

INTERBLOCK
(DERBY) LTD

Safety, Health and Environmental Policy

October 2009

**Clifford House
Ascot Business Park
30 Longbridge Lane
Derby
DE24 8UJ**

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9. Training Records

Interblock Health & Safety Policy Statement of Intent

It is this Company's intention to provide and maintain a healthy and safe working environment. Its work will be carried out in accordance with Section 2(3) of the **Health and Safety at Work etc. Act 1974** and all other relevant safety, health and environmental statutory provisions and approved codes of practice. All reasonably practicable measures will be taken to avoid risk to its employees or others that may be affected by its activities.

Director, Management and Supervisory staff has the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety considerations are always given priority in the planning and day-to-day supervision of work.

The Company has appointed a safety consultant as the person having particular responsibility for Health, Safety, and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

All employees will be provided with such equipment, information, training, and supervision as is necessary to implement the Policy.

Interblock (Derby) Limited recognises and accepts their duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by their operations.

While the management of Interblock (Derby) Limited will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Company. It is the duty of each employee and any Contractor to co-operate with the Company in carrying out this Policy and to ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The management of Interblock (Derby) Limited will provide every employee with the training necessary to carry out his or her tasks safely. However if an employee is unsure how to perform a certain task or feels it would be unsafe to perform a specific job then it is the employee's duty to report this to their Line Manager. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well being of himself or herself or any other person.

All injuries, however small, sustained by a person at work must be reported. Accident records are crucial to the effective monitoring and revision of the Policy and must therefore be accurate and comprehensive.

The management and staff of the Company will continually monitor this Health and Safety Policy and ensure it is updated as necessary. In any case this Policy will be reviewed at least every 12 months.

This Statement of Company Policy will be displayed prominently in all workplaces.

Signed:**Ray Thomas**.....

Signed:.....**James Thomas**.....

Managing Directors:

Date: 23rd October 2009

ENVIRONMENTAL POLICY STATEMENT

Interblock (Derby) Limited recognises the need to operate the business in a manner, which reflects good environmental management. The Company is aware of the environmental impacts of its operations and will balance its business aims with the need to protect the local and global environment.

Our Environmental Policy shall earn the confidence of employees, customers and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company have demonstrated a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

In order to achieve this commitment, we will:

- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner.
- Regularly measure and evaluate our environmental performance, and improve where necessary.
- Promote a culture of continual environmental improvement within the Company.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment.
- Identify and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Minimise the storage and use of all articles and substances, where appropriate.
- Reduce the consumption of resources (energy, materials, packaging), where feasible.
- Minimise waste through a commitment to reuse, recover or recycle, where feasible.

It is our duty to ensure that good environmental management is practised in all contracts and projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment. The Company will communicate the Environmental Policy to all Interblock (Derby) Limited employees, and it will be freely available to customers, shareholders and the general public.

The Director, Mr Thomas is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this overall responsibility.

Director..... Ray Thomas	Date.....23.10.09.....
Director..... James Thomas	Date.....23.10.09.....

QUALITY POLICY

INTRODUCTION

The Interblock Management System confirms the “Interblock Way” – our Risk Management approach and framework, together with best practice tools, that ensure Customer requirements, Statutory and Regulatory obligations, objectives and targets and our Policies are all met, monitored and reviewed.

Our Safety, Quality and Environmental Policy Statement are contained within The Management System. This document also provides an overview of the entire Interblock Management System; how the aims of meeting Customer requirements, collaborative team working and Supply Team management are achieved.

The aim of providing this quality system is to ensure that customer satisfaction and continued confidence that their requirements will be met.

QUALITY POLICY STATEMENT

It is the policy of Interblock to apply effective management systems on our projects and to maintain quality throughout our projects in the most practical and reliable manner consistent with our customer’s requirements. Interblock (Derby) Limited provide all personnel that are necessary to perform activities which provide the confidence that project activities are being carried out in accordance with an established approved system.

With emphasis on providing a quality service to all our customers we have a practical approach centred on the needs of all our customers and fully embrace that on-time delivery and correct to customer requirements are vital elements of our continued success

The functional responsibilities of Interblock (Derby) Limited are defined such that:

- Attainment of quality objectives are accomplished by those who have been assigned responsibility for performing the work, within Interblock ’s and the Principle Contractor
- Verification of conformance to established quality requirements by those who do not have a direct responsibility for performing the work.
- By ensuring that all British Standards are maintained throughout all projects
- Providing a quality and on-time service
- Delivering what we commit to
- Meeting our customer’s requirements
- Harnessing the knowledge and experience of all our employees

This statement represents our commitment to Quality

Ray Thomas

James Thomas

Directors
Interblock (Derby) Limited

23rd October 2009

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Section 2

Organisation and Responsibilities

This section of the Safety, Health and Environmental Policy deals with the Company's organisation for the Health and Safety of all staff and the responsibilities allocated to each member of staff, to ensure that the Company operates effectively and safely. The policy also details the Company intention to comply with Environmental legislation.

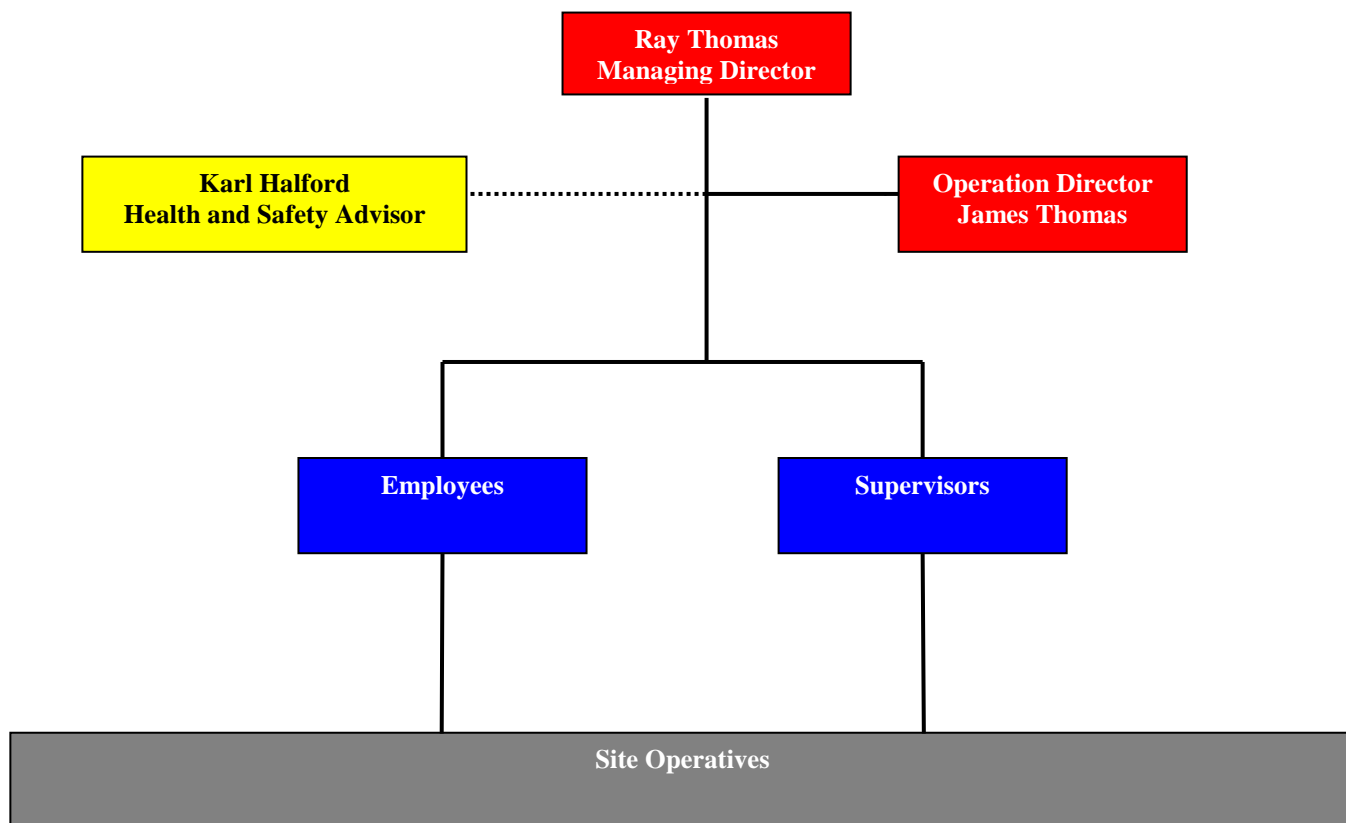
2.1 Organisation

The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director of Interblock (Derby) Limited; however, specific duties are delegated to others according to their position, experience, and training.

In addition, there is a "Health & Safety Committee" whose job it is to monitor, on a regular basis, the working of the Safety Policy. This group will act as a means of consultation for all employees. Those who sit on the Health & Safety Management Committee may be varied from time to time to meet the general or specific requirements of the business. As Safety, Health and Environment are a matter of concern for all company employees, it is the company's aim to encourage employees to participate, not only in the proper enforcement of applicable regulations, but also in the improvement of standards as part of the continuing process of our business development. Interblock (Derby) Limited has adopted the HSE Successful Health and Safety Management (HSG 65) safety management system throughout the company.

Company Organisation Chart



2.2 Responsibilities

2.2.1 The Managing Director

The responsibilities of the Managing Director are:-

- Initiate the Company's policy for Safety, Health, and the Environment to prevent injury, ill health, damage, pollution and consumption of resources.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Safety, Health and Environment and ensure that it is brought to the notice of all employees.
- Ensure that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Ensure information relating to accidents are reviewed and set targets for accident reduction.
- Sanction the necessary resources for adequate equipment, training and all other matters of Safety, Health and Environment to meet the requirements of the Company Policy.
- Ensure that appropriate training is given to all staff as necessary.
- Promote liaison on Safety, Health and Environmental matters between the Company and any third party working for or on behalf of the Company.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Safety, Health and Environment.
- Arrange for regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.
- Insist that sound working practices are observed throughout all company activities, as laid down by relevant Codes of Practice and ensure that work is planned and carried out in accordance with the statutory provisions.
- Support arrangements for resources and facilities to meet the requirements of the Company

2.2.2 The Safety, Health and Environmental Committee

The Safety, Health, and Environmental Committee monitor and review, on a regular basis, the effectiveness of the Company Policy. This Group will act as a means of consultation for all employees and those who sit on the committee may be varied from time to time to meet the general or specific requirements of the business. As Safety, Health and Environment are a matter of concern for all Company employees, it is the Company's aim to encourage employees to participate, not only in the proper enforcement of applicable regulations, but also in the improvement of standards as part of the continuing process of our business development.

All members of the Safety Health and Environmental Committee must have sufficient understanding of relevant legislation.

All members of the Health & Safety Committee must have sufficient understanding of relevant legislation.

The Health & Safety committee will include: -

- Managing Director
- Operations Director Company Secretary
- Contracts Manager
- Supervisor
- Site Operative

Other employees will be invited to attend committee meetings as and when it is appropriate.

The purpose of the committee is to: -

- Monitor and review the effectiveness of the Company Policy.
- Discuss any accidents or incidences that have occurred since the last meeting and investigate any common factors.
- Instigate procedures for future accident prevention.
- Consider amendments in light of changing methods of work or requirements.
- Review the environmental impact of the company
- Receive and consider any reasonable request, recommendation or report on matters of safety, health and environment from any employee and advice on any decision made.

2.2.3 Supervisors / Contracts Manager

The Supervisors have a duty to ensure that adequate information is passed to Site Operatives with regards to Safety, Health and Environment and that suggestions and information regarding failures in the policy and systems of work are rectified or related to others for consideration and to enable corrections and alterations to be made with the aim of continuous improvement.

The responsibilities of the Contracts Manager(s) are:-

- Initiate the Company's policy for Safety, Health, and the Environment to prevent injury, ill health, damage, pollution and consumption of resources.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of his responsibilities.
- Know and promote the Company's Policy for Safety, Health and Environment and ensure that it is brought to the notice of all employees.
- Advise the Safety, Health and Environmental Committee of any Health, Safety and Welfare issues that come to his/her attention.
- Ensure that he/she administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Carry out regular inspections of the workplace on an ongoing basis to ensure a safe working environment is maintained.
- Maintain a record of his or Health and Safety Consultants inspections recording hazards, potential hazards and any action taken to eliminate hazards or reduce risk to an acceptable level.
- Promote liaison on Safety, Health and Environmental matters between the Company and any third party working for or on behalf of the Company.
- When requested by the Managing Director undertake positive vetting of the Safety, Health and Environmental Policies and practices of other Companies whose services InterBlock Limited proposes

to employ and to provide feedback in the event that policies and practices are found to be unsatisfactory

- Liaise with the clients, main contractors and building occupiers over the implementation of Health and Safety arrangements ensuring, in particular that the following matters are covered:-
 - Site safety rules
 - Fire precautions and emergency procedures
 - Protection of the public
 - Welfare and first aid arrangements
 - Accident reporting procedures on site
 - Storage facilities
 - Co-ordination of the company's works with that of other contractors
 - Keep and maintain the Construction Phase Health and Safety Plan when acting as principal contractor
 - Maintain Company Health and Safety documentation

2.2.4 Company Secretary

The Company Secretary responsibilities are:-

- That all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.
- Ensure whenever possible that the Company recycling policy is fully adopted with within the office environment and work practises that reduce paper consumption are employed.
- Ensure that the office First Aid Kit is maintained
- Ensure Risk Assessments appropriate to the works within the office have been completed and that all administration staff have read and understood the risk assessments that apply to their works.
- To maintain a comprehensive office accident log for the Company and to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay.
- To assist the Directors to ensure that accidents and incidents are fully investigated and the causation discovered and to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given and the records kept in good order.
- First aid records returned from work sites are to be suitably filed and brought to the attention of a Director. In the event of an accident that requires the Health and Safety Executive to be notified Mr D Park is to be contacted at the first available opportunity together with other Directors to ensure that the notification follows without delay. Incidents which require immediate notification to the Enforcing Authority will be done so in accordance with this Policy
- That office's are laid out and maintained to ensure the safety of staff and visitors.
- That a fire risk assessment is carried out and appropriate action taken. Also ensure that all fire fighting equipment (FFE) is maintained, fire exits kept clear and fire drills practiced on a regular basis.

2.2.5 All Employees General Requirements

The attention of all employees is drawn to their responsibilities under the **Health & Safety at Work etc. Act 1974**. These include the following in particular: -

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded that a breach of safety procedures could result in disciplinary action being taken by the Company, and that provision is made in the **Health & Safety at Work etc. Act 1974** for certain breaches to be actioned by the Health & Safety Executive.

Employees shall: -

- Read and understand the Company's Safety, Health and Environmental Policy and carry out their work in accordance with its requirements.
- If you drive vehicle on Company business you must abide by all of the requirements of the Company driving policy.
- Use the correct equipment for their job and not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Further, any defects in office equipment or machinery must be reported, immediately to your supervisor.
- Wear protective clothing and safety equipment where required and as instructed.
- Report immediately to their Supervisor any defective equipment.
- Work in a safe manner at all times.
- Do not take unnecessary risks that could endanger themselves or others.
- If possible, remove any hazards themselves or report them immediately to their supervisor.
- Not use equipment for work for which it was not intended, or if they are not trained or experienced in its use.
- Not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury, nor attempt to reach items on high shelves unless using steps or a properly designed hop-up. Do not improvise or climb.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Not play dangerous practical jokes or indulge in "horseplay" in the work place.
- Report to their Supervisor any person seen abusing welfare facilities.
- Find out from your Supervisor the location of the First Aid Box and who the First Aiders are. Report any injury they receive as a result of an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

2.2.6 Sub Contractors General Requirements

Interblock (Derby) Limited requires all sub contractors to meet their statutory obligations. Sub Contractors are to carry out their work efficiently and strictly in accordance with the **Health and Safety at Work Act 1974, the Environmental Protection Act 1990** and all other associated regulations and approved codes of practice. Sub Contractors are to implement a safety management system and must employ, retain or have access to competent personnel who can produce when necessary or applicable the following documentation:-

- Company Health and Safety or Safety, Health and Environmental Policy.
- Risk assessment including:-
 - General Work Risk Assessment
 - Manual Handling Assessments
 - COSHH Assessments
 - Noise Assessments
 - Working at Height Risk Assessments
- Safety Method Statements that demonstrate a safe system of work.

In addition all Sub Contractors are to:-

- Appoint a supervisor who will ensure that all works carried out on behalf of Interblock (Derby) Limited is carried out safely and in accordance with current legislation and any site specific rules.
- To set up and maintain welfare and first aid facilities for their employees commensurate with the works being undertaken unless shared welfare and first aid facilities are provided by others.
- Sub Contractors are required to maintain good working relations with Interblock (Derby) Limited clients and fellow sub contractors. Sub contractors are to liaise with each other or the contractor fulfilling the role of principal contractor under the Construction (Design and Management) Regulations to ensure that their works do not have an adverse effect in regards to safety on other contractors on site.
- Ensure that all personnel are suitably qualified and competent to undertake the works and are properly supervised during the works.
- Ensure that all personnel have received site safety induction training prior to commencing works on site.
- Have procedures in place to reprimand and discipline any of their employees who are careless in regard to their safety or the safety of others. Interblock (Derby) Limited will not hesitate to instruct the removal from site of personnel who are a danger to themselves or others.
- Ensure that all their employees have been provided with and wear when necessary appropriate personal protective clothing and equipment in accordance with the Personnel Protective Equipment Regulations.
- Ensure that all accidents, incidents of near misses whether reportable to the HSE under the Reporting of Diseases and Dangerous Occurrences Regulation (RIDDOR) or not must be reported to Interblock (Derby) Limited management. All reportable incidents under RIDDOR are to be reported to the relevant Enforcing Authority via the Incident Contact Centre. Interblock (Derby) Limited will investigate all reportable accidents on site(s) when they are responsible for the implementation of health and safety to assist in determining the cause and allow the implementation of preventative measures.
- Be aware that emergency procedures exist. They are for your benefit. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the nominated First Aider is.
- Keep the work place tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed i.e. nails protruding from timber or cables unsafely located.
- Ensure co-operation at all times with Interblock (Derby) Limited Director, Supervisors, Site Operatives, and Administrators appointed Health and Safety Consultants and the Clients personnel in the furtherance of their duties. To maintain a good working relationship with safety representatives and any safety committees established to meet current legislation.

- Ensure that all statutory registers and forms are completed and statutory signage displayed.

General Arrangements

3.1 Consultation with Employees

The Company recognises its duties and responsibilities under various legislation, to consult with its employees on matters regarding health, safety, and welfare.

Interblock (Derby) Limited sees communications between all staff as an essential part of effective Safety, Health and Environmental management and will endeavour to communicate to employees their commitment to Safety and to ensure that employees are familiar with the contents of the Company's Safety, Health and Environmental Policy. Communication with employees will be in the form of meetings with representatives, in memo's, via toolbox talks, by example and by way of the Policy Statement.

Interblock (Derby) Limited aim to work with their Client's Health and Safety representatives and other contractors and employers to ensure that all information and documentation is shared regarding Safety, Health and Environmental standards and is communicated to all relevant employees in order to ensure safe working practices and conditions.

Contractors when used are further required to ensure that all Safety, Health and Environmental documentation requested by Interblock (Derby) Limited is available for inspection & approval by the Site Supervisor or senior staff before commencement on site. Documentation may be required before the commencement of the project to allow sufficient time for the submission of the documentation to the Client or their CDM Coordinator.

3.1.1 Staff Meetings

Director and Supervisors are to ensure that Safety, Health and Environment is regularly included in Meetings, any employee can request to include a specific Safety, Health and Environment related item in a Meeting. Significant items from these meetings must be brought to the attention of the Health & Safety Committee.

3.1.2 Complaints Procedure

Work undertaken on construction sites is, by it's very a nature, an impact on the surrounding environment. Interblock (Derby) Limited will work pro-actively with the allocated CDM Co-ordinator, Principal/Main Contractor, the Client and all enforcing authorities to ensure that generic site nuisances are restricted as far as is reasonably practicable. Consideration will be given to all reasonable recommendations to control the impact on the surrounding environment. Should a third party offer a complaint on site, this is to be recorded and forwarded directly to the Director at the head office by fax.

Should an employee consider that they have a valid complaint on any issue while at work they are to speak directly to their Site Supervisor. In circumstances where this action may not be appropriate or they consider that the situation has not been rectified adequately they are to outline their complaint in a letter and forward it directly to the Managing Director for his consideration, whereby a meeting will be arranged to offer appropriate action and controls.

3.1.3 Refusal to Work on Grounds of Health and Safety

Interblock (Derby) Limited will not carry out any works for clients that fail to provide a safe place of work or fail to allow Interblock (Derby) Limited sufficient resources to provide a safe place of work. Interblock (Derby) Limited employees have the right to refuse to work within an unsafe workplace without fear of disciplinary action being taken against them, so long as the risk of injury is significant. Any employee who believes that the work place is unsafe should cease works and report his/her concerns to their Supervisor. Prior to works recommencing a risk assessment must be completed and sufficient control measures implemented to reduce the risk to the health, safety and welfare of the employee to acceptable levels.

3.2 Provision of Information

Information will be provided to employees in the most appropriate format including; Training; Statutory and any other useful posters; staff notice boards, email and Internet bulletin boards, This Policy; Meeting minutes; etc.

3.3 Training

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

All training will be mandatory with records of any training being kept. Employees are encouraged to inquire about suitable training where they feel it would be beneficial.

The Company believes that effective training is essential to the maintenance and improvement of the Company and individual performance. The Company aims: -

- To ensure that personnel are trained to the agreed standard of performance required to meet the business needs of the Company;
- To improve the level of individual performance in the current position;
- To enable individuals to acquire additional knowledge and learn new skills to enable them to develop their careers and to adapt to changing circumstances.

3.3.1 Induction Training

- Induction's training shall be arranged for individuals employed by or working under the control of the Company as follows:
- On commencement of employment - A general guide to the controls and procedures in force at that time, including the Company Safety, Health and Environmental Policy, emergency procedures, means of sounding the alarm, lines of communication and disciplinary procedures;
- Safety induction's are in addition to any other Safety, Health and Environmental related training, and records will be maintained of all induction's and attendees.

3.3.2 Job Specific Training

- Training requirements will be identified on initial employment and will be reviewed after the completion of the individuals first 3 months of employment. Training is also discussed during the employee appraisal, which is completed annually.
- Where employees are required to carry out specific tasks (e.g. manual handling, Abrasive Wheels, etc.) they will be provided with the necessary training.
- The company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

3.4 Accident and ill Health

3.4.1 First Aid

- The Health and Safety (First Aid) Regulations, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each workplace.
- First Aid boxes to the specification of the Approved Code of Practice will be kept within the office. The Office Administrator will ensure that the First Aid box is adequately maintained at all times.
- The Company recognises that there are differences in the first aid provision it can reasonable provide for field and office based employees and therefore will provide on request a travelling first aid kit to all field based staff. This meets the requirements of the Company's general assessment but if for any reason a field-based member of staff requires additional/specific first aid equipment they should inform their Supervisor.

3.4.2 Accident Reporting Procedure

- All injuries to employees resulting from an accident whilst at work, however minor, will be reported to the Company Secretary or Site Supervisor dependent on where the accident occurs, who will ensure that a record is made in the Accident Report Book. This also applies to injuries received by members of the public/visitors whilst on Company controlled premises
- Accidents involving Contractors carrying out works on the Company's behalf must be reported to ensure the Company can take any necessary action and where required put preventative measures in place. A
- All fatalities, major injuries, dangerous occurrences, reportable diseases and other accidents notifiable under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported to the relevant Enforcing Authority via the incident contact centre. Form 2508 will be completed and sent within 10 days.
- The Company will investigate all reportable accidents to assist with determining the cause and allow the implementation of preventative measures.

3.4.3 Incident Contact Centre

All reportable events under RIDDOR can be reported to the Incident Contact Centre by any of the following means:-

- **Telephone** - 0845 3009923
- **Internet** - <http://www.riddor.gov.uk/>
- **Form** -- by completing the relevant hard copy form (F2508 or F2508A) and sending:

By Facsimile - 0845 3009924

By post to:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

The Incident Contact Centre will forward details of incidents to the relevant enforcing authority.

3.4.4 Accident Investigation

The Company will investigate all reportable accidents to assist with determining the cause and allow the implementation of preventative measures. Details within the report will include.

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date the report was compiled.

Any eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement to the Enforcing Authority has the right to have a lawyer present.

Any accident report produced by the Company will be retained at the Company Office as it may aid in any further investigation that is deemed necessary

3.5 Fire and Emergency Procedures

Fire precautions will be provided and maintained to the requirements of relevant legislation (in particular; The Regulatory Reform (Fire Safety) Order 2005, The Fire Precautions Act 1971 as amended, the Fire Precautions (Workplace) Regulations 1997/1999 and the Dangerous Substances and Explosive Atmosphere Regulations 2002

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of extinguishers in order that they may use them safely and effectively.

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations, and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

Field Based Staff must ensure they are aware of any fire and emergency procedures that are in place for premises or construction site they visit on behalf of the Company.

3.5.1 Emergency Evacuation Procedures

The Company will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include: -

- Carry out a fire risk assessment.
- Instigate procedures for the safe evacuation of all offices in the event of emergency.
- Ensure this procedure is executed in such an event.
- Ensure the emergency services are summoned when an incident is reported.
- Check all emergency exits daily.
- Check smoke detectors every 3 months and record the results.
- Ensure access and exit routes are kept free of obstruction.
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all on site. The Company's offices have had Emergency Procedures produced and these will be displayed in prominent places throughout the workplace.

Access and egress routes must be kept free of obstruction at all times. Clear signage must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of emergency fire fighting equipment.

3.5.2 Assessments

The Company will arrange for the necessary "Fire Risk Assessments" to be carried out on their Company premises. Appropriate actions will be instigated as a result of these assessments and a record of all significant findings of these assessments will be kept and made available as required.

3.6 The Management of Health and Safety at Work

The regulations cover the management of health and safety and apply to everyone at work, regardless of what the work is. They require employers to plan, control, organise, monitor, and review their work. They have specific requirements for items/activities such as:-

- Risk Assessment
- Principals of prevention
- Health and safety arrangements
- Health surveillance
- Health and safety assistance
- Procedures for serious and imminent danger and for danger areas
- Contacts with external services
- Information for employees

- Co-operation and co-ordination
- Capabilities and training
- Employees duties
- Temporary workers
- Risk assessment in respect of new or expectant mothers
- Health and safety of non-English speaking personnel on construction sites
- Protection of young persons
- Provisions as to liability

The Company takes seriously its obligations under these regulations and will ensure that the regulations are fully complied with.

3.6.1 Risk Assessment

The regulations requires employers and self employed persons to make suitable and sufficient assessment of the risks to workers and any other who may be effected by their undertakings and to record the significant findings of that assessment. Other regulations e.g. COSHH, Asbestos, Lead etc also contain requirements for risk assessment which are addressed specifically to the hazards and risks that are covered by those regulations. An assessment made for the purpose of such regulations will cover in part the obligation to make assessments under this regulation.

3.6.2 Health and Safety Arrangement

This regulation requires employers to have arrangements in place to cover Health and Safety. It should be integrated with the management system, Interblock (Derby) Limited have adopted HSE Successful Safety Management (HSG 65).

3.6.3 Health Surveillance

Risk assessment will identify circumstances in which health surveillance is required by specific regulations (e.g. COSHH, Asbestos) or because works activities undertaken by the Company require health surveillance. Currently Interblock (Derby) Limited does not complete health surveillance on any employees.

3.6.4 Health and Safety Assistance

Employers must have access to competent help in applying the provisions of health and safety law, including these regulations and in particular in devising and applying protective measures. In order to comply with the requirements of this regulation Interblock (Derby) Limited have appointed Health and Safety Consultant to assist the Company in complying with all statutory requirements under Safety, Health and Environmental legislation.

3.6.5 Procedure for Serious and Imminent Danger and for Danger Areas

Employers need to establish procedures to be followed by any worker if situations presenting serious and imminent danger were to arise. The aim is to set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases this will require full evacuation of the workplace. In other cases particularly on construction sites it might mean some or the entire workforce moving to a safer part of the workplace. Interblock (Derby) Limited emergency procedures meet the requirements of this regulation.

3.6.6 Contacts with External Services

Employers must ensure any necessary contacts with external services area arranged, particularly as regards to first aid, emergency medical care and rescue work. Interblock (Derby) Limited ensures that contact is made will external services as and when necessary in order to fully comply with the requirements of this regulation.

3.6.7 Co-operation and Co-ordination

Employers and the self employed have obligations under the **Health and Safety at Work Act 1974** towards anyone who may be put at risk by their activities. Where the activities of different employers and self employed persons interact they may need to co-operate with each other to ensure their respective obligations are met, Interblock (Derby) Limited will fully comply with the requirements of the regulation.

3.6.8 Capabilities and Training

When allocating work to employees, employers should ensure that the demands of the job do not exceed the employees ability to carry out he work without risk to themselves or others. Interblock (Derby) Limited will take into account of the employee's capabilities and the level of their training, knowledge and experience. If additional training is required it will be provided.

3.6.9 Protection of Young Persons

Employers are called upon to consider the special nature of young persons, due to their lack of experience, lack of knowledge of risk and the fact they are not fully mature. To that end young persons are normally prohibited from work:-

- Which they cannot cope with physically, or psychologically
- Involving harmful exposure to hazardous substances including radiation
- Involving the risks of accidents resulting from insufficient attention to safety or lack of experience or training
- Where their health is at risk from cold, heat, noise or vibration

These restriction are not intended to prevent the employment of young persons on work which is necessary for their training, provided he/she is supervised by a competent person any risk has been reduced to the lowest level which is reasonable practicable.

3.7 The Workplace (Health, Safety & Welfare)

The regulations cover the working environment, general safety, facilities for washing, eating, changing, and good housekeeping.

The Company will ensure that necessary facilities are provided within their office and will instigate a procedure that ensures that all the facilities and equipment are maintained to the required standards, through regular inspections. (e.g., testing of electrical equipment, plant, etc.)

All employees are reminded that Health and Safety is everyone's responsibility and everyone has a duty of care to themselves and to those who they work with, to keep the working environment in a clean, tidy and safe state.

The Company will provide working conditions in accordance with guidance to the regulations.

3.7.1 Maintenance of Workplace, and of Equipment, Devices and Systems

Interblock (Derby) Limited will ensure that all equipment, devices and systems to which this regulation applies will be:-

- Regularly maintained (including, as necessary, inspection, testing, adjustment, lubrication, cleaning) is carried out at suitable intervals
- Any potentially dangerous defects are remedied, and that access to defective equipment is prevented in the meantime.
- Regular maintenance and remedial work is carried out properly and
- A suitable record is kept to ensure that the system is properly implemented and to assist in validating maintenance programmes.

3.7.2 Ventilation

The Company will ensure that enclosed workplaces are sufficiently well ventilated so that stale air, and air which is hot or humid because of the processes or equipment in the workplace, is replaced at a reasonable rate.

The air that is introduced will be, as far as possible, being free of any impurity which is likely to cause offence or ill health. Air, which is taken from the outside, can normally be considered 'fresh', but air inlets should not be sited where they may draw in excessive contaminated air.

The Company recognises that windows that open may provide adequate ventilation and will access the ventilation available and introduce additional ventilation whenever necessary to meet the requirements of this regulation.

3.7.3 Temperature in Indoor Workplaces

The Company will ensure that during working hours the temperature in all workplaces inside buildings is reasonable. The Company will site thermometers at convenient places to enable temperatures throughout the workplace to be measured.

3.7.4 Lighting

The Company will ensure that the lighting throughout the workplace will be suitable and sufficient to enable people to work, use facilities and move from place to place safely and without suffering eyestrain. Stairs will be well lit in such a way that shadows are not cast over the main part of the treads. Where necessary, following an assessment, local lighting will be provided at individual workstations, and at places of particular risk. This will also include construction activities where task lighting maybe required.

3.7.5 Cleanliness and Waste Material

The Company will ensure that the workplace is suitably and sufficiently cleaned to comply with the requirements of these regulations. Cleaning will be carried out in an effective and suitable method and without creating, or exposing anyone to, a health and safety risk or causing harm to the environment.

3.7.6 Room Dimension and Space

The Company will ensure that workrooms have enough free space to allow people to get to and from workstations and to move within the room with ease. The number of people who may work in any particular room at any one time will depend on the room size and the space taken up by furniture, fittings, equipment and the layout of the room.

The total volume of the room, when empty, divided by the number of people normally working in it should be at least 11 cubic metres. In making this calculation a room or part of a room which is more than 3.0 m high should be counted as 3.0 m. The figure of 11 cubic metres per person is the minimum per person and may be insufficient if much of the space in the room is taken up by furniture etc.

3.7.7 Workstations and Seating

The Company will ensure that ever workstation shall so be arranged that it is suitable for both any person at work in the workplace who is likely to work at that workstation any for any work to be undertaken at that workstation.

Workstation will be arranged so that each task can be carried out safely and comfortably, the work surface will be at a suitable height and work materials and frequently used equipment or controls will where possible be within easy reach and the use of such equipment will not cause undue bending or stretching.

Workstations including seating and access to workstations will be suitable for any special needs of the individual employee, including employees with disabilities.

Workstations will allow any person who will work there adequate freedom of movement and the ability to stand upright. Spell of work which unavoidably has to be carried out in cramped conditions will be kept as short as possible and sufficient space will be nearby to relieve discomfort.

Seating provided will, where possible, provide adequate support for the lower back, and a footrest will be provided for any worker who cannot comfortable place his or her feet flat on the floor.

This Regulation covers all workstations. Workstations where visual display units, process control screens, microfiche readers and similar display units are subject to the Health and Safety (Display Screen Equipment) Regulations

3.7.8 Conditions of Floors and Traffic Routes

The Company will ensure that every floor in a workplace and the surface of every traffic route in the workplace will be of a construction such that the floor or surface of the traffic route is suitable for the purpose for which it is used.

The surface of floors and traffic routes will be free from any hole, slope or uneven or slippery surface which is likely to cause a person to slip, trip or fall or cause a person to drop or lose control of anything which is being lifted or carried or cause instability or loss of control of vehicles and/or their loads.

3.7.9 Falls or Falling Objects

So far as reasonably practicable falls from any height or falling materials within the workplace will be prevented and the same preventative action as outlined in the section entitled Construction (Health, Safety and Welfare) regarding the prevention of falls and falling materials will be applied throughout the workplace.

Changes of level, such as a step between floors, which are not obvious, will be marked to make them conspicuous.

3.7.10 Windows, skylights and Ventilators

The Company will ensure that where it is necessary for employees to open windows, skylights and ventilators that they can do so safely without risk to their health and safety. The Company where necessary will provide window poles or similar equipment or a stable platform or other safe means of access. Where there is a risk of falling from height, devices will be provided to prevent windows opening too far.

The Company will ensure that open windows, skylights or ventilators will not project into an area where persons are likely to collide with them. The bottom edge of opening windows will be at least 800mm above floor level, unless there is a barrier to prevent falls.

3.7.11 Sanitary Conveniences and Washing Facilities

The Company will ensure that adequate sanitary conveniences and washing facilities are provided for employees. Washing facilities will include hot and cold or warm water, soap or other suitable means of cleaning, towels or some other suitable means of drying. Water closets will be connected to suitable drainage system and be provided with an effective means of flushing. Toilet paper in a holder or dispenser and a coat hook will be provided. In the case of water closets used by women, suitable means of disposing of sanitary dressings will be provided.

3.7.12 Drinking Water

The Company will ensure that a wholesome supply of drinking water is available for employees within the workplace.

3.7.13 Facilities for Pregnant Women and Nursing Mothers

The company will when necessary provide facilities for pregnant women and nursing mothers to rest, convenient to the sanitary facilities, and where necessary include the facility to lie down.

3.7.14 Smoking

All work places are designated as no smoking areas, employees who smoke must only do so in designated smoking areas which are external to the workplace

3.8 The Construction (Design and Management Regulations 2006)

The Company will ensure that regulations are fully complied with whenever the company are engaged in construction activities.

3.8.1 Role of The Company

Whenever the Company fulfil the role of contractor on CDM projects which are non-notifiable the company shall ensure that:-

- No construction works will be carried out by the company unless the client is aware of their duties under the Regulations
- The Company will plan, manage and monitor works carried out by the company or works under control of the Company and ensure, so far as is reasonable practicable, it is carried out without risks to health and safety.
- Ensure that any contractor the Company appoints or engages in his turn in conjunction with the project is informed of the minimum amount of time, which will be allowed to him for planning and preparation before he begins construction works.
- The Company will provided every worker carrying out construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health including:-
 - Suitable site induction, where not provided by a principal contractor
 - Information on the risks to their health and safety
 - Identified by risk assessment under Regulation 3 Of the Management of Health and Safety at Work Regulations or
 - Arising out of the conduct by another contractor of his undertakings and of which he is or ought reasonable to be aware
 - The measures which have been identified by the contractor in consequence of the risk assessment and the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions
 - Any site rules
 - The procedure to be followed in the event of serious and imminent danger to such workers; and
 - The identity of persons nominated to implement those procedures
- The Company shall not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site
- The Company will not start work, so far as is reasonable practicable, that welfare facilities are provided which comply with the requirement of the CDM Regulations.

3.8.2 Role of Principal Contractor

Whenever the Company fulfil the role of principal contractor on notifiable projects the Company shall:-

- Plan, manage and monitor the construction phase in a way which ensures that, so far is reasonably practicable, it is carried out without risk to health or safety, including facilitating:-
 - Co-operation and co-ordination between persons concerned in the project
 - The application of the general principals of prevention
- Liaise with the CDM co-ordinator in performing his duties during the construction phase in relation to any design or change in design
- Ensure that welfare facilities sufficient to comply with the CDM Regulations are provided throughout the construction phase
- Where necessary for health and safety, draw up rules which are appropriate for the construction site and the activities on it, referred to as Site Rules.
- Give reasonable directions to any contractors so far as is necessary to enable the principal contractor to comply with his duties under the CDM Regulations

- Ensure that every contractor is informed of the minimum amount of time which he will be allowed to him for planning, preparation before he begins construction works
- Where necessary, consult with a contractor before finalising such part of the Construction Phase Plan as is relevant to the work to be performed by him
- Ensure every contractor is given, before he begins construction work and in sufficient time to enable him to prepare properly for that work, access to such parts of the Construction Phase Plan as is relevant to the work to be performed by him
- Ensure that every contractor is given, before he begins construction work and in sufficient time to enable him to prepare properly for that work, such further information as he needs:-
 - To comply punctually with the duty under the Regulations
 - To carry out work to be performed by him without risk, so far as is reasonable practicable, to the health and safety of any person
- Identify to each contractor the information relating to the contractors activities which is likely to be required by the CDM co-ordinator for inclusion in the Health and Safety File
- Ensure that the F10 is displayed in a readable condition where they can be read by any worker engaged in construction works
- Take reasonable steps to prevent unauthorised access to the construction site
- Take reasonable steps to ensure that every worker carrying out construction works is provided with:-
 - A suitable site induction
 - The information and training referred to in Regulation 13(4) by a contractor on whom the duty is placed by that Regulations
 - Any further information and training which he needs for the particular work to be carried out without undue risk to health and safety

3.8.3 Co-operation and Consultation

The Company when fulfilling the role of principal contractor in relation to the duty to co-operation and consultation with workers shall: -

- Make and maintain arrangements, which will enable him and the workers engaged in construction work to co-operate effectively in promoting and developing measures in relation to the health safety and welfare of the workers and in checking the effectiveness of such measures.
- Consult those workers or their representatives in good time on matters connected with the project which may effect their health and safety or welfare, so far as they or their representatives are not consulted on those matters by any employer of theirs;
- Ensure that such workers or their representatives can inspect or take away copies of any information which the principal contractor has, or which the CDM Regulations require to be provided to him, which relates to the planning and management of the project, or which otherwise may affect their health and safety or welfare at the site except for those exceptions detailed within the CDM Regulations.

3.8.4 Part 4 of CDM Regulations

The Company will comply with the requirements of Part 4 of the CDM Regulations. Duties relating to health and safety on construction sites, which include:-

- Safe places of work
- Good order and site security
- Stability of structures
- Demolition or dismantling
- Explosives
- Excavations
- Cofferdams and caissons
- Reports of inspections
- Energy distribution installations
- Prevention of drowning
- Traffic routes
- Vehicles
- Prevention of risk from fire
- Emergency procedures
- Emergency routes and exists
- Fire detection and fire fighting
- Fresh air
- Temperature and weather protection
- Lighting

3.9 Electricity at Work

The Electricity at Work Regulations requires certain precautions to be taken against the risk of death or personal injury from electricity in any work activity. The regulations also place duties on employers, employees, and self employed persons to comply with the requirements as are within their control. Employees have an additional duty to cooperate with their employers. The Company will fully comply with these requirements.

3.10 Temporary Electrical Installations

3.10.1 System Voltage

The most acceptable reduced voltage compromise for site work (including portable tools and lighting) is 110 V, single or three phase, so that no part of the installation is at more than 55V or 65V respectively to earth. The Company will adhere to these standards, so far as is reasonable practicable.

No 240v item will be allowed on a construction site, unless by prior written agreement of the Principal/Main Contractor.

3.10.2 Lighting on Site

All festoon lighting and portable lamps (including inspection lamps) must be run from an 110V supply, the most practical choice of lamp being the tungsten filament type.

3.10.3 Electrical Tools

All portable electric plant, tools and lighting used on site must be down rated to 110v only. Supply leads to these tools are likely to be lengthy; every effort should be made to protect them from damage. Tools should be disconnected before any adjustments are made or attachments changed.

Whilst all electric portable tools should be subject to inspection, testing and maintenance by competent persons, users should check them before use and ensure that the flexible cable is not damaged and is firmly connected to both tool and plug.

3.11 Working at Height

It is the Company's Policy to comply with the requirement of the Working at Height Regulations. Within the Regulations it states that all falls from height, which could result in injury, must be prevented. Under no circumstances should Interblock site operatives work at height. The client / Principle Contractor must take into consideration the surroundings of Interblocks working areas to ensure that any open excavations manholes etc. are covered or fenced off.

3.11.1 Risk Assessment

Under the Working at Height Regulations employers must complete a risk assessment for all works conducted at height and must put in place arrangements for:-

- Eliminating or minimising risks from working at height.
- Safe systems of work for organising and performing works at height.
- Safe systems for selecting suitable work equipment to perform works at height.
- Safe system for protecting people from the consequences of works at height.

3.11.2 Protection Against Falls

Where a person or materials are liable to fall and cause or result in an injury, or where work over water, liquid or dangerous materials, edge protection consisting of the following must be provided:-

- A guard rail at a height not less than 950mm
- The space between any guardrail or similar means of protection must not exceed 470mm
- A toe-board that is suitable for the purpose of preventing material falling off the working platform

Where works is carried out at height, suitable and sufficient measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance, which is liable to cause injury.

3.11.3 Hoisting of Materials

When working at heights, various lifting appliances and lifting gear will probably be required. These may include block and tackle, winches, wire ropes, chains, slings etc. The site manager must ensure that any sub-contractor using any such equipment has been suitably trained in their use. Each contractor must make an assessment of the suitability of such lifting equipment to the work being carried out.

3.12 Display Screen Equipment

It is the Company's policy to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations.

The Company will conduct health and safety assessments of all workstations within the workplace provided for the purpose of employees using VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- VDU screen users will be allowed periodic breaks in their work.
- Footrests will be provided when necessary where individual workers are unable to rest their feet flat on the floor. Footrests should not be used when they are not necessary as this can result in bad posture.
- Software provided by the Company will be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user; no quantitative or qualitative checking facility may be used without the knowledge of the operator or user.
- Eyesight tests will be provided for VDU screen users on request.
- Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

3.13 Alcohol and Drug Abuse

The Company recognises its duty to protect its employees, and others who may be affected by the Company's activities, from the risk associated with the excess use of alcohol and the misuse of drugs by an employee. The Company will not knowingly allow an employee under the influence of alcohol or drugs to continue working.

Any employee who believes they may have an alcohol or drug related problem, which may affect their work, is encouraged to approach their Director, the Company will provide assistance where possible. Employees can expect matters of this nature to remain confidential.

The Company may take disciplinary action against any of its employees who misuse drugs or are under the influence of excess alcohol whilst at work.

The Company requires any employee who believes that another of the Company's employees is working whilst under the influence of excess alcohol or affected by drugs to report this to their Director.

3.14 Working Time

The Company has a general duty under s.2 (1) of the Health and Safety at Work Act, to ensure "so far as reasonably practicable" the safety of its employees. This implies a restriction on the employment of any employee for excessively long hours, or on unsuitable shifts likely to cause physical or mental ill health, or precipitate fatigue induced accidents. Specific requirements concerning hours of work are contained in the Working Time Regulations.

The Company recognises that working excessive hours can affect the health and safety of individuals.

3.15 Work Equipment

It is the Company's policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations.

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is required to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

3.15.1 Driving on Company Business

The Company requires all employees who have to drive to carry out their work, to read, understand and sign its policy for 'Driving Safely Whilst on Company Business'.

3.15.2 Use of Mobile Phones Whilst Driving

Current legislation forbids the use of mobile phones whilst driving, unless, the phone is fitted in a cradle and a "hands free" car kit is used. It is the Company policy that the use of Mobile phones whilst driving is not permitted unless in conjunction with the "hands free" kit provided by the Company (and even then it is discouraged). If an employee does not have a "hands free" kit or it is not working then the employee must ensure that the message facility is activated on his Company provided mobile phone. The employee must then stop, at a designated parking area and switch off the motor vehicle engine prior to taking any messages. The employee should stop and take messages approximately every hour unless informed differently by their line manager.

3.15.3 Mechanical Plant and Equipment

The Company will ensure that only competent trained operatives will operate mechanical plant on site, all such equipment will be in date for any statutory required inspection/testing. Operators of mechanical plant and equipment are to comply with the operations manual and wear/use any safety devices provided with the equipment. Operators/users of mechanical plant and equipment are to report any defects in equipment to their supervisor immediately and take the equipment out of use until the defect has been assessed / repaired.

3.16 Noise

The Company will comply with the requirements of relevant legislation including The Control of Noise at Work Regulations and also the Health and Safety at Work Act.

The day-to-day operations of the Company within the office do not expose employees to levels of noise above action levels. However, some activities on construction sites will exceed noise action levels. All employees will ensure that ear protection is worn as recommended by their supervisor.

Appropriate ear protection will be provided to all staff at the appropriate action level. The Company will ensure staff wears ear protection when such a need has been identified. In accordance with the Control of Noise at Work Regulations the action levels are;

- First Action Level – a daily personal exposure at or above LEP,d of 80 dB(A). No specific action is required beyond assessing the risk and notifying employees of those risks. Hearing defenders should be offered but there is no obligation to wear them.
- Second Action Level – a daily personal exposure at or above LEP,d of 85 dB(A). Specific action is required including assessing the risk, notifying employees of those risks, mandatory provision and wearing of hearing defenders and put measures in place to reduce risk to below First Action Level
- Peak Level - for peak noise of 140dB(A). Requirements as for the Second Action Level except where areas of this level of exposure exists they should be excluded from unauthorized access

Interblock (Derby) Limited undertake to, so far as reasonably practicable, to:-

- Reduce noise at source
- Use sound dampening devices
- Reduce the time that operatives are exposed to the noise
- Issue PPE, instructions, information and training.

Designate ear protection zones and post signage accordingly

Employees who feel they are experiencing any affects from excessive noise while at work are expected to raise the matter with their supervisor.

3.17 COSHH

The Company will comply with the requirements of relevant legislation including the Control of Substances Hazardous to Health Regulations.

In most instances the substances/products in use by the company are general house-hold or office supplies, the hazard information and instructions for use provided on the packaging are adequate. All staff must use these substances in accordance with the instructions for use, substances must not be decanted into alternative containers.

Staff will be made aware of the hazards of any materials they will be asked to use. The Company will provide written assessments for all those products that have been assessed as hazardous to health.

The Company will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

3.18 Manual Handling

The Manual Handling Operations Regulations apply to the manual handling or lifting of materials and require the following three steps to be taken: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck.
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed.
- The provision of simple guidelines to help with the Assessment and reduce the risk of injury as far as reasonably practicable.

The Company will provide written assessments for all lifting operations that have been assessed as significantly hazardous to health.

The Company will ensure that the employees for whom they are responsible are instructed in the correct handling and lifting of loads.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that safe access is available is especially important.

The Company does not require any employee to lift, without assistance, a load that may cause injury.

3.19 Risk Assessment

Management and supervisory staff are required to carry out risk assessments of work activities. These assessments will include;

- Identifying the hazards
- Assessing the risks taking into account the severity of the hazard, numbers of people exposed, and the possible consequences.
- Confirm the adequacy of existing control measures or precautions; verify compliance with legislation
- Record the findings including any arrangements to be implemented, together with any training, etc, that may be necessary.

As required the Company will assess the risk, taking into account the special circumstances for; expectant or new mothers and mothers who are breast feeding, and young persons.

3.20 Visitors and Third Parties

The company has an obligation not to put people at risk, this includes company employees, client employees, sub contractor employees, members of the public and visitors i.e. suppliers representatives, delivery personnel, self-employed etc.

The company must take reasonable precautions necessary to prevent unauthorised access to the company offices and construction sites for which the company is responsible; this includes preventing access to trespassers and children who may be “attracted” to a building site after working hours. Precautions that may be necessary on construction sites are:-

- Two metre high secure fencing.
- Appropriate signage denoting the area as a work site and highlighting personal protective equipment required and the site hazards.
- Anti climbing measures on scaffold and scaffold access points.
- Hoarding with a lockable access/egress points.
- All plant and equipment electrically isolated and left in a safe condition with cabs locked and boarded if required.
- Covered skips.
- Security personnel.

Where visitors are invited on to site they are to receive site induction training, sign in/out of site, wear the appropriate PPE and where possible be escorted during their visit. If visitors do not have the appropriate PPE, and none is available on site, the site manager, if it is safe to do so, can at his/her discretion escort the visitor around the site, after stopping any works in the area of the site being visited that may present a hazard to the visitor. Dependent on the nature of the site it may be the case that it is not safe for any visitor to enter the site without the appropriate PPE and in these circumstances the site manager will refuse access to visitors irrespective if they are the clients representative, designers, engineers etc.

3.21 Stress

The Company recognises that it has a duty to ensure employees are not made ill by their work. The company understands that work related stress can be a cause of ill health and will take all reasonable practicable measures to ensure none of its employees suffer from work related stress.

Employees will work best when they are working at a level for which their talents and training equips them. Should this not be the case, or should the employee be suffering from stress, whether work or private life induced, the Company encourages employees to raise the issue with their Director so that they can work with the employee to provide such assistance as both parties think would be beneficial.

The company will monitor for the symptoms of stress. Where stress caused or made worse by work could lead to ill health, a risk assessment will be carried out in accordance with the guidance provided in HSE INDG 406 ‘Tackling Stress – The Management Standards Approach’

Stress is the adverse reaction people have to excessive pressures or other types of demand placed on them. Management Standards to cover the primary sources of stress are:-

- Demand – such as workload, work patterns and the work related environment
- Control – such as how much say a person has in the way they work
- Support – such as encouragement, sponsorship and resources provided by the organization, line management and colleagues
- Relationships – such as promoting positive working to avoid conflict and dealing with unacceptable behaviour
- Role – such as whether people understand their role within the organisation and whether the organization ensure that they do not have conflicting roles
- Change – such as how organizational change is managed and communicated in the organization.

3.22 Policy Review

This policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Annexe A

Assessments

1. DSE Assessments
2. Risk Assessments
3. COSHH Assessments
4. Manual Handling Assessments
5. Noise Assessments
6. Fire Assessments
7. Method statements
8. Vibration Assessments