etc generally supports this. It is illegal to discriminate against people at work on the grounds of Gender, Race, Disability, Sexual orientation, Religion or belief.

Organisation

In the event that a trade contractor wishes to employ Non - English speaking workers, they must be able to demonstrate how they will discharge their statutory duty to provide understandable information on the risks to health & safety and relevant precautions.

Trade contractors must not sublet any works without written permission from Chelmer Group Ltd, this must also be addressed during the tender process.

Trade contractors must examine employee's roles and the way the workforce is organised & supervised, and make adjustments to maintain effective communication with all their employees & subcontractors to encourage a positive health & safety culture.

All Trade Contractors must ensure that employee's roles and responsibilities are fully understood and that supervisory staff; have the skills and support necessary to be fully engaged when supervising Non - English speaking workers.

Trade Contractors must pay particular attention to the fact that some English born workers/personnel may not be able to read or understand English due to possible learning or reading disabilities.

Communication

Communications, training and leadership are all important organisational elements that will contribute to effective systems. Any trade contractor who wishes to employ Non -English speaking nationals must also provide a competent trained person who can communicate/translate the site induction, toolbox talks/safety briefings, health & safety information effectively amongst the workforce.

To ensure there is adequate support for Non – English speaking workers the trade contractor will need to provide at least one English speaking supervisor for every five Non English speaking employees employed on the site.

However, Site Management; reserve the right to reduce this number for high risk activities.

The Supervisor must stay with the operatives at all times in order to deliver inductions, briefings and routine instructions and act as liaison with the rest of the team.

Effective communications are essential to the success of worker involvement in health and safety. Any trade contractor who fails to manage or supervise their workforce effectively on site will be involved in having their work suspended until such time that they can implement adequate supervision or resources.

Training/competence

Any persons supervising the Non - English speaking workers must have a minimum standard of health and safety training eg SMSTS 5 Day Course or equivalent, as well as being competent, trained and experienced in their particular work. Persons identified for supervision roles must be confirmed in writing in Trade Contractors

Method Statements and Risk Assessments

All persons prior to working on site shall attend the Site Induction (the multi-lingual DVD from Construction Industry Publications "UK Construction Standards" will assist with the delivery of inductions). Trades Contractors must be able to demonstrate that all persons employed as part of their works are competent, trained and experienced eg; hold the relevant CSCS card. Any trade contractor who fails to provide satisfactory information relating to competency and training shall not start work on site.

Prohibited activities

In the interests of health & safety the following high risk activities may not be undertaken by Non - English speaking workers:

- Excavation Works
- Demolition
- Lifting Operations
- Plant Operations
- Commissioning or De- Commissioning
- Confined Space Work
- Other Permit to Work activities
- Lone Working.
- Any other operations that are designated as safety critical or identified as such in the Construction Phase H&S Plan.

Contractual terms

The following statement will be included in all Chelmer Group Ltd contracts:

To ensure there is adequate support for Non – English speaking workers the trade contractor will need to provide at least one English speaking supervisor for every five Non- English speaking employees employed on the site.

However Site Management reserves the right to reduce this number for high risk activities.

The Supervisor must stay with the operatives at all times in order to deliver inductions, briefings, routine instructions and act as the liaison person with the rest of the team.

Effective communications are essential to the success of worker involvement in health and safety. Any trade contractor who fails to manage or supervise their workforce effectively on site will be involved in having their work suspended until such time that they can implement adequate supervision or resources.

23.DISCIPLINE

Employees will be disciplined in accordance with the procedure laid down in their contract of employment for any breach of safety rules or of policy requirements.

Where the need for personal protective equipment has been identified, it will be worn at all times in the designated areas.

Any non-compliance of wearing of equipment or misuse will result in disciplinary action being taken which could result in dismissal.

24. CDM 2007

Chelmer Group Ltd key aim is for CDM 2007 to integrate health and safety into the management of all; our project and encourage everyone involved to work together to:

- Improve the planning and management of projects from the very start;
- Identify hazards early on, so they can be eliminated or reduced at the design or planning stage and ensure the remaining risks can be properly managed;
- Target effort where it can do the most good in terms of health and safety:
- Discourage unnecessary bureaucracy

The CDM Regulations 2007 apply to all the Chelmer Group Ltd construction work from the 6 April 2007.

There are some exceptions, as defined in the regulations; these include maintenance of fixed plant, erection and taking down of tents and various others, but exclude off-site manufacture of items to be used later in construction work.

The CDM Regulations 2007 applies to all construction projects and there will be the following duty holders; client, designers and contractors. It is only when a project is notifiable to the HSE that there will be a CDM Co-ordinator and Principal Contractor required.

Notifiable projects are those where construction work is expected to;

- Last more than 30 working days; or
- Involve more than 500 person days, i.e. 50 people working for over 10 days

Note; although there is no requirement for a CDM Co-ordinator, Principal Contractor or Construction phase plan for a non-notifiable project, the regulations do require co-operation and co-ordination between all members of the project team. In notifiable projects the CDM Co-ordinator will ensure this takes place.

25. Hot Work Permits

Definitions:

Hot work- any work producing heat such as welding, brazing, and grinding

ACOP – Approved Code of Practice, the details of which are not legislation but do hold a legal status requiring an employer to meet the standards or be able to demonstrate an equal alternative

So far as reasonably practicable – taking account of foreseeable risks and balancing cost against benefit

Permit to Work – a form-based control procedure to ensure that work has been properly assessed, authorised to commence and checked to ensure appropriate completion (also see Arrangements Section 3.16 Permits to Work)

1 INTRODUCTION

1.1. Hot work can cause serious fires if not carried out under carefully controlled conditions.

1.2. Fires can be caused by hot work in a number of ways, which include:

- Ignition of nearby combustible materials
- Smouldering fires or heat which are not observed while the work is being carried out and which later take hold and develop into serious fires
- Sparks or hot debris flying away from the heat source which can fall onto combustible material or into gaps within the structure of the building such as walls and floors
- Conduction of heat spreading through the material being heated, particularly pipework, and coming into contact with combustible material
- Ignition of explosion of fuel source, such as flammable fumes or liquids, gas bottles, etc.

1.3. The policy aims to take into account the risks related to hot work and includes specific safe systems of work that must be followed whenever hot work is carried out.

2. HOT WORK IN PURPOSE BUILT AREAS

2.1. Parts of premises designed to have hot works carried out in them should meet the following standards at all times:

- All floors, walls and other surfaces to be constructed of non-combustible materials
- Area to be self-contained and fitted with fire doors
- 2 fire extinguishers to be readily available in the area and clearly marked
- No combustible materials to be stored within the area
- No flammable materials to be taken into the area

3. HOT WORK OUTSIDE OF PURPOSE BUILT AREAS

3.1. Hot work outside of purpose built areas poses the greatest risk as these areas are not designed and managed to contain such ignition sources.

3.2. When work is carried out in-situ there is a significant risk that heat may be transferred along pipework or that sparks may stray into adjacent areas. There are also other considerations to be made, in particular with regards to the fire alarm system.

3.3. It is the responsibility of the project manager to ensure the following is carried out when planning any hot work outside of the defined purpose built areas:

3.3.1. Consider whether the hot work is necessary

- Are there any safer alternatives?
- Can the item being heated be removed and worked on in a purpose built area?
- Can the item be fabricated in a purpose built area, or supplied ready fabricated?

3.3.2. Ensure that the hot work does not create any additional hazards for the operatives or other persons

- Is ventilation adequate?
- Is protection against welding glare required?

3.3.3. Identify whether a hot work permit is required. A permit is required for all work that is not covered by one of the Safe Systems of Work attached as an appendix to this policy.

3.3.4. Ensure that there is a written method statement covering the work to be carried out that adheres to the relevant Safe System of Work and to the Clients Permit to Work policy

4. PERMIT TO WORK

4.1. A permit to carry out hot work will always be required unless there is a alternative client's written Safe System of Work for the work to be carried out.

4.2. All existing Safe Systems of Work for hot work activities are attached as appendices. Where a permit is not issued one of these written procedures must be identified as part of the method statement for the work and must be adhered to at all times.

4.3. Where no relevant Safe System of Work currently exists for the planned work a permit must be issued before any hot work can be carried out.

4.4. Only an authorised permit issuer for hot work permits may issue a hot work permit.

6. Scope/Description

This written Safe System of Work may be followed without the requirement for a hot Work Permit so long as the work falls fully within the scope of all four conditions below.

In all situations where the requirements of the work falls; outside the scope of the given conditions, or is not specifically included within the conditions, a Hot Work Permit will be required.

1. Protection of the fire detection system:

A maximum of ONE local detector head may be temporarily covered or isolated for the duration of the work and reinstated immediately the work is complete.

2. Types of hot work that may be carried out:

- Heat application on fixed pipework or metal work where:
- The heat is applied more than 300mm from any structure through which the pipework or metalwork runs into a separate adjacent area;
- The heat application does not take longer than 3 minutes;
- Where the pipe bore is 22mm and smaller
- Paint stripping using a hot air gun
- Grinding using a portable abrasive wheel

3. Permitted hot work equipment:

- Portable oxy-acetylene cylinders up to and including 6Kg in good condition, fitted with regulators and flashback arrestors
- Portable arc-welders
- Hand-held portable liquid petroleum gas (LPG) bottles up to and including 4.5Kg, in good condition, fitted with regulators
- Electric hot air guns
- Portable abrasive wheels

4. Defined low risk environments

- Internal rooms where all the conditions below are met in full:
- The floor, walls, ceiling and any internal structures or fittings are constructed of a non-combustible material;
- The structure of the room and its fittings ensures that there is no risk of sparks falling into any gaps;
- There are no flammable or explosive materials or liquids;
- The room is well ventilated
- External areas where all the conditions below are met in full:
- Any adjacent structures within 5 metres are constructed of a non-combustible material;
- The area is clear from dust and no dust has been or is being generated by a work process and there are no flammable or explosive materials or liquids within 5m.

Hazards

- (i) Fire
- (ii) Burns
- (iii) Arc eye

Training/Competence

Appropriate selection and training of personnel is required for the following:

- (i) Safe use of all work equipment
- (ii) Safe use of fire extinguishers

Specific Equipment and Personal Protective Equipment

- (i) 1 portable dry power or CO
2 fire extinguisher
- (ii) Personal protective equipment as indicated by the specific risk assessment

Procedure

Before hot work takes place:

- 1 Ensure the area has been cleared of all loose combustible materials and any flammable liquids or gases
- 2 Ensure all areas adjacent to the work that may be affected by heat transfer or conduction (including the other side of walls or partitions) have been checked to ensure all combustible materials have been removed
- 3 Ensure that any immovable combustible material is fully covered with an appropriate non-combustible material
- 4 Ensure the work area is screened using non-combustible material
- 5 In the case of gas-fuelled work any cylinder that is not held in the hand is secured in a vertical position
- 6 Flash back arrestors are fitted to all oxy-acetylene cylinders
- 7 Gas cylinders can and will be located at least 2 metres from the burners
- 8 In addition to the portable fire extinguisher carried by the operator there is at least 1 appropriate fire extinguisher is located in the working area and there is a person in the immediate working area for the duration of the work who is competent to use the fire extinguishers provided
- 9 If it is necessary to protect one automatic detector head this is carried out immediately before work starts.

Once hot work is complete:

- 10 Directly after completion of hot work reinstate any isolated automatic detector head
- 11 Clear the work area and check the work area and any adjacent areas that may have been affected by transferred or conducted heat to ensure that they are safe
- 12 Carry out an inspection of the work area and any adjacent areas that may have been affected by transferred or conducted heat **45 minutes after completion of work** to ensure that there are no smouldering heat sources

26 Young People at Work

When Chelmer Group Ltd makes an offer of a work experience placement to young person the company understand that we have additional responsibilities for their health, safety and welfare.

Under health and safety law, we must regard the young person as a special employee.

Definitions of young people and children by age

It is helpful to know how people are defined by age in health and safety law, especially when working out what the young person is allowed to do: **a young person** is anyone under 18 years old; **a child** is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday

Restrictions on work

The overall rule is that young people under 18 years old must not be allowed to do work which:

- Cannot be adapted to meet any physical or mental limitations they may have;
- The work is properly supervised by a competent person at all times;
- Exposes them to substances which are toxic or cause cancer,
- Exposes them to radiation;
- Involves extreme heat, noise or vibration,

- Young people who are **over the School Leaving Age** can do work with attached risk under very special circumstances, Which are:
 - The work is necessary for their training;
 - The work is properly supervised by a competent person at all times;
 - All risks are reduced to the lowest level, so far as is reasonably practicable.

Children below the SLA must never do work involving these risks whether they are employed or under training such as work experience.

Young People at Work (continued)

Employer Duties

Under health and safety law, the company will assess the risks to young people under 18 years old, **before** they start work/work experience and tell them what the risks are.

The company will also take into account that these young people are likely to be inexperienced, unaware of health and safety risks and physically or mentally immature, so the company will put in place measures to control the risks that will remove them altogether or reduce them to the lowest possible level.

27. Equality and Diversity Policy

Chelmer Group Ltd is intent on advancing equality and diversity as key features within all its activities, as it believes this to be ethically right and socially responsible, equality and diversity are essential factors that contribute to the academic and economic strengths of Chelmer Group Ltd.

The company's Equality and Diversity Policy provides for coordination and implementation at a strategic level and is supported by additional policies that provide for a company -wide integrated approach to equality and diversity.

Commitment to equality and diversity

Chelmer Group Ltd believes that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of staff and enables them to achieve their full potential: to contribute fully, and to derive maximum benefit and enjoyment from their involvement in the life of the company.

To this end, Chelmer Group Ltd acknowledges the following basic rights for all members and prospective members of its community:

- To be treated with respect and dignity;
- To be treated fairly with regard to all procedures, assessments and choices;
- To receive encouragement to reach their full potential.

These rights carry with them responsibilities and the company requires all members of the community to recognise these rights and to act in accordance with them in all dealings with fellow members. In addition, the company will comply with all relevant legislation and good practice.

No individual will be unjustifiably discriminated against.

This includes, but not exclusively, on the basis of gender, race, nationality, ethnic or national origin, religious or political beliefs, disability, marital status, social background, family circumstance, sexual orientation, gender reassignment, spent criminal convictions, age or for any other reason.

Responsibility

The Managing Director has overall responsibility for ensuring that Chelmer Group Ltd operates within a framework of equality of opportunity; and will be charged specifically with duties relating to equality and diversity. The company has an Equality and Diversity Manager to co-ordinate related activities, facilitate developments and to communicate responsibilities to appropriate staff within the company.

The company recognises that all of our staff have a duty to support and uphold the principles contained in its Equality and Diversity Policy and supporting policies with the commitment of all of our employee's is required to make the policy a success.

Equality and Diversity Policy (Cont) Implementation

The Managing Director, will have ultimate responsibility for ensuring implementation of those policies that are related to equality and diversity.

The Equality and Diversity Policy is available to all staff, both in hard copy and if any alternative formats of the Policy are required, these are available through the company.

Training will provide a means by which the Policy and supporting policies are communicated to staff and internalised in their behaviour.

All staff should attend training events related to equality and diversity that are organised by Staff Development, which will further help to translate the law into working practice.

The company will, from time to time, supplement approved company policy with codes of practice or guidelines on behaviour and these will be disseminated to the relevant members of staff.

Complaints

Any complaint will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the appropriate grievance and disciplinary procedure. Copies of the staff grievance policy can be obtained from company.

28. Asbestos

Asbestos Policy

1. Introduction

This document brings Chelmer Group Ltd existing policy on work with asbestos into line with the requirements of the control of asbestos at work regulations which were revised in 2006.

All previous policy documents on asbestos are now replaced by this document.

Staff involved with working with asbestos, supervising such work, or issuing contracts should fully familiarise themselves with the contents of this document.

2. Responsibilities

Chelmer Group Ltd policy on asbestos intends to ensure so far as it is reasonably practicable, the health, safety and welfare at work of its employees and others who may encounter or be exposed to asbestos.

Chelmer Group Ltd policy on asbestos shall ensure that known and identified locations of asbestos are recorded and that any such asbestos information is made available to those persons who require it.

Procedures for risk assessment of works involving a likelihood of encountering Asbestos are to be established together with arrangements and measures to ensure the management and control of existing asbestos is carried out in accordance with the Control of Asbestos at Work Regulations 2002.

The Chelmer Group Ltd senior management are responsible, so far as is reasonably practicable, for ensuring the health, safety and welfare at work of all employees in their respective departments. In particular they will:

- Prepare and revise as necessary project arrangements for the management and control of work involving an area where asbestos is present.
- Ensure that adequate resources are made available to enable the project arrangements to be implemented. The project arrangements should always consider surveys, analysis and where necessary removal.
- Ensure appropriate training, information and instruction is provided for

- relevant employees in the form of training courses, seminars, information leaflets and booklets, and personal instruction as appropriate.
- Ensure that where specialist technical expertise in relation to asbestos is not available on a project, suitable arrangements are made to obtain this information as required. This can be obtained from the Corporate Health and Safety section.
- Ensure that employees or relevant contractors are provided with appropriate information, instructions and training on work being undertaken in areas containing Asbestos.
- The client shall be responsible for maintaining an Asbestos Register of all properties and shall be responsible for ensuring that the Project managers are aware of the locations, condition and control measures recommended to prevent risks to health and safety.
- The Project Manager shall be responsible for ensuring that all information required by these arrangements insofar as the properties for which the client has landlord responsibilities, is passed to the site team in the prescribed format.

3. What is Asbestos?

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials.

There are three main types of asbestos:

- Chrysotile – white
- Amosite - brown
- Crocidolite - blue

In addition legal provision also covers the following:

- Fibrous actinolite
- Fibrous anthophyllite
- Fibrous tremolite

And any mixture containing any of those minerals.

Asbestos containing products have been widely used in buildings as construction materials, fireproofing, thermal insulation, electrical insulation, sound insulation, decorative plasters, roofing products, flooring products, heat resistant materials, gaskets, friction products etc

Asbestos Procedures

Prior to commencing on any project the company will request all the critical building information; to include the asbestos register for the building and any other known risks and hazards for the project; if the building has evidence due to its age that asbestos could be a contributing hazard and no register is available; then a type 3 intrusive survey must be requested from the client; with our policy being that no work will be carried out in any area where the risk of asbestos contamination may prevail.

If during the course of normal work practice Asbestos containing material is encountered, the following procedures should be followed

Stop any work, remove and keep all persons out of the area. Where practicable close or seal or lock off the area;

Do not remove any equipment or material.

Isolate the area and display a potential Asbestos hazard keep out sign to prevent persons from gaining access to the area.

Inform your Project Manager who will report the discovery to the client, the senior management and the Health and Safety section.

The Project Manager will arrange for the property to be inspected and for any samples or air tests to be taken if required and will keep the premises management and the Health and Safety section advised.

Following laboratory analysis the Project Manager will advise the senior management and the Health and Safety section of the outcome and the proposed action.

On completion of any repair or removal work the Project Manager will advise the senior management and the Health and Safety section when the area has been made safe.

The Project Manager will ensure that all actions including areas where asbestos has been removed and analytical reports are included in the Asbestos register and copies forwarded to client and the Health and Safety section.

List of Relevant Statutes, Statutory Instruments, Approved Codes of Practice and Other Official Guidance

- The Health and Safety at Work Etc Act 1974
- The Control of Asbestos at Work Regulations 1987 as amended and Approved Codes of Practice L27 , L28 and L127
- The Asbestos (Licensing) Regulations 1983 as amended
- The Asbestos (Prohibition) Regulations as Amended
- The Asbestos Products (Safety) Regulations as Amended
- The Special Waste Regulations 1996
- Confined Spaces Regulations 1997
- EH10 Asbestos exposure limits and measurement of airborne dust concentrations.
- EH47 Provision use and maintenance of hygiene facilities for work with Asbestos Insulation and Coatings
- EH50 Training operatives and supervisors for work with Asbestos insulation and coatings
- EH51 Enclosures provided for work with Asbestos insulation, coatings and insulating board
- HSG 189/1 Controlled Asbestos Stripping Techniques
- HSG 189/2 Working with Asbestos Cement
- HSG 53 Selecting Respiratory Equipment for work with Asbestos
- HSG 227 A comprehensive guide to managing Asbestos in premises
- HSG 210 Asbestos Essentials task manual
- MDHS 100 Surveying, Sampling and Assessment of Asbestos containing materials.
- MDHS 77 Asbestos in Bulk materials, Sampling and Identification by polarised light microscopy

If any person is exposed, or there has been a possibility of an exposure, of any level of asbestos on a project or facility under the Chelmer Group Ltd responsibility, then that person should be instructed to undergo a Medical examination to ascertain their level of health at that moment in time.

The cost of the examination should be borne by Chelmer Group Ltd, so that a nominated medical expert can perform an examination and the company then to hold evidence to the exact condition of that person at the time of exposure.

The act of insisting and paying for this examination shall not be seen as omission of responsibility or an act of admission of responsibility, but as a means to have accurate medical evidence available, should it every become an issue.

29. Working at Height

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (eg facilities managers or building owners who may contract others to work at height) to the extent they control the work.

The Regulations require Chelmer Group Ltd to ensure:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent;
- The place where work at height is done is safe;
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.

Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;

Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;

Plan for emergencies and rescue;

Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Use work equipment or other measures to prevent falls where they cannot avoid working at height; and avoid work at height where they can;

Chelmer Group Ltd will ensure that everyone involved in the work is competent (or, if being trained is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.

Where other precautions do not entirely eliminate the risk of a fall occurring, Chelmer Group Ltd will (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling, and how to avoid or minimise injury to themselves should they fall.

Chelmer Group Ltd will ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment).

Chelmer Group Ltd will ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.

Will ensure that any item is inspected: after it is assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed; as often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

Chelmer Group Ltd will ensure that before you use any equipment which has come from another business, and before any equipment leaves your business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these regulations has been carried out.

Chelmer Group Ltd will ensure that any platform used for (or for access to) construction work and from which a person could fall more than 2 m is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

Notes: 'Construction work' is defined in detail in regulation 2(1) of the CDM 2007 but broadly means 'the carrying out of any building, civil engineering or engineering construction work'.

'Platform' is widely defined by regulation 2 to include areas like gangways and stairways.

Chelmer Group Ltd will keep all other records of inspection until the next inspection has been carried out.

Chelmer Group Ltd will ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

If anyone does work on or near a fragile surface you must:

- ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guard rails, and the like are provided (and used) to minimise the risk;
- do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

If anyone working under your control may go onto or near a fragile surface, you must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

Chelmer Group Ltd Will where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling. If it not reasonably practicable, Chelmer Group Ltd will ensure that no one is injured by anything falling.

Chelmer Group Ltd will ensure that nothing is:

- thrown or tipped from height if it is likely to injure anyone;
- stored in such a way that its movement is likely to injure anyone.

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.

30. Puwer

Chelmer Group Ltd has agreed the following Code of Practice in accordance with the Management of Health and Safety at Work Regulations 1992 (MHSW), the Provision and Use of Work Equipment Regulations 1998 (PUWER), the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and associated Approved Codes of Practice and Guidance. Chelmer Group Ltd is responsible for monitoring and reviewing the Code in the light of further developments and it will be reviewed periodically by the Health and Safety Committee.

The Code should be referred to in conjunction with Chelmer Group Ltd Health and Safety Policy and Procedures. More specifically it should be applied in association with Chelmer Group Ltd Risk Assessment Code of Practice.

The purpose of the Code is to:-

- a) Ensure the provision of safe work equipment and its safe use, regardless of its age, condition or origin.
- b) meet the requirements of the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Management of Health and Safety at Work Regulations 1992.

Implementation

Chelmer Group Ltd must identify who will be responsible for assessing the risks from the provision and use of equipment in their Department under the Code. Work equipment includes that which is hired. They must be competent to carry out the assessments, recognising their own limitations and seeking specialist advice where necessary.

Chelmer Group Ltd, must satisfy themselves that risk assessments are:

- 2.1 completed
- 2.2 consistent and to a reasonable standard
- 2.3 recorded (where appropriate) and proper records maintained
- 2.4 reviewed as appropriate

Staff must cooperate and make full and proper use of all work equipment, reporting any defects and participating in any training.

3. Arrangements

The key elements to the arrangements under the Regulations are as follows:-

- a) Work equipment must be suitable by design, construction or adaptation for the actual work it is provided to do, the place where it will be used and purpose for which it will be used.
- Use of work equipment includes starting, stopping, programming repairing, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.
- Work equipment must be adequately maintained and periodically inspected.
- d) Supervisors and users of work equipment must have available to them adequate health and safety information and, where appropriate, written instructions regarding the use of work equipment.
- e) Users of work equipment must receive adequate training in the use of work equipment.

Requirements of work equipment, which includes mobile equipment and lifting equipment by definition, specifically includes guarding, controls and control systems, isolation from sources of energy, stability, lighting, maintenance operations, markings and warnings.

Assessment

All potentially hazardous equipment, including new and second hand equipment, should be assessed using the equipment safety check list . The full check list should be used for machinery with moving parts powered by electricity, internal combustion engine or other energy source.

If a suitable and sufficient assessment of equipment has already been carried out under any other health and safety code of practice, e.g. Display Screen Equipment, Manual Handling, then there is no need to repeat that assessment.

When new equipment is made or acquired, an assessment should be made as early as possible, and in practical terms before the first use of the equipment.

The formal assessment should be repeated at intervals but certainly depending on the complexity and hazardous nature of the equipment,

at a minimum of five year intervals. Assessments must be repeated if the equipment is subsequently modified in any way.

It should only be necessary to record the significant findings of an assessment and such risk assessments should be retained for future reference and if an assessment is to be reviewed. (MHSW & PUWER)

- Lifting Operations and Lifting Equipment

All items of lifting equipment such as lifts, cranes, beams, pulley blocks, chains and slings etc must be notified to Chelmer Group Ltd Insurance Officer who will arrange for Chelmer Group Ltd's insurers to inspect the equipment at the required statutory intervals. Notification of newly installed equipment must be made before it is brought into use. Similarly notification of any variation eg deletion, addition or alteration to equipment must be made to Chelmer Group Ltd Insurance Officer.

The safe working load (SWL) indicated on the insurance certificate must be clearly marked on each item of lifting equipment and these limits must not be exceeded under any circumstances.

- Mobile Work Equipment

Roll-over protective structures (ROPS) should be fitted to mobile work equipment where necessary to minimise the risk to persons carried should roll over occur.

- Inspections

Where the Work Equipment Risk Assessment identifies a significant risk of major injury arising from incorrect installation or re-installation, deterioration or exceptional circumstances, which could affect the safe operation of the equipment then regular inspection of the equipment, should be undertaken. This should include visual checks, functional checks and testing as appropriate. The frequency of inspection will depend upon how quickly the work equipment or parts are likely to deteriorate, the type of equipment, how it is used and the conditions to which it is exposed. A record of the inspections should be maintained.

Training and Instruction

Chelmer Group Ltd Nash must ensure that all users of work equipment receive appropriate information, instruction and training on the safe use of equipment.

31. COSHH

The Regulations impose duties on employers for the protection of non-employees, who may be affected by work activities. Duties are also placed on the self-employed and indeed on employees themselves. The Regulations do not apply to certain substances where other specific Regulations are in force, i.e. asbestos, lead, ionising radiation etc. However, Flammable and Explosive risks should be considered as part of the Chelmer Group Ltd COSHH assessment procedure.

To comply with the COSHH Regulations you need to follow these eight steps:

- **Assess the risks** to health from hazardous substances used, created or stored in your workplace/activities.
- **Decide what precautions are needed.** You must not carry out work which could expose people to hazardous substances without first considering the risks and the necessary precautions, and what else you need to do to comply with COSHH.
- **Prevent or adequately control exposure.** You must prevent people from being exposed to hazardous substances. Where preventing exposure is not possible, then you must adequately control it.
- **Ensure that control measures are used and maintained** properly and that safety procedures are followed.
- **Monitor the exposure** of staff/students to hazardous substances, if necessary.
- **Carry out appropriate health surveillance** where your assessment has shown this is necessary or where COSHH sets specific requirements.
- **Prepare plans and procedures to deal with accidents, incidents and emergencies** involving hazardous substances, where necessary.
- **Ensure staff are properly informed, trained and supervised.**

Procedures

Chelmer Group Ltd must ensure that the health risks associated with work undertaken involving substances hazardous to health are suitably and sufficiently assessed and all reasonably practicable steps to reduce the risks are taken. This process must include the completion of all necessary records in accordance with the regulations . Chelmer Group Ltd must also ensure that all control methods for reducing risks are efficiently maintained and where it is deemed necessary, environmental monitoring and health surveillance is carried out.

To ensure this complete response, Chelmer Group Ltd will work with appropriate staff, i.e. technical/teaching staff and where necessary advice will be sought from: Health and Safety Advisers, or Science Safety Manager, in the first instance and additional advice from external organisations.

Completed assessments and associated reports and records signed by Chelmer Group Ltd, should be processed in the following manner:

- original documentation to be retained
- copies of the documentation should be sent to the Health and Safety Advisers for records and monitoring purposes.

32. Manual Handling

Manual handling is the transporting or supporting of a load by one or more workers. This may include lifting, lowering, pushing, pulling, carrying and moving loads whether by hand or bodily force.

The risks to health from manual handling falls within three main categories:

- Musculoskeletal injuries (i.e. those concerning the muscular or skeletal system of the body) occurring when the effort required to handle the load is beyond the capability of the handler;
- Injuries caused by the load falling onto or trapping part of the handler or someone nearby;
- Injuries caused by the handler falling, perhaps against the load or other object.

Musculoskeletal injuries maybe either acute, i.e. as an immediate effect from the manual handling operation, or may be chronic i.e. as a result from continual manual handling operations over a period of time.

Manual handling is subject to the legislation entitled ' Manual Handling Operations Regulations 1992'. The purpose of the legislation is to reduce the risk of injury from manual handling.

To comply with the regulations, employers must follow five basic steps:

1. Identify all manual handling operations undertaken by their employees;
2. Make an initial appraisal of all operations to determine if there is a significant risk of injury to employees;
3. Avoid manual handling tasks where reasonably practicable, e.g. by substituting with a sack barrow, trolley or forklift truck etc.;
4. Make a full assessment of unavoidable risky operations taking into account the load, task, the working environment and the individual capability of the workers;
5. Remove or reduce the risk of injury by implementing control measures designed to eliminate or minimise the risks of injury to the lowest level so far as reasonably practicable.

In the context of the Regulations, compliance with the term 'reasonably practicable' would be satisfied where it can be shown that the cost of any further preventative measures would be grossly disproportionate to the further benefits gained from their introduction.

ADVICE FOR SITE FOREMAN AND MANAGERS

Individual Projects must comply with the requirements of the relevant Regulations.

Where a manual handling operation cannot be avoided, an initial appraisal should be made as to the nature and likelihood of injury. Numerical guidelines which may be used in straightforward cases are provided. These numbers are only guidelines and may be exceeded if an assessment shows it is appropriate to do so having regard to Chelmer Group Ltd duty to avoid or reduce risk of injury where this is reasonably practicable.

NOTE: Any manual handling operation should **not exceed** twice the guideline figures.

If the frequency of the manual handling operations is high and/or there is a significant amount of twisting during the manual handling operation, then the guideline figures should be appropriately adjusted. The guidelines should also be modified if the load is held from the body.

Where initial appraisal indicates a possibility of injury, a more detailed assessment must be made. In most cases such assessments can be made by a member of staff who has undergone appropriate training and has a sound knowledge of the work activity.

33. Monitoring (H&S Auditing)

Monitoring and Review of the Effectiveness of this Policy Statement and Measuring Safety Performance

The following procedures are required for monitoring of health and safety performance within Chelmer Group Ltd. The purpose of this is to ensure the continuing effectiveness of the management and technical arrangements for safety.

Measuring Safety Performance

Supervision

On a day-to-day basis all employees of Chelmer Group Ltd who supervise other have a responsibility to ensure, so far as is reasonably practicable, that work is carried out in accordance with the policies of Chelmer Group Ltd. They must also ensure that work is conducted in a manner that minimises the risks to the safety of all those who may be affected, so far as is reasonably practicable.

Inspection and Review

In addition to the normal supervisory arrangements described above, a system of periodic inspection should be established at a level to enable Chelmer Group Ltd to satisfy themselves that the safety arrangements that have been put into effect, are being followed and are appropriate and effective. It is for them to decide the frequency and nature of such inspections.

Inspections should normally be conducted by staff who are familiar with the type of work carried out in the area. In complex or specialised settings, it may be appropriate to include someone from outside the Department on the inspection team, to provide a fresh perspective. A written report on the inspection should be prepared so that Chelmer Group Ltd can ensure that appropriate remedial action is taken.

Central Monitoring System

Chelmer Group Ltd must ensure that safety issues are being identified and dealt with effectively and promptly, both at an institutional level, and within Chelmer Group Ltd. To achieve this, one of the functions of Safety and Environmental Protection Services is to operate and develop a programme of monitoring and auditing of the managerial and technical control of safety. This system of safety management and compliance auditing, combined with the results from inspections and other monitoring activities permit an assessment of the quality of safety management and technical controls to identify what needs to be improved, and how best to target resources.

34. Portable electrical equipment

Items of portable electrical equipment should be inspected and, if necessary, tested periodically to check that they are in a safe condition and have not been damaged or otherwise abused.

TESTING ARRANGEMENTS

Mark Whitehouse is responsible for the testing, marking and repair of portable electrical equipment in accordance with the requirements of this Code and for maintaining records of test results. Contractor's equipment will not be included.

All equipment will be tested at intervals not exceeding 12 months.

The tests carried out on each item of equipment will be standard irrespective of type

and will comprise:

- (a) Examination of the flexible lead and plug.
- (b) Insulation resistance (where possible).
- (c) Earth continuity (where possible).
- (d) Examination of the general mechanical conditions.
- (e) Other tests as required for special equipment and some heavy usage equipment.
- (f) Repair of the tool if necessary, the tool may be scrapped if repair is not considered viable.

All persons carrying out inspections/tests shall have received appropriate training

35. Health Surveillance

The purpose of the health surveillance program is to provide a coordinated range of measures for employees identified in “at risk” occupations or areas of work which have certain significant hazards. The program aims to:

- Contribute to the detection of hazards and assessment of risk, and
- Prevent and detect at an early stage any adverse health effects on staff and students;
- Assist in the evaluation of risk control measures;
- Other purposes

Chelmer Group Ltd will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.

Chelmer Group Ltd must identify, whether they have hazards to health for which health surveillance is required.

Where such hazards are identified, Chelmer Group Ltd must come to a decision on the type and frequency of health surveillance can be established.

All employees involved in such work must be made aware of the need for health surveillance

Employees must cooperate with Chelmer Group Ltd to ensure that the health surveillance is carried out.

A record of employees health surveillance must be retained

Any new employee entering an area or doing work previously identified as requiring health surveillance must complete a health surveillance site personnel form.

36. On Site Emergency Evacuation Procedure

35. PROCEDURE TO BE FOLLOWED IN THE EVENT OF FIRE OR OTHER EMERGENCY NECESSITATING EVACUATION OUT ON A PROJECT

1. If you discover an Uncontrolled Fire or incident:

- a) Raise the alarm following the project/clients procedures.
- b) Report the location of the incident to the project management of client
- c) (Ring 999) if you have no response to the above procedures

2. If you discover a MINOR FIRE:

- a) Try to extinguish it immediately. The first few seconds count.
- b) If the fire cannot be extinguished quickly; raise the alarm following the project/clients procedures and contact the site management
- c) Until help arrives you may tackle the fire with an appropriate extinguisher, fire blanket or other means – but only if it is safe to do so. Do **not endanger yourself**. Make sure your escape is clear.

3. If the alarm sounds in your area:

- a) Make safe any apparatus or process in use.
- b) Leave by the most safe direct route available
- c) Go to the assembly point

4. Prevent fires starting by:

- a) Ensuring that all staff and contractors are careful with open flames observe the 'No Smoking' rules in force on the project.
- b) Not allowing combustible materials and rubbish to accumulate.
- c) Reporting defective electrical equipment or cables, miss-use of heating appliances, or leakage of flammable liquids.
- d) Making sure that stoppers on containers of flammable liquids are replaced immediately after use; cylinders of flammable gas have safety valves.

5. Precautions

Ensure Emergency fire exits are not blocked and that they open correctly. Ensure fire extinguishers are readily available, they are kept in their recognised position and access to them is not obstructed.

37. Consultation and Communication

The company promotes a safe working practice and holds weekly site meeting to discuss and improve the working environment and aspirations, then to ensure that at anytime the company will be available for consultation on, or re-assessment of, any site item that may concern or require a discussion, all views and technical advice will be recorded and the appropriate action taken. Through the staff training, regular site visits and audits from the safety team, with management tool box talks.

CHELMERL always embark on each project with a huge and strong information flow and will hold several meetings prior to the start on site; this will enable all parties to be involved in the planning and be apart of the project structure to deliver the scheme; this also provides an large amount of information to evolve a strong level of coordination; cooperation and safe system of work.

38. Regulatory Reform (Fire Safety)

Regulatory Reform Fire Safety Order 2005

Chelmer Group Ltd will continue to comply with the requirements of and accept its responsibility as an employer under the Regulatory Reform (Fire Safety) Order 2005, Department of Health Fire code documents and related EC/EU Directives, to provide a safe working environment for all of its employees, visitors and contractors with regard to fire safety in the workplace.

Additionally, Chelmer will seek to promote fire safety awareness throughout its premises through management initiatives and fire safety campaigns. Without prejudice to the generality of that duty, the matters to which that duty extends will include for all premises:-

- The provision of adequate means of escape through containment and control and the maintenance of it.
- Arrangements for detecting and giving warning in case of fire and the maintenance of it.
- The provision of a means of fighting a fire appropriate to the risk and the maintenance of it.
- Plans for serious and imminent danger insofar as it relates to the evacuation of premises.
- Training for all staff in procedures to be followed in the event of fire appropriate to the risk, with records to be kept and maintained.
- Fire drills and evacuation exercises as required by Firecode guidance, with records to be kept and maintained.
- Fire risk assessments as required by the relevant statutory provisions and EC/EU Directives.
- By implementing and enforcing the ChelmerSmoking Policy.

In compliance with the Act, relevant guidance and related EC/EU Directives, Chelmer will conduct its activities in such a way as to ensure that people who may not be employees but who may be affected by those activities, are not exposed to risk to their Health and Safety in relation to fire, e.g. the general public, contractors, employees of contractors and temporary workers.

39. Demolition

What you need to know

A systematic approach will be taken by Chelmer Group Ltd on all their demolition projects and will be managed as a team effort between many people, who all have responsibilities:

The Clients will have appointed Chelmer Group Ltd as the duty holders who are competent and adequately resourced.

Chelmer Group Ltd will ensure that the structural engineer will survey the site and assess the stability of nearby structures along with the risks of uncontrolled collapse, and the risks from hazardous materials. This will be done before any work begins

The CDM Co-ordinators will plan the effective site management that keeps people (site workers and the public) as far as possible from the risks. They will give Chelmer Group Ltd as much information as possible.

Chelmer Group Ltd are to co-ordinate and manage health and safety issues during the demolition project.

The site managers will supervise workers and ensure they are following safe working practice.

The sub-contractors and site workers must be inducted so that they understand and follow the precautions and ensure that their colleagues do too.

Falls from height

During demolition and dismantling, Chelmer Group Ltd will manage the project so that workers can not be injured falling from edges, through openings, fragile surfaces and partially demolished floors.

Chelmer Group Ltd will embrace their responsibility to assess, eliminate and control the risks of falls from height.

Injury from falling materials

Workers and passers-by injured by the premature and [uncontrolled collapse](#) of structures, and by flying debris.

The Chelmer Group Ltd safe system of work; will be one that keeps people as far as possible from the risks. This will include: establishing exclusion zones and hard-hat areas, clearly marked and with barriers or hoardings if necessary covered walkways using high-reach machine reinforcing machine cabs so that drivers are not injured training and supervising site workers

Uncontrolled collapse

The structural survey should consider:

The age of the structure

Its previous use

The type of construction

Nearby buildings or structures

The weight of removed material or machinery on floors above ground level

The method statement for the demolition should identify the sequence required to prevent accidental collapse of the structure.

Risks from connected services

Chelmer Group Ltd will ensure that all gas, electricity, water and telecommunications services that need to be isolated or disconnected before demolition work begins. If this is not possible, pipes and cables will be identified and labelled clearly, to make sure they are not disturbed.

Traffic management

Effective traffic management systems will be put in place on site, to avoid putting workers at risk of being hit by vehicles turning, slewing, or reversing. Where possible, vision aids and zero tail swing machines will be used.

Hazardous materials

Chelmer Group Ltd are aware that hazardous materials will need to be considered and managed that will include dust, asbestos and respirable crystalline silica (RCS). There also may be other material or contamination to be considered on site that has not been cleared, for example: acids from industrial processes; paints; flammable liquids; unidentified drums; microbiological hazards (especially in old hospital buildings) that Chelmer Group Ltd will identify and manage.

Noise and vibration

Noise and vibration will be identified, assessed, identified and managed as regular, frequent exposure to loud noise can permanently damage a person's hearing.

Noise can also create a safety risk if it makes it difficult for workers to communicate effectively or stops them hearing warning signals.

Vibrating hand tools used in demolition can cause [hand-arm vibration syndrome \(HAVS\)](#)

Workers exposure to vibration will be assessed and managed.

Fire

Fire is a risk where hot work (using any tools that generate spark, flame or heat) is being done. During structural alteration, the fire plan will be kept up to date as the escape routes and fire points may alter. There will be an effective way to raise the alarm.

41. Corporate Social Responsibility

Chelmer Group Ltd believes that sustainable development links to long term value creation and aims to ensure that the sustainability principles it adopts are embedded in its business objectives and activities. These principles cover all aspects of Chelmer operation from land identification through to after-sales services and the running of our offices.

Chelmer will approach sustainable development as a socially responsible aim which can reduce emissions and assist in addressing climate change. Chelmer will maintain awareness of the impact that its activities have on the environment and will minimise negative impacts insofar as it is safe, practical and economically sound to do so. It will seek to enhance the environment where it builds, use land efficiently, protect biodiversity and where possible use materials, material suppliers, labour and resources local to its operations.

Chelmer will design for social inclusion, efficient use of natural resources, use of appropriate materials and minimum waste. The lifecycle usage and emissions of the homes will also be considered in design, respecting the needs of future generations, and consultation with local communities will take place where possible on development plans.

Chelmer will develop its methodology and encourage staff to develop their awareness, skills and understanding of sustainability issues and practices through training and development activities. All staff are encouraged to recognise and adopt corporate social responsibility as a shared aim to which they contribute and are accountable for.

Chelmer aims to provide a quality product and a reliable service and will undertake a programme of continuous improvement, staff training and research and development.

Chelmer activities and relationships will be undertaken with integrity, in an ethical and honest manner. Chelmer believes that being accountable for its actions and adopting an approach of self regulation through all staff leads to significant benefits, including maintenance of its licence to operate, an enhanced reputation with external stakeholders and local communities, and improved employee motivation.

Chelmer seeks to develop and maintain long term relationships with stakeholders founded on trust, high performance and service standards that deliver in accordance with agreed commitments for mutual advantage.

Chelmer objective is to ensure that no-one suffers harm as a consequence of carrying out its business activities and particularly recognises its duty as an employer to ensure, so far as it is reasonably practicable, the health and safety at work of all its employees. Chelmer operates a rigorous health and

safety policy and strict procedures and practices are maintained and monitored which support and underpin this policy.

Chelmer will comply with all relevant legislation as a minimum and seek opportunities to make a positive contribution to sustainability through its process of continuous improvement.

Chelmer will set objectives and targets to achieve the strategy set out in this policy.

Chelmer will monitor and report year on year against objectives and targets set and identify and report on key performance indicators in support of those objectives.

Through this policy we aim to ensure that our activities do not compromise the ability of the future generations to meet their own needs.