



# **Health & Safety Policy 2024**

# Health and Safety Policy

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## **Company Statement of Intent**

Our organisation understands that the health and safety of our workforce and of those who may be affected by the operations undertaken by Basement Force Limited is of paramount importance.

We understand that the most valuable assets to any organisation are the people that drive the business forward.

It is therefore, the Company's firm intention to ensure that the highest standards of Health and Safety are applied throughout the organisation.

The requirements of the Company and of this policy, shall be communicated to all persons that may be affected by our works.

Basement Force Limited shall ensure, so far as is reasonably practicable that the requirements of the Health and Safety at Work Etc. Act. 1974 and all relevant statutory provisions are complied with.

Approved codes of practice and published guidance are to be followed in so far as they can be applied to the nature of the work being undertaken.

Generally, though the organisation shall ensure, so far as is reasonably practicable, that it provides safe plant and equipment to carry out its operations and implement safe systems of work to ensure that the associated risks are reduced to the lowest level reasonably practicable.

Basement Force Limited shall ensure that consideration is afforded to the safe use, handling, storage and transportation of articles and substances before, during and following completion of the works.

The implementation of safe systems of work and monitoring their effectiveness, together with ensuring communication of the Policy shall be achieved through the effective provision of information, instruction, training and supervision for all employees and duty holders.

Basement Force Limited will provide safe workplaces and a safe means of getting to and from each workplace, so far as is reasonably practicable and shall provide a working environment that is free from risks to health and safety, so far as is reasonably practicable. Suitable and sufficient welfare facilities shall be provided for use of persons at work, any such facilities will be provided, so far as is reasonably practicable, with suitable and adequate heating, lighting and ventilation.

It is Basement Force Limited's and the Director's belief that by introducing and implementing a safety management system and leading by example, that the organisation will develop professionally with a view to securing long term economic stability and future growth.

Basement Force Limited and its Executive Officers have a commitment to health & safety and fully support the implementation of a safety management system and will discharge with enthusiasm, the duties and responsibilities imposed upon them by this Health and Safety Policy.

Basement Force Limited believe in an employee's right to refuse to work on grounds of health & safety; a belief that consultation with the workforce is fundamentally important in its goals to provide, so far as is reasonably practicable a risk-free workplace.

### **Anonymous Feedback**

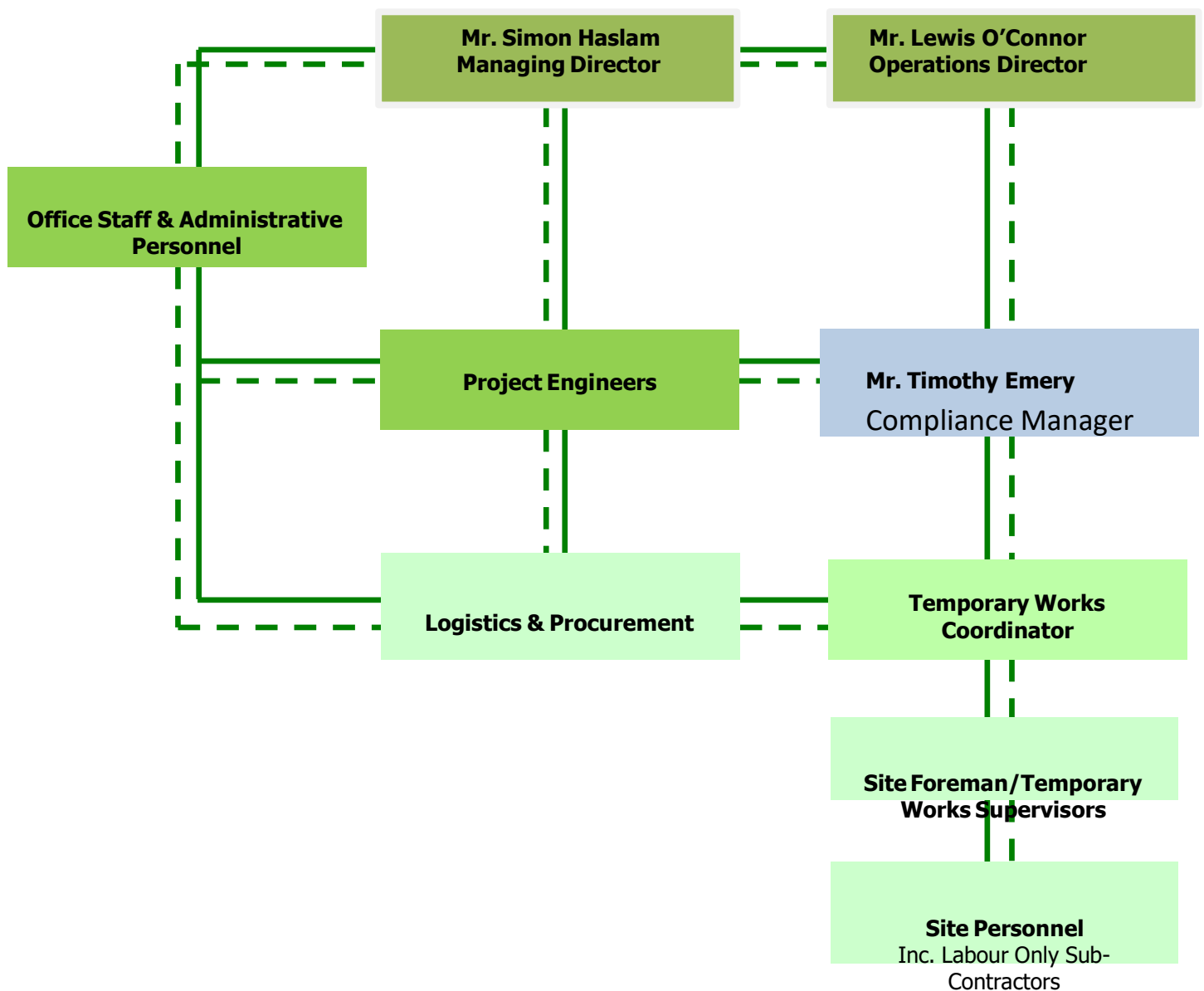
Should you feel that this policy is erroneous, incomplete or is not being followed you can communicate anonymously with the company by visiting [www.forceinfo.co.uk/aff](http://www.forceinfo.co.uk/aff)

Signature

Date 28/2/23

Simon Haslam  
Managing Director.

## Company Organisational Structure



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**Denotes direct line of communication**

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**Denotes communication of feedback**

## **SECTION 2.0**

### **2.1 THE RESPONSIBILITIES OF MR. SIMON HASLAM, MANAGING DIRECTOR IN ASSOCIATION WITH OTHER DIRECTORS**

The overall responsibility for co-ordinating Health and Safety rests with the Managing Director but specific duties are delegated to others according to their experience, training and position within the organisation. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day. The Managing Director together with any other appointed Directors will ensure that this Policy is applied throughout the Company as well as being adopted by all operatives, sub-contractors and visitors to premises where contracts are undertaken.

Under his guidance, effective accident prevention and safety training programmes are developed, and procedures introduced to bring about a Safe and Healthy working environment. Mr. Simon Haslam will also ensure that, as appropriate, management are trained in these policies and play their part in promoting Health and Safety. All new employees will be trained in the Company Health and Safety requirements. Training received by all employees will be entered in their personal training record file, this will be reviewed, and any further training needs will be established. Each individual person has a duty of care to himself, as well as to all those they come into contact with during any part of the working day.

The Directors of Basement Force Limited shall, in order to ascertain the quality of the Company Health and Safety culture will randomly undertake S.M.B.W.A's "Safety Management by Walking About" this will entail visiting work sites and noting for themselves areas of safety in which they feel the Company requires the allocation of additional resources and secondly to establish the views of the workforce in relation to the Company strategies and standards with regard to Health and Safety. The outcome of such visits will be discussed at subsequent Board meetings.

Formal inspections of offices and work sites will also be undertaken to ensure that all work equipment is suitably maintained, checked for damage and wear in accordance with the Provision and Use of Work Equipment Regulations 1998 and the general office environment is assessed for Health and Safety compliance e.g. blocked access and egress routes, risk assessments and working practices.

- The Directors have a responsibility to ensure that adequate resources in terms of funding and sufficient time allowances are allocated throughout the organisation with regards to safety and health and that: -
- At all times consideration is given to health and safety in order that risks are reduced to levels which are as low as is reasonably practicable.
- Statistics are regularly checked with an aim of continual improvement.
- There is continued communication between all persons within the organisation and with any externally sourced consultant services to ensure best practice is followed and expert advice obtained where necessary.

- This Policy is implemented by all, and individuals meet their responsibilities.
- The Company's employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire organisation.

**Ultimately the Managing Director in association with the Operations Director and board members are to ensure that management set a good example and adequate time and resources are made available to ensure the competence of all staff with regards to Health and Safety and that there is co-ordination, co-operation and communication between all employees to achieve a uniform health and safety culture throughout the hierarchy of the organisation.**



Those with the responsibility for the planning of projects are to determine: -

The most appropriate order and method of working have been priced for and planned.

That competent persons are available to undertake any specialist work.

The amount of time and resources to be allocated with adequate allowance for unplanned eventualities to ensure Health and Safety is not compromised as a result.

Arrangements to ensure the provision of adequate lighting, signage, supervision, information and instruction to ensure the safety of all persons.

The safety of third persons upon whom, the undertakings of Basement Force Limited may impinge i.e. pedestrians, visitors, the general public, etc.

The availability of welfare facilities, fire precautions and First Aiders particularly when operations are undertaken at the site of a Client or co-ordinated with the operations of an appointed Principal Contractor.

Any particular training or instruction required for specific tasks and to ensure all employees, self-employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work for Basement Force Limited, in the office or on site.

Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences.

Outline potential hazards at each stage and indicate precautions to be adopted. This may require the preparation of written assessments as required under the Management of Health and Safety at Work Regulations 1999. Ensure they are available to the Supervisors and persons on site and that they are discussed fully and understood.

## **2.2 THE RESPONSIBILITIES OF THE HEALTH AND SAFETY CONSULTANT.**

The responsibility of the Health and Safety Consultant is to monitor, review and revise all modifications or amendments and requirements that are deemed necessary to comply with the existing and/or new legislation, relevant Approved Codes of Practice and guidance material published by the Health and Safety Executive, Environment Agency and where applicable, the Local Authority.

In addition, the Health and Safety Consultant will undertake to perform those duties laid out below when requested or should the necessity arise:

- ❑ To advise Management at all levels, when requested on the implementation of Health and Safety, i.e. relevant legislation, Codes of Practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- ❑ To monitor by inspection of the workplaces, workshops and accommodation, the Health and Safety performance of employees and to report back to the Directors and the Supervisors on the findings of such inspections.
- ❑ To advise on, develop and prepare, if requested, Health and Safety documentation.
- ❑ To prepare statistical analysis of accidents and causation classification, with recommendations on preventative measures to be implemented.
- ❑ To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings, in which Basement Force Limited may be involved.
- ❑ To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve, with the co-operation of the Management, staff and site personnel, compliance with current legislation.
- ❑ To advise on fire precautions, signage and best practices with regards to fire prevention.
- ❑ To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- ❑ To give guidance on training required ensuring continued competency and, if requested, producing and undertaking a training program.
- ❑ Undertake noise surveys when requested to ensure the compliance with the Control of Noise at Work Regulations 2005
- ❑ Arrange, when requested, for Portable Appliance Testing to be carried out on all Company owned electrical equipment.
- ❑ The Health and Safety Consultant or his nominee is also empowered during an inspection to stop machinery or processes, which he considers presents serious and imminent danger to the operators, other personnel or the general public.

## 2.3 THE RESPONSIBILITIES OF PROJECT ENGINEERS

The importance and reliance upon the Project Engineer's to consider the health and safety of those upon whom our operations may impinge cannot be underestimated. It is of paramount importance that each Project Engineer is afforded such time and information, including training and other resources as may be necessary for them to satisfactorily maintain safety standards and to ensure that works are not permitted to commence until such time as the appointed Project Engineer is satisfied that all due consideration has been afforded to ensuring that every stage of every project has been planned appropriately in the interest of identifying hazards and implementing the control measures necessary to reduce foreseeable risks to the lowest levels reasonably practicable.

Furthermore, it will be the express responsibility of the appointed Project Engineer to ensure the following: -

- Only suitably qualified and competent contractors are permitted to undertake any part of any specialised operations on site i.e. electrical installation, gas installation, roofing, carpentry, plumbing, window installation, steel erection, fabrication or any other trade.
- That all operations are planned effectively to ensure that foreseeable hazards are identified in sufficient time so as to enable any special precautions to be considered and appropriate control measures implemented.
- That all necessary information that may affect the health and safety of those involved with the project has been requested and where necessary communicated to those persons i.e. asbestos registers, soil reports, service drawings Etc.
- That all operatives are trained and competent to undertake the tasks necessary throughout the duration of the contract and capable of responding as required in the event of an emergency i.e. appointment of trained and competent Fire Marshals & 1<sup>st</sup> Aiders.
- Plant and equipment is delivered to site in good time and in good working order, consideration must also be afforded to ensuring that the equipment is suitable and sufficient for the nature and scope of works and that any required documentation is present and valid i.e. certificates of thorough examination (lifting equipment & accessories).
- Method statements and risk assessments are submitted in good time for all operations offering significant risk of injury or ill health; by the relevant sub-contractor and that they have been reviewed and accepted as satisfactory for the appointed sub-contractor to proceed on site.
- Welfare facilities are present and both suitable and sufficient for the nature and scope of works. The minimum standards required will be in accordance with the Construction (Design and Management) Regulations 2015.

- Suitable and sufficient warning signage and statutory notices are displayed in prominent positions on site i.e. Licenses, Health and Safety Law Poster, Liability insurances Etc.
- That all necessary documentation is kept up to date and maintained by the site foreman appointed for that project. This includes all statutory registers i.e. Scaffolding, Lifting Equipment, Plant, P.P.E. Etc.
- Inductions have been provided for all personnel on site with consideration afforded to ensuring that visitors to site are escorted at all times.
- Disciplinary action is taken against any employee or contractor that fails to adhere to this policy and any instructions or requirements necessary to ensure the safety of anyone who may be affected by the operations on site.
- Actions necessary to comply with any safety inspections are taken without delay and that where this is the direct result of any formal notices issued by the relevant enforcing authority that the Health and Safety Manager is notified immediately.
- Any information relating to any accident, incident or dangerous occurrence is duly notified to senior management as soon as reasonably practicable, taking care to ensure that the matter is investigated immediately to determine the facts and compile as much information as may be necessary to facilitate the completion of an accident report and subsequent investigation by the Health and Safety Executive or our Insurers.
- Where necessary, temporary works are subject to a design and design risk assessment as appropriate to ensure that any such temporary or enabling works are so constructed that they do not offer significant risk to our Clients, employees or the general public.
- To ensure that on site practices and performance of contractors is continuously monitored to ensure standards are maintained.
- Consider the nature of materials and substances required on site and determine if these can be substituted for non-hazardous or less hazardous materials or substances at the project planning stage.

Above all else understand and accept that those whom you observe are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.

## **2.4 THE RESPONSIBILITIES OF THE FOREMEN/SUPERVISORS**

The responsibilities of the Supervisors/Foremen are to:

- ❑ Develop a strong concern for the safety of those that the Company engages on its sites and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement Basement Force Limited Health and Safety Policy with the objective of ensuring a safe workplace.
- ❑ Monitor, control and correct the Health and Safety actions of operatives and contractors and others who may be under your jurisdiction to ensure Health and Safety is given top priority and that the Health and Safety Policy is fully understood and implemented by them.
- ❑ Ensure that all employees and sub-contractors engaged on sites under your control have a good understanding of the risks associated with their activities and the materials they handle. Ensure that risk assessments and COSHH data information is issued or otherwise related. Check that those who need to be aware of it understand it. If not implement and re-check. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- ❑ At the start of every project provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives and sub-contractors on Health and Safety matters.
- ❑ Ensure the general public are not put at any risk from Company operations.
- ❑ Ensure that adequate personal protective equipment is provided and worn when appropriate, replaced when damaged and is stored in an orderly fashion.
- ❑ Stop any unsafe or potentially unsafe working practices immediately and notify your Supervisor or a Director, of personnel who persistently breach Health and Safety rules.
- ❑ Ensure that a tidy workplace and storage areas are maintained, and materials not needed are removed or stored in an orderly fashion and that heat, light and ventilation are adequate.
- ❑ Always prevent obstruction of access and egress routes by the safe delivery, stacking and storage of materials.
- ❑ Plant & Work equipment are to be maintained in a fit state. Ensure plant & equipment requiring repairs will remain safely out of use until such time as repairs that may be required are completed.
- ❑ Provide a briefing/induction to all those engaged to work, supplying details of any hazards that may arise and have not been highlighted by the Principal Contractors induction and outline controls available.

- Wherever possible take responsibility for fully briefing whoever takes over your position on any safety matters or issues particular to the sites concerned. Take responsibility for sites, inducting your replacement if necessary.
- Never, under any circumstances, allow works to proceed in an unsafe manner and report any accidents to your Manager immediately after they happen. Ensure that any accidents are fully documented without delay.
- Use disciplinary procedures in consultation with your Project Engineer or a Company Director on any employee or contractor who is careless with regard to their own or others safety and take steps to restrain persons from taking unsafe risks.
- Visitors, Suppliers, Delivery Drivers etc. are to be made aware of the safety requirements and where necessary, provided with personal protective equipment as required.
- Ensure that all employees and any sub-contractors receive company safety induction and safety awareness training before they start work on site.
- Ensure that all employees and any contractors under your control are treated equally with regards to Health and Safety and have a good understanding of the risks associated with their activities.

### **The Foremen must also determine at the contract stage:**

- That all hazardous materials are properly marked, used and stored as outlined in the COSHH assessment and accompanying material hazard data sheet.
- That a tidy site and storage area is maintained and materials not needed on site are removed or stacked in an orderly fashion and areas of works barriered and adequate signage erected.
- The means for accepting deliveries and safe stacking of materials to prevent obstruction of access and egress routes.
- That arrangements are made between employees, sub-contractors and others at the work area to avoid confusion about areas of responsibility for Health, Safety, Welfare and emergency procedures.
- That adequate supplies of personal protective equipment are available and that it is used correctly at all times.
- That competent persons are available for the use and inspection of plant used on site and that competent persons are available for signalling, slinging and traffic marshalling operations.
- That each project under your control has adequate emergency procedures, firefighting equipment and first aid kit (and a trained First Aider or appointed person where required). Whether it is to be supplied by Basement Force Limited or the Principal Contractor where one has been appointed.
- That those areas of works that may be hazardous must have access barred. Ensure that where excavations remain open that they are in a safe condition with handrails placed and notices displayed. Wherever possible, consideration must be afforded to backfilling excavations as soon as is practicable.
- To make a Director/Project Engineer aware of any Health and Safety matters that are in any way unusual to those the Company normally deals with i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company.
- Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR if applicable, and entered into the accident book on site and related to the head office. Introduce controls to prevent a similar situation in the future.

Above all else understand and accept that those whom you observe are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.

## **2.5 THE RESPONSIBILITIES OF ADMINISTRATIVE PERSONNEL**

- To understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made.
- To monitor, control and correct the Health and Safety actions of the persons under your control to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented.
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work face.
- To maintain a comprehensive head office accident log for the Company and to ensure that in the event of an accident, the circumstances are fully and accurately documented without delay. Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013) if applicable. Details are to be analysed to assess trends for possible amendments to working practice.
- To take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions while at work.
- To maintain a pro-active role in the assessment of risk and to familiarise themselves with the broad requirements of Health and Safety legislation.
- Ensure there is perseverance towards the continual improvement in the Company's Health and Safety performance and the performance of those contractors engaged by the Company.
- To assist the Directors to ensure that accidents and incidents are fully investigated, and 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 without delay.
- To ensure that the office is kept clean and tidy and that escape routes are kept clear at all times undertaking frequent inspections of immediate working environments to ensure that if a hazard presents itself it is reported directly or immediately corrected, when possible.
- To become aware of emergency procedures & to ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work.
- Always consider how your acts or omissions may impinge on the Health and Safety of others.



- Report any incidents that may, if not corrected be able to cause harm to others.
- To provide the Health and Safety Consultant with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.

## **2.6 THE RESPONSIBILITIES OF EMPLOYEES AND LABOUR ONLY CONTRACTORS**

All employees of the Company are to comply with their individual duties under Section 7 & Section 8 of the Health and Safety at Work Etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all operatives and contractors are requested to:

- ❑ Read and understand the Company Health and Safety Policy and comply with its requirements.
- ❑ Develop a personal concern for the safety of yourself and others who may be affected by your activities.
- ❑ Obtain a good understanding of the risks associated with your activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance.
- ❑ Regard Health and Safety information and training as your right. Do not start work until you are satisfied as to your competency. Ask for and expect to receive a toolbox talk on any work or Health and Safety matters you feel unsure about.
- ❑ Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't! Contact your Supervisor, the Company Health & Safety Manager or the Site Foreman immediately.
- ❑ Wear personal protective equipment when necessary but regard its usage as a means of last resort. Work to eliminate or control the risk first,
- ❑ Ensure that you use the correct tools and equipment for the job and not use plant and equipment for work for which it was not intended, or if you are not trained or experienced to use it. Report any damaged plant or equipment. Keep all tools and plant in good condition inspect them frequently and do not use them if they are damaged or inadequate for the job.

- ❑ Be aware that site 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 site First Aider is.
- ❑ Keep the workplace 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.
- ❑ Do not play dangerous practical jokes or partake in "horseplay".
- ❑ Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- ❑ Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others and suggest safer methods of working to ensure that you and the general public are not put at any risk. Warn any other persons sharing the workplace of particular known hazards.

**Above all else understand and accept that you are likely to cause, have or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry.**

The attention of all employees is drawn to their responsibilities under the Health and 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 any other persons who may be affected by his acts or omissions while 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 is reasonably practicable 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 here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work Etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.

- All equipment should be fitted with safety devices or cut outs and these should never be by-passed. All equipment has been tested and supplied in accordance with the current legislation. Defects in plant, equipment and tools must be reported immediately.
- Do not attempt to repair or maintain plant or equipment unless you have been properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place where required for the safe use of equipment. Ensure the working environment meets the safety requirements for operating plant/equipment and tools, so that heat, light and ventilation are adequate. Furthermore, ensure that the area is sufficient with regard to working space.
- All faulty equipment or plant is to be isolated immediately and warnings given to others who may be at risk. Inform the Foreman/Supervisor and ensure that no work is carried out in the hazard area or with the faulty equipment until such time as the hazard has been cleared.
- All injuries to yourself must be reported to the competent and/or qualified First Aider immediately. Details are also to be entered into the accident book.

## **2.7 THE RESPONSIBILITIES OF CONTRACTORS**

- All Contractors will be expected to comply with Basement Force Limited's Health and Safety Policy and must submit their own Health and Safety Policy, method statement and risk assessments to Basement Force Limited for verification.
- Contractors will receive a copy of this Health and Safety Policy on request and will be expected to be fully aware of what is required of them whilst working on sites.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others whom may be present in the work area and comply with any safety instruction given to them by the Site Foreman.
- All plant and equipment brought into a work area by Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, with any certificates available for checking. All operatives must be adequately trained in the use of such equipment and where appropriate have available any certificates of competence.
- All electrical equipment is to be regularly tested and suitable for the conditions in which it is to be used or provided.
- Any injury sustained or damage caused by Contractors employees must be reported immediately to Basement Force Limited's Site Foreman.
- Contractors when informed of any hazards or defects will be expected to take immediate action.
- Welfare facilities will be provided at sites as well as extinguishers for general fire protection and first aid personnel by Basement Force Limited. In many situations there will be co-operation and co-ordination of activities with the Client who may make suitable arrangements.
- Contractors undertaking hot works are to provide additional, suitable fire extinguishers.
- Basement Force Limited will provide COSHH assessments for any material or substance supplied for use on site. Contractors are to provide COSHH assessments for materials provided for their own use.
- Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- It is the Policy of Basement Force Limited that all operatives, Contractors and persons within the works area wear protective clothing or equipment appropriate to the works being undertaken or as highlighted in the personal protective equipment assessment.
- Contractors are to provide suitable and sufficient protective clothing and safety equipment for their employees.

- Contractors are required to ensure that copies of all risk assessments, COSHH assessment's and safe working documentation are available for inspection by the Foreman / Supervisor. Any such documentation should be provided before work is due to commence and in sufficient time to allow the Health and Safety Consultant to approve the document prior to commencement.

## **SECTION 3.0      GENERAL ARRANGEMENTS**

### **3.1      HEALTH AND SAFETY OVERVIEW**

Under the Environmental Protection Act 1990 and the Health and Safety at Work Etc. Act 1974, the Secretary of State is empowered to make regulations for a number of purposes, which are listed in the Schedules to the Acts. The Environment Agency and the Health and Safety Commission may approve and issue Approved Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders, Regulations and ACOP's remain in force until they are modified or repealed.

### **3.2      ENFORCEMENT**

This is the responsibility of the Environmental Agency and the Health and Safety Executive, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement Officers operate along the lines of the old Factory Inspectors but have considerably more power. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied. If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to 12 months (3 months under the Environmental Protection Act 1990) and a fine of up to £20000.00. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

Section 85 of the Legal Aid, Sentencing and Punishment of Offenders Act 2012 (which came into force on 12th March 2015) had the effect of increasing the level of most fines available for magistrates' courts to an unlimited fine (previously 20,000 for most health and safety offences). However, the increase will only apply in respect of offences committed after 12th March 2015.

Breaches of S2-6 of the Health and Safety at Work Etc Act 1974 –

For offences committed between the 16th January 2009 and before the 12th March 2015, the offence carries a maximum fine on conviction in the magistrates' court of £20,000 or imprisonment for a term not exceeding 6 months or both. The maximum penalty in the Crown Court is an unlimited fine or imprisonment not exceeding two years or both.

For offences committed on and after the 12th March 2015 the maximum penalty in the magistrates' court is an unlimited fine or imprisonment for a term not exceeding 6 months or both. In the Crown Court, the maximum penalty is an unlimited fine or imprisonment not exceeding two years or both.

Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger

An inspector may give to persons employed (or their representatives), factual information obtained by them relating to the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Acts is liable, on indictment for certain offences, up to two years imprisonment, and / or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

### **3.3 ACCIDENT INVESTIGATION**

Basement Force Limited's Health and Safety Manager will undertake a thorough investigation of all accidents. Accidents will be investigated to ensure that suitable controls are implemented and safe systems of work are adopted with the aim of preventing recurrence, removing the hazard and reducing the risk. The accident book will be viewed on a regular basis with details analysed to assess trends for possible amendments to working practice.

### **ACCIDENT PROCEDURE AND RIDDOR**

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Basement Force Limited will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe equipment for work and a clean, safe and healthy working environment. The organisation will provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce.



Basement Force Limited will also as part of its day to day arrangements:

- Ensure the safety and absence of health risks in connection with use, handling, storage and transport of articles and substances,
- Make regular risk assessments,
- Take appropriate preventive/protective measures,
- Appoint only competent personnel to undertake tasks.

Basement Force Limited will undertake risk assessments and ensure that there are sufficient competent trained First Aiders to meet the requirements and also that there are well maintained First Aid facilities in accordance with The Health and Safety (First Aid) Regulations 1981 (as amended).

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- The number of employees,
- The nature of the work in which they are involved,
- The size of the operation,
- How widely employees are distributed across the site,
- The location of the site and its proximity to medical treatment.

The first aid kit and its location shall be known by all personnel and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One person holding a current Emergency First Aid certificate or an "Appointed Person" certificate will be responsible for the proper use and maintenance of the first aid box. Arrangements may be made with the Principal Contractor at projects for the shared usage of such facilities.

### **3.4**    ACCIDENT REPORTING

All accidents are to be reported to the head office and entered into the accident book, where applicable, the statutory requirement to report under RIDDOR 2013 will be complied with. Records will require as a minimum:

- Name and address of injured person(s)
- Date, time and place of accident(s)
- A full explanation of the circumstances leading to the accident(s)
- Name of injured person(s) employer(s).

All relevant information must then be filed away securely or sent immediately to head office so as to ensure that personal details remain protected in accordance with the Data Protection Act 1998.

### **3.5**    ALCOHOL, DRUGS & SMOKING POLICY

Anyone found under the influence of or in possession of alcohol or narcotics will be removed from the areas of work and subjected to appropriate disciplinary measures, which could include dismissal for serious offences. Anyone found smoking in an area other than the site designated "Smoking area" will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures.

Employees are reminded that some prescription drugs may induce tiredness and lethargy etc. therefore it is the Policy of Basement Force Limited that any employee who is taking medication, prescribed or not, to inform their Supervisor if those drugs could affect their performance while at work. Employees are also requested to notify their Supervisor of any illness that may affect their ability to undertake work activities or use plant in a safe manner. Employees are required to submit this information pursuant to the Health and Safety at Work Etc. Act 1974. Section 7.

### **3.6 ASBESTOS.**

Working with asbestos will normally be outside the parameters of the work normally undertaken by Basement Force Limited, however all work involving asbestos in any form will be carried out in accordance with The Control of Asbestos Regulations 2012.

Work involving the removal of asbestos materials covered by the Asbestos (Licensing) (Amendment) Regulations 1998 will be carried out only by Licensed Contractors in accordance with the current Approved Code of Practice for work with Asbestos Insulation and Asbestos Coatings (COP 3 - Health and Safety Executive)

The following Health & Safety Executive ACOPS & Guidance Notes contain information and advice on various aspects of dealing with asbestos and will be referred to as required.

- ❖ HSG248 Asbestos: The analysts' guide for sampling, analysis and clearance procedures.
- ❖ L127 (The management of asbestos in non-domestic premises)
- ❖ L143 (Work with materials containing asbestos)
- ❖ EM6 – Asbestos Essentials - Protective Equipment for working with Asbestos.

#### **PLANNING PROCEDURES.**

All work will be tendered for or negotiated in accordance with the above standards together with The Management of Health & Safety at Work Regulations 1999.

The Health and Safety Consultant will ascertain at an early stage whether asbestos in any form, is likely to be present or encountered on the site. If details provided by the Client are inconclusive, then a competent specialist will be asked to take and analyse samples.

Where asbestos containing materials are confirmed as present or likely to become disturbed as a result of the proposed works a Licensed Contractors will be appointed to undertake the removal of any identified asbestos.

The Licensed Asbestos Removal Contractor will prepare Method statements and will be selected to carry out the work after the Health and Safety Consultant has reviewed the adequacy of the statement.

The Health and Safety Consultant will ensure that any requirement to give notice of the work to the Health & Safety Executive is complied with.

Where work involving asbestos materials not subject to the licensing regulations is to be carried out by employees, the working methods, precautions, safety equipment, and the protective clothing will be determined by the Health and Safety Consultant in conjunction with the Supervisor.

The Foreman / supervisor will arrange for special tools, training and information etc, to be provided prior to commencing with the removal.

## SUPERVISION.

All information on working methods and precautions agreed will be issued to the Client or the Clients Agent, before work starts by the Foreman/supervisor. The Foreman will ensure that the Licensed Contractor selected to carry out the removal work has set up operations in accordance with the agreed Method Statement and that the precautions required are fully maintained throughout the operation so that others not involved are not exposed to risk.

Where necessary, monitoring of airborne asbestos dust concentrations will be carried out outside the removal enclosure.

The Foreman will ensure that no person enters the working area until he has received clearance certificates and it has been confirmed that the results are satisfactory.

Where employees are required to use or handle materials containing asbestos not subject to the licensing regulations, the Foreman will ensure that the appropriate safety equipment and protective clothing provided is worn and that the agreed safe working procedures are understood by the employees and complied with. All warning labels will be left in place on any asbestos materials left on site.

## SAFE SYSTEM OF WORK.

Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry e.g.:

Lagging of pipes.

Fire protection.

Insulating boards.

Ceiling tiles.

Brake linings.

Stipple coatings (e.g. artex).

Roof and cladding sheets.

Drainage goods etc.

Products are now supplied asbestos free.

If the materials are cut or damaged, minute fibres of asbestos can be released into the air which may be inhaled if adequate precautions are not taken. Some people exposed to this risk, and in particular those who also smoked cigarettes, have developed asbestosis and/or certain types of cancer.

Where any work involving asbestos is being carried out on site the leaflet 'Asbestos and You' pocket cards will be issued to operatives.

The supply for use at work of materials containing amosite, crocidolite or chrysotile asbestos is now prohibited. Any materials containing asbestos must be marked with a warning transfer or label.

## ASBESTOS - DEALING WITH UNIDENTIFIED ASBESTOS

The owners of commercial buildings have a duty to investigate and make safe any areas where the presence of Asbestos is known or suspected. However, the presence of Asbestos is not always obvious. The Health & Safety Executive have advised that it is sensible to assume that any building constructed or refurbished before the 1980s will contain asbestos materials. I.e. insulation board, corrugated roof sheets, cement guttering and boilers and associated pipe work and lagging. No work should be carried out which is likely to expose employees to asbestos unless an adequate assessment of exposure has been made. The Principal Contractor or Client are to outline in the Pre-Tender and Construction Phase Plans if known asbestos is present. If asbestos, or what is suspected to be asbestos, which was not identified during the initial assessment of the building is discovered, STOP WORK, operatives are not to handle asbestos products without prior training and the appropriate personal protective equipment. The Client / Basement Force Limited Company must be informed and they must protect the area from any further damage and release of fibres. Then they must call in a competent person / specialist analyst to assess the material to confirm if it is asbestos.

If asbestos is confirmed then a Licensed Contractor must be employed to protect and remove the asbestos to a specified tip that is licensed by the local waste disposal authority. Once the asbestos has been made safe or removed other contractors will be advised and clearance certificates will be available. Work will then continue with caution lest any further un-identified asbestos is found.

### **3.7** COMMUNICATION & COOPERATION

Basement Force Limited sees communications between workers as an essential part of effective Health and Safety 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 Health and Safety Policy. Communication with employees will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

Basement Force Limited aim to work with their Client's Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Environmental, Health and Safety matters and is communicated to relevant employees in order to ensure safe working of all parties at all times.

Contractors are further required to ensure that copies of all risk assessments and safe working documentation are available for inspection by the Site Foreman and/or visiting Health and Safety Consultant. Such assessments should be provided before work is due to commence and in sufficient time to allow submission to the Client or their representative.

### **3.8**    CONFINED SPACES.

Confined spaces are any work area defined in The Confined Spaces Regulations 1997 i.e. any place, including any chamber, tank vat, silo, pit, trench, pipe, sewer, flue or well or other similar space in which, by virtue of its enclosed nature, there arises a reasonable foreseeable specified risk of fire, flood or asphyxiation arising from the ingress of gas, fume, vapour or free flowing solid.

Should entrance to a confined space be required, training of relevant employees will be undertaken in accordance with the above Regulations to ensure their safety and competence.

A detailed method statement together with a permit will be required for all entries into confined spaces to ensure as a minimum that there is a rescue hoist line, winch & harness together with escape procedure.

The confined space must be tested to ensure that the atmosphere within the confined space is free from harmful, toxic and flammable gases and that the area is indeed safe to enter.

If necessary, forced ventilation should be used to clear the chamber. Only when consistently satisfactory readings have been obtained, may the chamber be entered. Continuous monitoring of the confined space must take place throughout the work period. The second person must remain outside this chamber and be ready to operate the rescue winch should the need arise.

### **3.9 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015.**

#### **General.**

On the majority of projects Basement Force Limited fulfil the function of sub-contractor to a Principal Contractor and shall therefore request copies of Project specific health and safety information i.e. Construction Phase Plan and any other relevant health and safety information as per the requirements of CDM. Where Basement Force Limited are not appointed as the Principal Contractor, then where required, method statements and risk assessments will be submitted to the Principal Contractor for approval prior to commencement.

#### **Management of the Works.**

In the event that Basement Force Limited is not acting as the Principal Contractor, then they will provide details of the following to the Principal Contractor when requested:

- ☐ The Site Foreman/s name.
- ☐ How the works will be monitored and controlled.
- ☐ Name of person with ultimate responsibility for the Contract.

#### **Site Accommodation and Welfare Facilities.**

In accordance with CDM, Basement Force Limited shall ensure that the Principal Contractor has provided the necessary facilities to the standard required by The Construction (Design and Management) Regulations 2015 - see below for guidance relating to minimum requirements.

- ☐ enough toilets and washbasins for those expected to use them - people should not have to queue for long periods to go to the toilet;
- ☐ where possible, separate facilities for men and women - failing that, rooms with lockable doors;
- ☐ clean facilities - to help achieve this, walls and floors should preferably be tiled (or covered in suitable waterproof material) to make them easier to clean;
- ☐ a supply of toilet paper and, for female employees, a means of disposing of sanitary dressings;
- ☐ facilities that are well lit and ventilated;
- ☐ facilities with hot and cold running water;
- ☐ enough soap or other washing agents;
- ☐ a basin large enough to wash hands and forearms if necessary;
- ☐ a means for drying hands, e.g. paper towels or a hot air dryer;

- Showers where necessary, i.e. for particularly dirty work.
- Lockers for the storage of workwear and personal effects.

### **Emergency Procedures.**

As the Principal Contractor Basement Force Limited will be relied upon to provide details of the following:

- The emergency procedures that will be applicable to the contract.
- Details of any arrangements made with the Emergency services.
- The arrangements of provisions of first aid on site.
- The arrangements of fire and firefighting on site.
- The arrangements for reporting accidents and dangerous occurrences. RIDDOR 2013

### **Protection of the Public.**

Basement Force Limited will ensure suitable arrangements are made to ensure the safety of all third parties during the works by communication, signage, barriers and controls.

### **Control of Substances Hazardous to Health.**

When acting as the Principal Contractor, Basement Force Limited will request information from other Contractors of the following:

- Arrangements for controlling risks from substances hazardous to health.
- Risk assessments for all substances which may be hazardous to health.
- Safe methods to be adopted in their use.

### **Electricity and Small Power Tools.**

Basement Force Limited shall provide details of the following:

- Arrangements for controlling equipment hazards in accordance with The Electricity at Work Regs.1989.
- Arrangements for inspection of Portable electric tools and supply cables.



## **Manual Handling and Lifting Operations.**

Basement Force Limited shall provide details of the following when applicable:

- Manual handling arrangements in accordance with the Manual Handling Operations Regulations 1992
- Control measures necessary to minimise the need for manual handling.
- Mechanical lifting arrangements that may be implemented to reflect the requirements of the Lifting Operations & Lifting Equipment Regs 1998.

## **Noise.**

Basement Force Limited shall provide details of the following assessments on request:

- A noise assessment as required by the Control of Noise at Work Regulations 2005.
- Arrangements to control noise levels of plant and equipment.

## **Personal Protective Equipment.**

Basement Force Limited will provide personal protective equipment to all employees on site as required by the risk assessment for the work and in accordance with the Personal Protective Equipment Regulations 2002.

## **Risk Assessment.**

The Management of Health and Safety at Work Regulations 1999 (as amended), requires a risk assessment to be undertaken identifying the significant risks, to enable employees to identify and prioritise the hazards and state what precautions are required to minimise and control the risks identified.

## **Waste - Duty of Care.**

Basement Force Limited recognise their Duty of Care under The Hazardous Waste (England and Wales) Regulations 2005, the Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 and other associated statutory provisions.

"Controlled Waste" will only be released to a "Registered Carrier" after proof (original only) has been produced by the "authorised person" all parts of the "Waste Transfer" note will be suitably completed with a copy remaining with Basement Force Limited for no less than 2 years.

"Hazardous Waste" will only be moved by a "Registered Carrier" after the completion of a "Hazardous Waste Consignment Note" and the pre-notification of the movement to the Environment Agency, a copy of which will be kept by Basement Force Limited for no less than 3 years starting on the day the waste was transferred.

In addition to the requirements outlined above, Basement Force Limited shall also provide and develop, where necessary, a Site Waste Management Plan in accordance with the Site Waste Management Plan Regulations 2008.

All waste will be suitably packed to ensure the safety of others during storage and carriage and also to prevent spillage, leakage, waste blowing or falling or the pilfering of contents by third parties.

### **3.10 CONSULTATION WITH EMPLOYEES.**

Basement Force Limited will ensure that there is regular consultation with all employees to achieve and maintain an effective Health and Safety culture within the Company's operations. The Company will consult with the employees or their representatives, before the introduction of new procedures or technology that may affect their working practices. Consultation will also occur before the introduction of new statutory information, new or modified work equipment or systems of work and when new technology or new substances are to be used. The consultations will be undertaken on a formal and informal basis according to the matters being relayed. Where necessary the Company will keep records of the consultations.

### **3.11 DANGEROUS SUBSTANCES**

Due to the type of operations undertaken by Basement Force Limited, very few hazardous substances are used, however, we will endeavour through our purchasing policy to purchase only those substances that are not hazardous to health. Risks associated with substances that may be hazardous will be reduced to the lowest level reasonably practicable. The use of those substances purchased will be assessed under the COSHH Regulations 2004, restricted and strictly controlled. Assessments will be reviewed periodically and whenever there may be reason to suspect that the assessment may no longer be valid. A full survey of all chemicals used within the Company and its work sites will be carried out and maintained, in line with the COSHH regulations. The results of such findings will be communicated to employees together with controls. Protective equipment, if required, will be provided free of charge. It will be a disciplinary matter if employees do not adhere to the use of personal protective equipment and use controls identified as part of the assessment.

### **CONTRACTORS**

All Contractors will receive a copy of Basement Force Limited Health and Safety Policy upon request and a list of Safety Rules and Requirements. The following paragraph may be inserted into contracts to Contractors.

**"Please note this copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Company's sites and Clients Premises. Your acceptance of the requirements of this Policy will be deemed to include acceptance of the requirements of our Company Policy. Please contact Basement Force Limited for any information on any matter in connection with Health, Safety or Welfare."**

**Furthermore, a copy of the Health and Safety Policy will be provided to each site.**

### **CO-OPERATION & CARE:**

If we are to build and maintain a Clean, Healthy and Safe working environment it is essential that there is co-operation between all employees and contractors. All employees and contractors are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company's undertakings.

### **3.12 DATA PROTECTION AND RECORD KEEPING:**

**Collection of data:** In order to maintain accurate and efficient records information regarding the planning and management of Health and Safety is stored as follows:

- ☐ By means of paper based records, manually retrievable; and
- ☐ By means of retrievable electronic systems.

In all circumstances, it is the policy of Basement Force Limited to maintain a record keeping system, regardless of description that provides protection for the privacy of all employees, where personal data is stored. N.B personal data is defined as data, which relates to a living individual who can be identified.

In all circumstances it is the policy of the Company to maintain a record keeping system, regardless of description, that provides protection for the privacy of all employees where personal data is stored.

#### **Description of data:**

Some Health and Safety data retained by the Company will be classified as being sensitive personal data and may include;

- ☐ Records of physical injury suffered during the course of employment e.g. the accident book.
- ☐ Records of occupationally induced ill health e.g. sickness records.
- ☐ Records of safety awareness training.
- ☐ Records of safety management audits, safety sampling, safety encounters or safety inspections, where the employee is named in the reporting document

Other data may include:

- ☐ Safe working procedures, developed in support of this Policy document.
- ☐ Construction Phase Health and Safety Plans.
- ☐ Safety method statements.
- ☐ Records of assessments of significant risks.
- ☐ Permit to work controls.

Which may directly refer to named employees.

**Processing of data:** Data processing may comprise of any or all of the following:

- ☐ Collection or gathering of information.
- ☐ Subsequent retrieval of information.
- ☐ Disclosure of data to any source.

## **Requests for information on data stored.**

Any employee may request information regarding Health and Safety relating to that individual, and information will be promptly released and explained. Should an employee consider that the data stored causes unwarranted substantial damage or distress. The employee may request that the processing of the data causing concern should cease.

### **3.13 DISPLAY SCREEN EQUIPMENT**

The use of display screen equipment is not generally a high-risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems, eyestrain, fatigue and stress.

The Company will undertake assessments to check that the display screen equipment is properly installed in an acceptable environment. Display screen equipment users are to co-operate with Basement Force Limited in the assessment and efficient use of their workstation and report any difficulties or defects which could potentially contribute to a health hazard.

Employees who are required to use display screen equipment for substantial work will receive advice so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.

Employees who carry out substantial work at a display screen will be entitled to the following eye tests, before commencing work on display screen equipment or as soon as is practical, at regular intervals afterwards or when visual difficulties are experienced.

Where tests show that eyesight correction is needed to carry out work on display screen equipment, corrective spectacles required solely for DSE will be obtained for the user.

### **3.14 DISCIPLINARY PROCEDURE.**

When there are issues of non-compliance of Health and Safety Regulations, Basement Force Limited Health and Safety Consultant will, upon request, investigate them. The assigned Project Engineer or a Director will collate any information and this will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the employees are made aware of the situations which are causing concern. If subsequently, the problems persists then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee's attention will be drawn to a situation, which is causing concern in order to give the employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where the organisation is dissatisfied with an employee or sub-contractors performance on Health and Safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade representative. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and shall remain available for any appeals or legal actions arising from the issues of non-compliance of Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry, which will be supervised by Mr. Simon Haslam.

- ❑ Failure by supervisors to notify and explain to operatives over whom they have charge the controls in force for works in progress and associated risks and the procedures established for their protection and safety.
- ❑ Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individual, colleagues or third parties.
- ❑ Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including
  - Personal Protective Equipment
  - First aid provisions and facilities
  - Welfare facilities
  - Safety notices, instructions or signs
- ❑ Consumption of or being under the influence of, alcohol or other substances during the course of employment.

## DOCUMENTATION

The office will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Health and Safety Policy are made available to clients when requested for reference. A copy of the current Employers Liability Insurance Certificate will also be made available on request and displayed prominently on site. Each major project shall be supplied with the following:

- A safety folder containing the necessary inspection records e.g. lifting register and plant inspection record.
- Method statements and safety notices.
- Up to date safety signs and standards.
- Records of safety talks and meetings.

### **3.15** ELECTRICAL POWER TOOLS.

Electrical equipment is to be tested at 3 monthly intervals as recommended by the HSE guidance note HS (G) 107. Staff will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued.

### **3.16** ENVIRONMENTAL CONSIDERATIONS

Basement Force Limited of Companies recognises its Duty of Care under The Hazardous Waste (England and Wales) Regulations 2005, the Environmental Protection Act 1990, the Control of Pollution (Oil Storage) (England) Regulations 2001 and other associated statutory provisions.

Particular consideration shall be afforded to each and every place of work where it may be necessary to store quantities of fuel oil, mould oil etc to facilitate site operations.

Basement Force Limited shall ensure that a bunded storage vessel (sufficient to contain 110% of the total volume of the container) is provided to each work location so as to minimise the risk of spillages, leaks etc. In addition, where conditions may indicate increased risk, these areas shall be provided with emergency spill kits.

Consideration will be afforded to recycling waste where practicable.

### **3.17 EXCAVATIONS**

Works in connection with excavations must be carried out in accordance with The Construction (Design and Management) Regulations 2015) and Approved Codes of Practice.

Excavations can impose risks not only to persons working in excavation, but also to persons nearby for example: other site workers, plant operators, site traffic, general public, road traffic etc.

All excavations should be clearly highlighted. Physical barriers/edge protection should be erected at a safe distance from the excavation edges and 'Danger - Excavations' signs should be displayed where there could be a risk to the general public. I.e. children, secure fencing/hoarding must be erected around the excavations.

#### **General Public Safety:**

Excavation works should be planned whenever possible so that the least amount of excavation is left open when the sites are unattended, i.e. at night and lunchtimes etc.

Remember, reducing the size of an excavation means less work involved in making it safe so that the general public is not put at any risk.

Whenever possible excavations should be back-filled or securely covered using road plates or manhole covers, when they are not being worked on, i.e., at night and lunchtimes, particularly in general public areas, i.e. pavements and roads etc.

The general public should not be put at any risk of danger.

Where it is not reasonably practicable to back-fill completely, excavations in general public areas must be safely guarded-off or securely covered.

Excavations, which could be dangerous to the general public, particularly children, must have 2 metre high hoarding or linked fencing erected around them. Linked fencing should be used where hoarding would unsafely obstruct the view for pedestrians and drivers of vehicles.

Hoarding and link fencing constructed in the road must have high visibility marking on the covers and all appropriate road-signs and lighting should be displayed. Any signage, lighting, barrier protection and area zoning shall also be arranged in accordance with the New Roads and Street works Act 1991 and its associated code of practice.

Trial holes should be back-filled with loose materials and temporarily reinstated or securely covered with a metal road plate secured into position with the edges tampered so there are no tripping hazards. This will reduce to a minimum any risk to the general public. It would also alleviate the Company from the expense of displaying and maintaining signs, lighting and guarding protection.



### **Supports:**

All excavation sides must be adequately supported or the sides of the excavation battered to a safe angle. The type of supports and method of support will vary depending on the ground conditions, nature of work to be carried out in and around the excavation and the environmental conditions etc. Whatever system of support adopted for an excavation must provide adequate protection preventing the sides of an excavation giving way. When battering the sides of an excavation they must be cut back to a safe angle (natural angle of repose) so that it would not be possible for the excavation sides to give way. All support materials must be checked to ensure they are adequate and in good condition.

### **Guard-rails:**

Guardrails are required to be erected wherever possible for someone to fall a distance likely to cause injury. The height of the guard-rails must be at least 950mm and gap between the toe board and intermediate rail must not exceed 470mm and they must be rigid enough not to give way should someone fall or lean against them. Guard-rails can only be removed where there is no risk of injury, if the guard-rails themselves become an unsafe obstruction or if it is not reasonably practicable to carry out the works with the guard-rails in place. In these cases, other forms of protecting persons from falling will have to be incorporated into the Method of Work. Guardrails should be erected between the excavation supports and the sides of an excavation. Guardrails should consist of proprietary edge protection systems, scaffolding tubes and clips or pedestrian barrier secured to the structure to prevent unintentional displacement. Note: If you use excavation supports, which extend at least 950mm above the ground level, then this will suffice as guardrail protection providing there are no gaps.

### **Toe-boards for excavations:**

Toe-boards are required at the top edges of excavations where it could be possible for materials/equipment to fall into the excavations putting persons working in the trench at risk. The height of the toe-boards must be at least 150mm high, above the ground level without gaps between them, if you construct the supports so they extend at least 950mm above ground level, this in itself would act as adequate toe-board protection, providing there are no gaps.

### **Spoil heaps:**

Must be kept at a safe distance from the edges of excavations so that spoil heaps do not impose additional loading on the excavation sides and so that unobstructed safe access can be maintained on all sides of excavations.

Stockpiling of material must also be managed so as to ensure that spoil cannot become unstable and to reduce the risk from slippage and displacement of material.

### **Ladder access:**

Ladders must be provided for safe access and egress. Where provided ladders must be of suitable construction and in good condition i.e. EN131 Professional Standard Only!

Where reasonably practicable, ladders should be secured to prevent unintentional movement by tying or footing the ladder. Ladders should be supported and should be inclined at an angle of 75° or 1:4 i.e. 4 metres in height for 1 metre away from the side of the supporting structure.

Ladders must not be painted to prevent covering defects.

### **Inspections of excavations:**

Excavations must be inspected daily by a competent person before the start of each shift and after adverse conditions. The statutory register must be completed at least every seven days or in the event of partial or full collapse of the sides of any excavation.

## **3.18 FIRE SAFETY**

Operatives are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should raise the alarm and evacuate the building or area immediately. In this situation operatives are to meet at the pre-determined muster point. A procedure for dealing with any fire will be prepared and effective steps taken to ensure that all employees are familiar with the procedure.

### **Fire action plan for office:**

**All staff/personnel should be made aware of the following arrangements:**

- (1)** Means to detect and give warning of fire
- (2)** An effective evacuation plan (fire drill)
- (3)** Adequate means of escape (emergency fire exit signs etc.)
- (4)** Adequate and well maintained first aid firefighting equipment (fire extinguishers)
- (5)** Effective communications with the emergency services (telephone 999)
- (6)** Identity and location of appointed fire marshals and fire co-ordinator

### **3.19 HEALTH AND SAFETY IN OFFICES**

#### **Introduction:**

Although there are different statutory requirements relating to the type and age of offices (see below) the guidance contained within this section is relevant to achieving safe and healthy working conditions in all office premises.

#### **Permanent Offices - Workplace (Health, Safety and Welfare) Regulations 1992:**

Where such offices were taken into use for the first time after 31 December 1992, the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 apply. These Regulations also apply to the extension or conversion of any office, which was started after 31 December 1992.

Offices already in existence on 31 December 1992 must comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 from January 1 1996. For further guidance regarding the Workplace (Health, Safety and Welfare) Regulations 1992 see the Regulations and Approved Codes of Practices.

#### **Basic requirements are:**

- 1.** Offices must be kept in a clean and tidy state. When planning office accommodation, consideration must be given to the problem of overcrowding. Each person working in a room must have 3.7m<sup>2</sup> of floor space or, where the ceiling height is less than 3m, 11m<sup>3</sup> of air space. When calculating the volume of air space in a particular room, deduct from the total volume of the room, the volume of items of equipment such as plan chests, filing cabinets and free-standing cupboards in order to arrive at the volume available for people.
- 2.** A reasonable temperature of at least 16°C must be maintained in all offices where a substantial proportion of the work does not involve severe physical effort. This requirement does not apply to offices erected for the purpose of construction operations, if conveniently accessible and effective means are provided which will enable people to warm themselves. Providing a reasonable temperature may mean keeping the temperature down in the summer, as well as up in the winter. It may therefore be necessary to provide insulation or sunblind, so that offices do not become unbearably hot in the summer months.
- 3.** Offices, including passages, stairs, entrances, exits etc., must be adequately lit either naturally or artificially. Glazed windows and skylights providing natural lighting must be kept clean.
- 4.** Offices must be adequately ventilated, either by natural circulation or artificial means.

- 5.** Conveniently accessible, suitable and sufficient washing facilities must be provided for people employed in offices. The facilities must include clean, hot and cold or warm running water, soap and clean towels or other suitable means of cleaning and drying.
- 6.** Conveniently accessible, suitable and sufficient sanitary conveniences must also be provided for the use of all people employed in offices. There must be a separate ventilated area between toilets and offices.
- 7.** A sufficient supply of portable drinking water and drinking vessels, together with means of washing-up, must be provided.
- 8.** Suitable and sufficient seating facilities must be provided.
- 9.** Dangerous parts of any machine must be securely fenced or guarded (Machinery and other equipment purchased or hired after 31 December 1992 is subject to the Provision and Use of Work Equipment Regulations 1998.
- 10.** Firefighting equipment and means of escape must be provided and maintained in accordance with the fire risk assessment conducted for the premises. Any assessment of the risks associated with fire and/or explosion must be undertaken in accordance with the Regulatory Reform (Fire Safety) Order 2005.

### **3.20 HOUSEKEEPING AND SITE TIDINESS.**

Site tidiness will be considered at all stages of the work and good co-operation is expected between Basement Force Limited and other contractors. Waste material, especially combustible material, will be controlled and either deposited in an agreed area, or removed from site. Spillages of oil, diesel and other substances will be dealt with immediately.

Particular attention must be given to the de-nailing of timber shuttering, decking and similar materials whilst on site.

### **3.21 HOT WORKS.**

Hot work refers to work which involves or produces a naked flame, sparks or similar and which could be a source of ignition if flammable and/or highly flammable substances could be present. It includes (but is not restricted to):

- The use of abrasive cutting discs (when used on either metal or concrete).
- Burning or grinding.
- Blowlamps.
- Hot air guns.
- Propane torches.
- Bitumen boilers.
- Welding.

Prior to commencement of hot works the work area should be cleared of any combustible materials, so far as is reasonably practicable.

While hot works are being undertaken in a hazardous area a fire extinguisher and fire watch may be posted, a fire extinguisher will be directly to hand throughout the operation as a minimum requirement.

The Site Foreman will also ensure that a Hot Works Permit is issued to any employee or contractor undertaking hotworks in accordance with this policy and the terms of our insurance cover. All necessary permits are contained within the Health and Safety File provided to each site.

### **3.22 INSURANCE**

In recognition of its statutory and common law duties, the Company has taken out insurance with an approved insurer. The certificate of insurance will be prominently displayed so as to be available for inspection at all reasonable times by employees and regulatory authorities i.e. the Health and Safety Executive Inspectors.

### **3.23 MANUAL HANDLING OPERATIONS**

#### **STANDARDS REQUIRED.**

The following regulations apply to the manual handling or lifting of materials:

The Manual Handling Operations Regulations. 1992.

Construction (Design and Management) Regulations 2015

#### **PLANNING.**

All work will be tendered for or negotiated taking into account the above Regulations.

The Supervisors, Site Foremen and the Health and Safety Consultant shall ensure that materials are handled as far as possible by machine. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads.

A manual handling assessment will be undertaken in all situations in which a risk remains after the implementation of controls in accordance with The Manual Handling Operations Regulations. 1992.

Staff required to manually lift loads will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

#### **SUPERVISION.**

Operatives will be instructed in the correct handling and lifting of loads when mechanical means are not practical and staff will ensure that there is a supply of suitable gloves available for issue as required for the handling of materials that cause injury to hands. Safety footwear will be worn at all times on site and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear. The supervisor will not require any operative, particularly old or young persons to lift without assistance, a load which is likely to cause injury.

#### **SAFE SYSTEM AT WORK.**

The main injuries associated with manual handling and lifting are:

Back strain, slipped disc

Hernias

Musculo-skeletal disorders

Lacerations, crushing hands or fingers

Tennisynovitis

Bruised, or broken toes or feet

Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Manual handling operations will be avoided as far as is reasonably practicable i.e. by delivering work equipment, as close to the area of intended works and by the use of lifting devices, but where a risk of injury still exists it will be reduced to the lowest level possible.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual to perform the task in hand. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level possible throughout the workplace.

### **3.24 MOBILE COMMUNICATIONS**

All employees are made aware of the risks associated with the use of mobile phones when driving, Basement Force Limited shall ensure that Company vehicles are provided with hands free accessories and will instruct employees not to engage in the use of mobile phones when driving. This will be communicated to the employees via an induction for new starters and through the safety committee via tool box talks.

### **3.25 NOISE SURVEYS & THE NOISE AT WORK REGULATIONS.**

Where noise levels are suspected of being above the statutory level the Company will inform its Health and Safety Manager and request that he carry out full noise surveys, the staff will then be informed of the results. When there is reason to suppose that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates noise levels will be reviewed and changes made as recommended by the review.

The policy in place is that steps will be taken to reduce noise and as a final defence suitable and sufficient ear protection will be provided, free of charge, to the workers.

Hearing damage results from over exposure to noise. Basement Force Limited undertake to, so far as reasonably practicable:

- ☐ 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.

### **Noise, which is a nuisance to the general public around the site.**

The Control of Pollution Act 1974 - requires contractors to use the best practical means of controlling construction and demolition noise.

British Standard Code of Practice BS 5228 1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains advice on the protection of workers from the health risk of noise.



## PLANNING PROCEDURES.

At tender or negotiation stage the above standards will be taken into account.

The Foreman/supervisor will ensure that information on the noise level of any plant, which it is intended for hire or purchase is obtained and taken into account before hiring or purchase takes place.

Basement Force Limited will assess noise levels for operations and where guidelines are given by manufacturers these will be adhered to.

**GUIDELINE:** Can the person using the equipment, talk to someone 2 metres away without having to shout to be understood. If they have to shout, the noise from the equipment or operation is probably loud enough to damage their hearing, so action must be taken, ear protection should be offered and operatives monitored to ensure that it is worn.

If there is any doubt, employ competent people and equipment to assess the noise levels.

### ACTION LEVELS:

First Level 80 decibels - inform employees and offer ear protection on request. Second

Level 85 decibels - set up protection zones and enforce wearing of protection

Peak Level 140dB(C) - for intermittent high impact noise, limit exposure time, reduce the noise levels to the lowest level reasonably practicable, wear personal ear protection.

The Foreman/supervisor will ensure that any static plant to be installed on site or in the workshop is planned to be in a position, which takes accounts of effects of noise on the workers or the public.

Where personnel will be required to work in situations where high levels of noise are likely to be encountered the Forman/supervisor will ensure that full information is obtained before work commences on the levels and frequencies of noise.

Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this is not practicable, suitable hearing protection equipment must be selected for use by personnel.

Regular monitoring of noise levels and frequencies will be planned as required.

Instruction and training will be provided to supervisors and operatives required to work in premises or with plant which is likely to result in exposure to high noise levels.

## SUPERVISION.

The Foreman will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment and noise reducing doors etc. are used.

Supplies of ear defenders or other hearing protection will be made available on the site or for any operations where it is not practicable to reduce the noise level by alternative means. These will be issued to operatives as required and must be worn at all times when operative is exposed to noise.

#### SAFE SYSTEM OF WORK.

Carry out a noise survey to establish levels and frequencies of noise.

Regularly monitor noise levels and frequencies.

Give advice on noise control measures.

Arrange for Audiometric testing of operatives.

Arrange for individual monitoring of exposure.

Provide training and instruction for personnel.

Requests should be made via the Supervisors or the HEALTH AND SAFETY CONSULTANT.

### **3.26 NON-ENGLISH SPEAKING PERSONNEL**

Basement Force Limited shall ensure that no employee or job applicant is treated less favourably than another on the grounds of sex, race, nationality, national or ethnic origin, marital status, colour, traditional belief, disability or is disadvantaged by conditions of requirements that are not essential for the carrying out of that job.

However where non-English speaking personnel are employed by the Company then consideration must be afforded to providing those persons with accurate and comprehensive information relating to hazard identification, risk assessment and health and safety requirements for the work that those persons have been employed to undertake.

Therefore, it is Basement Force Limited's Policy to induct non-English speaking personnel in their own language where this is reasonably practicable. Non-English speaking personnel must be accompanied by a supervisor or competent person who can understand and readily interpret instructions, signs and other warnings.

When preparing and identifying training needs consideration will also be afforded to the translation of literature and instructions into the required language and training providers will be informed of this requirement.

### **3.27 PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment identified as necessary after an assessment of the various activities will be supplied free of charge by the Company. Staff will be fitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment.

Basement Force Limited will operate an on-going policy of monitoring equipment use. It will be a disciplinary matter if employees and contractors do not adhere to the use of personal protective equipment and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that employees shall wear a safety helmet, high visibility clothing and safety boots at all times. Other PPE may be required according to the risk assessment & in accordance with the site rules.

## **Personal Protective Equipment - Visitors to Site.**

Official visitors to sites (e.g. surveyors, engineers, inspectors etc.) will be required to wear a safety helmet, high visibility clothing and safety boots N.B they will not be permitted to enter the work area of Basement Force Limited unless they have the appropriate PPE & are accompanied by a member of site management. Other PPE such as a gloves and glasses should be considered and used when required or requested by the Principal Contractor. Visiting managers, engineers or supervisors or contractors will be reminded that they should set a good example by wearing the appropriate protective clothing at all times whilst on site.

### PLANNING

At the planning stage the requirements of this Policy must be taken into account.

Any aspects of work not covered by this Policy must be identified and planned by the Supervisors and written procedures defined. If necessary pre-contract meetings will be held and specific safety matters discussed.

### **3.28 PREGNANT AND NURSING MOTHERS.**

Basement Force Limited of Companies recognises its statutory duty to ensure that vulnerable groups i.e. Young Persons, Children and Pregnant/Nursing mothers are not exposed to specific risks whilst at work.

Where Basement Force Limited are notified of a member of staff falling pregnant the Health and Safety Consultant will explain to the employee the statutory duties of the employer and carry out a specific assessment of the risks to which the employee may become exposed.

### **3.29 PLANT AND EQUIPMENT MAINTENANCE.**

The Company will ensure that all work equipment & plant is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, the log is to be kept up to date. Compliance with the Provision and Use of Work Equipment Regulations 1998 will be the minimum standard required.

Basement Force Limited has a statutory duty to maintain and inspect its plant and equipment and avoid risks to Health and Safety.

The organisation will use maintenance schedules to control and manage the equipment. Various maintenance programmes may be required; these will need to take into account the operational needs as well as Health and Safety considerations and the possible impact of the environment. Also allowances must be made for the aptitude and skill of the operator.

Management may use:

- Unscheduled or breakdown maintenance
- Scheduled or routine maintenance
- Planned preventive maintenance
- Predictive maintenance
- Improvement maintenance.

Basement Force Limited will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

Basement Force Limited will develop safe systems of work, which identify risks and hazards and then eliminate or reduce the risk to a minimum.

Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and then at regular intervals, lifting plant is to be inspected weekly and a register kept within the site health and safety file. Operatives must report all faults, damage, defects or malfunctions to their Supervisor and must not use defective equipment or plant. Defective equipment / plant will be immobilised and identified as awaiting repair.

#### **STANDARDS REQUIRED.**

The following regulations contain requirements to be complied with in the provision, maintenance operation and use of plant on site:

- ❑ Provision and use of Work Equipment Regulations 1998 (PUWER 98).
- ❑ Lifting Operations & Lifting Equipment Regulations 1998 - Lifting appliances in general.

## PLANNING PROCEDURES.

All work will be tendered for or negotiated in accordance with the above standards and the requirements of the Management of Health and Safety Regulations 1999 (Amended).

The Supervisor or a Director will take all aspects of the work into account to ensure that sufficient information is provided to the purchasing department to enable the correct type of plant to be provided.

The Supervisor or a Director will ensure that competent plant operators and slinger signallers are provided or that where necessary full training and instruction is arranged.

At the project planning stage it will be determined whether any preparatory work is required for the installation or use of plant on site and to ensure that any requirements are planned. E.g. plant and diesel storage areas, loading areas, solid base for mobile cranes, conveyor set up, road crossing etc.

## SUPERVISION.

The Site Foreman will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards. Any defects noted on hired equipment will be reported to the Health and Safety Consultant immediately.

The Site Foreman will ensure that only authorised operators are permitted to operate any item of plant, where any doubt of the competency of an operator exists, the Site Foreman will report to the Supervisor or Health and Safety Consultant immediately.

No young person, under 18 years of age will be permitted to operate any item of plant or act as banksman unless being trained under the direct supervision of a competent person. All plant will be properly secured and immobilised at the end of each day.

All necessary testing and THOROUGH EXAMINATION CERTIFICATES will be kept in the site offices, retained within the site health and safety file for each project and all items of plant requiring weekly inspections by the operator or other competent persons will have the inspection recorded in the site register or in the register kept by the operator of Plant.

The supervisor will ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried by the specialist contractor employed to install and/or erect lifting equipment for use on site. This should include, but is not restricted to, all relevant health and safety information including risk assessments, method statements, lifting plans and proof of competency.

The Site Foreman will ensure that any defect notified by the Plant Operator during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

The supervisor will not ask or permit the Plant Operator to carry out work with the machine for which it was not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

#### SAFE SYSTEM AT WORK.

Hazards with the use of plant arise out of:

- Unskilled operation;
- Incorrect use.
- Poor maintenance;
- Reversing unsupervised.
- Defect in machine unchecked.
- Noise. (see separate section).

All traffic marshals, supervisory staff and operatives required to enter earth moving areas will be provided with high visibility waistcoats.

Plant Operators must not drink alcohol during the working day or shift.

All personnel required to enter areas where lifting appliances are in use (e.g. Cranes, excavators, tele-handlers etc.) will be provided with safety helmets and will be required to wear them as directed by the Site Foreman.

Children must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours will be taken.

### **3.30 PROTECTION OF PERSONS IN WORK AREAS**

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act. 1974. Consideration will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens etc will be provided to ensure their protection and to obviate the effects of dust etc.

### **3.31 RISK ASSESSMENTS**

Basement Force Limited will carry out on-going risk assessments for internal and external work operations. The risks and controls to be implemented will be communicated to all staff. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.

#### **RISK MANAGEMENT**

Risk management is the basis of the Company's objective of achieving safe working places. The risk management procedures the Company adopts are as follows: -

- 1. Identification of the risks.**
- 2. Identify those who at risk.**
- 3. Assessments of the risks.**
- 4. Identification of methods and practices of working to reduce the risks.**
- 5. Assessment of the reduced risk levels.**
- 6. Implementation of practices and procedures identified in risk assessments.**
- 7. Monitoring and control of risk and risk reduction procedures.**
- 8. Review findings and implement further controls where practicable.**



### **3.32 SAFETY INSPECTIONS**

Random inspections of work sites will be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations and Approved Codes of Practice.

The Health and Safety Consultant shall undertake to visit each site at least every 4 weeks to ensure compliance with relevant statutory provisions, Approved Codes of Practice and guidance. A full audit of systems and procedures will be undertaken annually with the full approval of the Safety Committee and Board of Directors.

Contractor's safety arrangements will also be vetted to ensure that they are working competently in accordance with Basement Force Limited Health and Safety requirements, their method statements and to current legislation.

### **SECURITY ARRANGEMENTS.**

Sites will have suitable controls implemented to prevent intrusion by trespassers and children by the removal of ladders and the covering of excavations where practicable at the end of the working day. Suitable barriers/hoarding/fencing and notices preventing passage may also be used when not supplied by the Principal Contractor and where applicable lighting will be provided so as to ensure good visibility of the working areas and perimeter security.

### **SUPPLIERS**

The following paragraph may be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

**"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article or substance e.g. safety data sheets. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998.**

All information received from suppliers will be passed to the Site Foreman for implementation and reference by operatives. The Company will maintain assessment procedures in order to ascertain the training needs for the staff allocated to use new work equipment introduced.

## SYSTEM AUDITS AND MONITORING OF PERFORMANCE.

Basement Force Limited will conduct a review of Health and Safety performance during site meetings with Clients, Architects, Principal Designers, CDM Advisors and others. Any corrective actions advised or suggested will be investigated and appropriate actions implemented.

The Health and Safety Manager is responsible for collating Health and Safety concerns from Management who are to convey information from the employees and subcontractors allowing controls and actions to be taken on site.

The Company Health & Safety Manager monitors any accidents and will compile the supporting documentation for the authorities and keep records should an accident occur on site. When there are reportable accidents that require notice to the Health and Safety Executive in accordance with Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013, these are to be fully investigated to determine underlying causes and corrective or preventive actions necessary to prevent a reoccurrence.

If there are any corrective or preventive actions required on the project, these will be undertaken promptly to protect the Health and safety of all those involved. Where appropriate the Company will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety within the project.

### **3.33 TRAINING**

Safety training is regarded as an indispensable ingredient of an effective Health and Safety program. It is essential that all persons be trained to perform his or her task effectively and safely. It is the opinion of Mr. Simon Haslam that a task if not undertaken safely is not performed correctly.

Basement Force Limited requires Site Foremen to hold recognised formal training together with an approved 1<sup>st</sup> Aid at Work qualification.

All workers will be trained in safe working practices and procedures prior to working on site. Where operatives are required to carry out key tasks they will be provided with the necessary training i.e. the safe operation of plant. Contractors will need to demonstrate that their employees, where required, have the necessary training and proof of competency.

All employees are to be trained in accordance with the Management of Health and Safety at Work Regulations 1999 and the requirements of the Construction Industry Training Board, Construction Plant Certification Scheme.

The Company will provide adequate Health and Safety training: -

On recruitment and when exposed to new or changed risks. Refresher Training will also be given as appropriate. On site Tool Box talks will cover all aspects of Safe Site Working Procedures and specific Contract requirements.

Basement Force Limited undertake to provide induction training for general education and additional training for specific jobs as they occur and any additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

All training deemed necessary to enable Basement Force Limited to comply with all relevant statutory requirements will be provided and paid for by Basement Force Limited Company.

Training will be mandatory with records of training being kept within the main office. The Company has a firm commitment to the training of its employees in matters relating to Health, Safety and Welfare. The objective of these is to ensure that the obligations of the Company in these matters are fully complied with.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify any areas where they feel they require training or retraining in Health and Safety matters. On-site training will be provided in the form of induction courses, toolbox talks and plant operator assessments (Experienced Worker or NVQ). This instruction will, where necessary, include familiarisation with the place of work e.g. welfare facilities, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

Basement Force Limited has a firm commitment to the training of its employees in matters relating to absolute competency, health, safety and welfare. The objective of this is to ensure that the obligations of the Company in these matters are not only fully complied with but are exceeded in order that locations of works are as safe as is reasonably practicable.

### **3.34 UNDERGROUND & OVERHEAD SERVICES PRECAUTIONS**

Ensure that all appropriate Service Drawings where works are to be carried out are carefully inspected and any queries should be discussed with the appropriate Services. i.e. Gas Board, Electric Board, Water Board, Company Safety Officers, etc.

All known underground services in the vicinity of the works should be trial holed in advance of the works and clearly marked up. This work should be a hand dig operation, hand tools only. **Plant and Mechanical tools must not be used.** Only experienced and competent operatives should carry out this work.

The line of the excavation work should always be checked before the excavation works are carried out for underground services:

- Using an underground cable detector and signal generator, i.e., CAT.
- Viewing of work surfaces, i.e., roads, pavements and fields, etc., where excavation works and laying of services may have been carried out before. Look for differences in tarmac, paving slabs and top soil/plant growth etc
- Check the lines and locations of services access covers.
- Take note of the development history of the area of works and if necessary, check them out

E.g. No mechanical plant or power tools should be used to excavate excavations within 500mm of underground services.

Underground and overhead services should be adequately protected from possible contact/damage:

- ❑ When allocating suitable storage and laydown areas for scaffolding tubes and stillages.
- ❑ During striking and dismantling operations, particularly around temporary site supply locations
- ❑ When lifting/lowering materials.
- ❑ Adequately isolating and supporting services, which are exposed by ongoing building works.

All operatives on site should be made aware of any underground or overhead services where they could be a potential hazard to them.

The Health and Safety Consultant should be consulted whenever services precautions cannot be adhered to, for whatever reason, before the work is carried out for further advice.

### **3.35** U S E & S T O R A G E O F H F L ' s a n d L P G ' s

All cylinders will be carefully handled when used & will be returned to a storage cage at the end of the day. Cylinders will not be discarded, rolled, dropped or lifted by the valve while in the care of Basement Force Limited.

There will be a limit to the amount stored to reduce the risk and all bottles will remain in an upright position, 3 metres from structures, heat sources and voids (propane and butane are heavier than air and a leak will collect in cellars, drains & underground car parks). Bottles will also be distanced from boundaries and structures and out of direct sunlight.

Full cylinders will remain separate from those that are full & oxygen cylinders away from LPG's. It is envisaged that only small quantities of LPG's i.e. less than 300 kilograms will be required on site for heating and cutting purposes and they will be kept in a lockable wire cage with only one exit.

A fire extinguisher point will be located close to the LPG & HFL stations. Dry powder or foam extinguishers provided. The area around the LPG's & HFL's will have signage posted indicating that there is a fire hazard and prohibition notices will forbid smoking or naked lights in the area.

Small quantities of flammable materials (less than 50 litres), such as solvents and adhesives may be stored in lockable steel chests.

During the use of HFL's or LPG's there will be co-operation and co-ordination with the Principal Contractor and permits submitted when required. When hot work is being undertaken within a hazardous area a firewatcher with an approved extinguisher will be at the job site throughout the hot work operation. Extinguishers will be to hand as a minimum requirement during all hot work operations.

### **3.36 VIBRATION (EXPOSURE AND CONTROL)**

Basement Force Limited consider the risks associated with hand-arm and whole-body vibration seriously and implement controls to reduce the risks to the lowest levels reasonably practicable.

On site operations are planned and monitored closely so as to ensure that operatives do not exceed the daily maximum in accordance with the Control of Vibration at Work Regulations 2005. Site Foreman will be provided with an assessment of the vibration produced by all equipment on site and plan the work so as to ensure that operatives take action when their exposure reaches the EAV and that they never exceed the ELV.

As a minimum, all operatives are trained to identify the symptoms and hazards of HAVS.

Equipment is selected with consideration for the levels of vibration emitted by the equipment and the most suitable tool or plant for the task in question.

### **3.37 WELFARE FACILITIES, SITE ACCOMMODATION**

Where appointed as the Principal Contractor, Basement Force Limited will supply any temporary site accommodation and temporary buildings unless agreed prior to commencement on site. The units will be of a style and be positioned so as to minimise fire risk. When permanent welfare facilities are not available for some or the entire contract, then by agreement of the interested parties' suitable sanitary facilities and water supply are to be supplied by Basement Force Limited together with a temporary office/canteen facility.

Facilities will include the provision of fire extinguishers of an agreed type (i.e. AFFF, water, dry powder or carbon dioxide) when required they will be positioned in an appropriate position and be kept free of obstruction and available for use at all times.

At each site, there will be facilities readily available for summoning assistance from the emergency services (i.e. telephone or mobile phone).

### **3.38 WORKING AT HEIGHT**

Work at height may be undertaken by Basement Force Limited and should therefore be undertaken in accordance with the following;

Supervisors must determine the most suitable means of access and identify any additional training needs.

When working at height consideration must be afforded to selecting only the most appropriate access equipment i.e. Scaffolding, mobile tower, powered access, ladders etc.

Edge protection must be provided for work at height likely to cause injury in the event of a fall. A risk assessment must be undertaken for all high level working.

Consideration must also be afforded to affecting a rescue in the event of a fall and where necessary operatives will be required to wear personal suspension equipment i.e. when operating mobile elevating work platforms.

The use of bandstands is permitted but this type of platform must be erected by competent persons and fitted with edge protection.

Where edge protection is provided then it must comply with the following:

- ❑ The uppermost handrail must be fitted to raise a minimum of 950mm from platform level.
- ❑ There must be no unprotected gap greater than 470mm in the edge protection.
- ❑ Toe-boards must be fitted correctly, so as to ensure that the risk associated with falling materials is reduced to the lowest level reasonably practicable. Toe-boards must be a minimum height of 150mm.
- ❑ The platform width must be suitable for the passage of men and materials and should therefore be at least 600mm wide.
- ❑ Materials must be passed to operatives on the working platform and not thrown or "bombed" from the platform.
- ❑ Ladders are permitted for use where other means of access are not reasonably practicable i.e. where the work is of a light nature and short duration (no more than 30 minutes).
- ❑ Only EN131 Professional access equipment should be used. Class 3 Domestic or non-professional access equipment is NOT permitted on any Basement Force Limited site or office location.

### **3.39 WORK EQUIPMENT**

Basement Force Limited shall ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has maintenance log this log is to be kept up to date. Basement Force Limited will endeavour to provide work equipment that complies with the statutory provisions contained within the Provision and use of Work Equipment Regulations 1998.

All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order and the Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

Operatives using Company plant and equipment will be competent and trained. They must inspect equipment before use and not misuse it. Operatives must report all faults, damage, defects or malfunctions to their Supervisor. Operatives are never to use defective equipment. Defective equipment must be immobilised and identified as awaiting repair.

Edge protection will be provided in the first instance and when this is not possible, harnesses will be worn attached to a running line. Fragile surfaces such as cement sheeting and corroded metal as well as roof lights and openings will all be assessed and marked before work is undertaken while felt may hide old glass roof lights and rotten ply sections.

### **3.40 WORKING WITH LEAD.**

It is not envisaged that employees will come into contact with lead except perhaps through ground contamination. All work will be undertaken in accordance with the Control of Lead at Work Regulations 2002.

Where possible the exposure to lead by operatives will be prevented by using machines when moving contaminated soil etc. and in situations whereby this isn't reasonably practicable adequate controls will be put in place to reduce the exposure to the lead.

All operatives will receive an induction and regular toolbox talks to raise awareness of the hazard. The aim will be to prevent the liberation of dust therefore operations will be performed using safe systems of work e.g. wetting the soil and PPE when necessary. Where highlighted by the assessment protective clothing will be supplied and will be laundered or disposed of accordingly by the company. Welfare facilities supplied will be appropriate for the work being completed and the amounts of contamination present. Hands must be washed before the toilet is used and before eating and smoking in order to prevent ingestion and absorption of lead.



### **3.41 YOUNG PERSONS.**

Should Basement Force Limited employ people under the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the young persons.

The organisation will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working environment as required by the above regulations. The Company will provide the appropriate supervision to ensure that the young person's undertake their tasks safely.

### **MONITORING OF THE POLICY**

**Employees are encouraged to bring to the attention of Mr. SIMON HASLAM, areas, which in their opinion this policy appears inadequate. All such comments will be passed to our Health and Safety Consultant for consideration and 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.**

## SECTION 4.0 SCHEDULE OF AMENDMENTS

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REVISION NO.	DATE	DETAILS
0001	28.11.2019	Policy Compilation Date
0002	11.02.2021	Policy Review