



# **Swift Crafted Limited**

## **Health & Safety Policy**

## Version Control

Version	Date	Changed by	Comments on Change
7	31 <sup>st</sup> Aug 2012	Martin Quinn	Updated for general issue
8	13 <sup>th</sup> February 2013	Martin Quinn/ Sandra Chitty	Health & Safety Policy Statement; Policy and Guide Policy integrated as one document. & Safety Policy Statement also stands alone. Nominations page updated. Version Control page inserted and updated. Site CDM duties updated to reflect contractor status. Site H&S procedures noted. Asbestos awareness to be undertaken on all refurbishments works.
9	1 <sup>st</sup> May 2013	Sandra Chitty	Change of Company Name
10	16 <sup>th</sup> August 2013	Sandra Chitty	Update Nominations page
10.01	15 <sup>th</sup> May 2015	Martin Quinn	Correction of RIDDOR reference section 3. Update of CDM 2015.
10.02	22 <sup>nd</sup> August 2016	Karen Kerley	Update of Nominations Page
10.03	18 <sup>th</sup> August 2017	Karen Kerley	Reformatted Text
10.04	19 <sup>th</sup> June 2019	Karen Kerley	Updated Data Protection Act date to 2018, include GDPR reference and remove reference to Construction (Head Protection) Regs 1989 and replace with PPE regs 1992
11.00	15 <sup>th</sup> Oct 2020	Sohail Tariq	Updated Cov19 procedures and temporary work procedures
11.01	26 <sup>th</sup> Oct 2021	Gemma Bolton	Updated Cov19 procedures and temporary work procedures
11.02	27 <sup>th</sup> April 2022	Gemma Bolton	Updated Cov19 procedures and temporary work procedures
12.00	26 <sup>th</sup> April 2023	Gemma Bolton	Removed Cov19 section
12.01	1 <sup>st</sup> May 2024	Gemma Bolton	Updated to add in all directors and PM's to be advised of any injuries and remove pictures in section 4

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**Nominations**

<b>Corporate</b>		
<b>Title/Position</b>	<b>Name</b>	<b>Contact</b>
Managing Director	Simon Hearle	Tel (01737) 362571 Mob (07976) 958584 Email Simon.Hearle@swiftcrafted.co.uk
Director responsible for Health and Safety	Paul Smith	Tel (01737) 362571 Mob (07976) 960878 Email Paul.Smith@swiftcrafted.co.uk
Director responsible for Environment & Sustainability	Tessa Grieve	Tel (01737) 362571 Mob (07773) 902638 Email Tessa.Grieve@swiftcrafted.co.uk
Corporate H&S Officer	Gemma Bolton	Tel (01737) 362571 Mob (07741) 908 665 Email Gemma.Bolton@swiftcrafted.co.uk
<b>Site</b>		
<b>Title/Position</b>	<b>Name</b>	
Site H&S Officer	As indicated on the project's Handover sheet	
Project Manager	As indicated on the project's Handover sheet	
Construction Manager	As indicated on Monthly Project Planner	
Site Foreman	As indicated on the project's Handover sheet	
Estimator	As indicated on the project's Handover sheet	
<b>Consultants</b>		
British Safety Council	Customer Service Team	<i>British Safety Council 70 Chancellors Road London W6 9RS Tel: 0208 741 1231 Email: customer.service@britsafe.org</i>



## **SWIFT CRAFTED LIMITED**

### **HEALTH AND SAFETY POLICY STATEMENT**

#### 1. **Introduction**

Section 2 (3) of the Health and Safety at Work etc. Act 1974 requires each employer to prepare, and when appropriate to revise, a written statement of general policy with respect to the Health and Safety at Work of its employees, and the organisation and arrangements in force for carrying out the policy, and to bring the Policy Statement to the notice of all employees. This document contains the Policy Statement of Swift Crafted Ltd, of 2 Epsom Downs Metro Centre, Waterfield, Tadworth, Surrey, KT20 5LR

#### 2. **General Statement**

- 2.1 It is our policy to perform work in the safest practicable manner, consistent with good practice. The health and safety of our employees and all those likely to be affected by our operations is the responsibility of the Directors, and as a priority it ranks equally with production and profit. Adequate resources will be made available to ensure the success of this policy.
- 2.2 It is the duty of the Directors to do everything reasonably practicable to prevent injury and ill health, and it is equally the duty of each employee to exercise personal responsibility for his or her own safety and that of others. The Law requires this.
- 2.3 All employees are to be aware that, in the event of any conflict between the demands of production and safety, they will receive the support of the Directors if they reasonably choose the safety of employees or third parties as the priority.
- 2.4 It is our policy to adhere completely to the requirements of the Health and Safety at Work etc. Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992, the Electricity at Work Regulations 1989, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015, the Construction Regulations and all Acts, Regulations and Codes of Practice made under the Acts which affect our operations.
- 2.5 The attention of all employees is directed to this Safety Policy and its Appendices. Any revisions will be incorporated when necessary, and these will also be brought to the attention of all personnel.

The foregoing is the Statement of Safety Policy of SWIFT CRAFTED LIMITED. It has been prepared after due consultation with those involved in its operation, and has the full backing and authority of the Directors.

Signed

A handwritten signature in black ink, appearing to read 'Simon T Hearle', is written over a horizontal line.

Simon T Hearle  
Managing Director

Dated: 1<sup>st</sup> May 2024

**SWIFT CRAFTED LIMITED****General Health and Safety Policy****1. Responsibility**

- 1.1. Responsibility for health and safety on premises, sites and elsewhere is delegated to the persons in charge of the work. They are responsible for the safe conduct of work in their areas, and this responsibility cannot be delegated to others.
- 1.2. Swift Crafted Ltd's Managing Director is responsible for the overall arrangements and for ensuring that the company's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, health and safety matters generally.
- 1.3. Swift Crafted Ltd's Director responsible for Health and Safety is accountable to the Managing Director for all matters relating to health, safety and welfare of employees and those affected by the company's operations.
- 1.4. The designated Site Health & Safety Officer and nominated persons as site specific management structure are considered jointly responsible for the safe conduct of work on their sites or in their work areas. This responsibility cannot be delegated to others.
- 1.5. Where difficulties arise in the maintenance of safe working conditions, or practices, reference must be made to the Senior Project Manager who then has responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained.
- 1.6. Specific responsibilities of all employees are set out in Appendix 1 attached to this Policy Statement.

**2. Health and Safety Advice**

- 2.1. In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, the Corporate H&S Officer, named in the nominated section of this document, is appointed as the competent person for the purpose of assisting Swift Crafted Ltd to undertake necessary measures to ensure compliance with statutory provisions.
- 2.2. In order to obtain specialist advice on all health safety matters the Company retains the services of the Health and Safety consultants as indicated in the nominated section of this document.
- 2.3. The Corporate H&S Officer advises management at all levels. This does not relieve management of any of their responsibilities.
- 2.4. Any employee who is in doubt about safe working practices and procedures should contact his immediate superior. The Site and Corporate H&S Officers are available to advise all employees.

**3. Consultation**

- 3.1. The Company will consult with all employees on matters that could have an effect on their health and safety in compliance with the Health and Safety (Consultation with Employees) Regulations 1996.
- 3.2. Suggestions or comments on ways in which our health and safety performance can be improved will always be considered. They should be made to Swift Crafted Ltd's Managing Director or the Corporate H&S Officer.

#### **4. Safety Policy Review**

- 4.1. The Health and Safety at Work etc. Act 1974 requires the Company to monitor the effectiveness of this Policy in terms of the use made of it by both management and work force. Review of our safety performance and the functioning of the Policy is the task of the Managing Director and the Corporate H&S Officer. As a minimum the contents of the Policy Statement will be reviewed annually (see version Control) and ways considered in which the company's safety performance can be improved.

#### **5. Training**

- 5.1. It is the responsibility of the Corporate H&S Officer to review the health and safety training needs of employees at all levels at regular intervals. Safety training will be given to all employees as necessary.

#### **6. Accident Reporting**

- 6.1. The details of all accidents, however trivial they appear to be, must always be entered immediately into the relevant Accident Book. (Form B.I.510). Each record of an accident is to be detached from the Accident Book and returned in a sealed envelope to the Corporate H&S Officer in the head office.

This will maintain the confidentiality of the injured person's details, as required under the Data Protection Act 2018 and GDPR Regulations 2018.

- 6.2. Any reportable accident or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 must be reported immediately, by telephone, to the Corporate H&S Officer on the numbers provided in the Nominated section of this document.
- 6.3. The Corporate H&S Officer will take the necessary reporting action as required by RIDDOR (2013). He will make direct telephone and written notifications to the appropriate enforcing authority. Copies of all notifications made on our behalf will be kept for record purposes.
- 6.4. Documentation for accidents, dangerous occurrences and notifiable occupational diseases and conditions will be held by the Corporate H&S Officer.
- 6.5. Investigations of serious accidents and dangerous occurrences will be carried out by the Corporate H&S Officer.

#### **7. Welfare Facilities**

- 7.1. Office personnel will be provided with welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

#### **8. First-Aid Facilities**

- 8.1. To comply with the Health and Safety (First-Aid) Regulations 1981, the Corporate H&S Officer will supply adequate first-aid equipment to all of the company's office premises. He is also responsible for ensuring that suitable first-aid equipment is supplied to company vehicles. The function of the Corporate H&S Officer is to take charge of the equipment and facilities, to replace missing or defective items and to summon assistance if required to do so.

## **9. Company Safety Rules**

- 9.1. Statutory requirements are viewed as being the minimum acceptable standards, rather than the ideal maximum. In addition to statutory requirements, all employees regardless of the nature of their specific duties must strictly adhere to the following safe operating practices and procedures. Wilful disregard by any employee of any safety rule may be considered sufficient cause for immediate dismissal. Some of these rules are statutory requirements and are included as reminders.
- 9.2. All employees must be aware of the location of fire extinguishers and of their method of operation.
- 9.3. All injuries, no matter how slight, must be reported immediately to all Directors, the Project Manager and the Corporate H&S Officer.
- 9.4. Untidy areas and methods of working create unacceptable risks and must be avoided at all times.
- 9.5. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed to work whilst in that condition. Persons found to be displaying symptoms of alcohol or drug abuse will be subject to disciplinary action.
- 9.6. No-one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.
- 9.7. Horseplay, scuffling, and other acts which tend to endanger the safety or well being of employees are prohibited.
- 9.8. Safety rules and advice covering specific work areas and/or systems of work will be attached as Appendices to this policy statement when formulated, as necessary.
- 9.9. Smoking is not permitted in any of Swift Crafted Ltd offices.

## **10. Work Equipment**

- 10.1. The Company will ensure that all equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.
- 10.2. It is the responsibility of the Corporate H&S Officer to ensure all work equipment purchased or hired for use Swift Crafted Ltd's employees, sub-contractors and/or agency staff is suitable for the purpose for which it is to be used.
- 10.3. Where tools or equipment are issued to employees for their personal use, those employees are responsible for ensuring that the item is kept in good working order and that any defects are reported.

## **11. Emergency Procedures**

- 11.1. Fire and other foreseen emergency procedures will be covered as part of the induction training given to all new employees on joining the Company.
- 11.2. Where employees are employed on maintenance or short duration works they are to ensure that they are aware of the all emergency and evacuation procedures in force in the premises that they are working. They must also be aware of the location of any fire-fighting and other emergency equipment available.



## **12. AIDS/HIV**

- 12.1. Since the risks of infection through normal workplace contact are negligible, our policy is not to discriminate against anyone with, or at risk of acquiring HIV.
- 12.2. Individuals who know they are infected with HIV are not obliged to tell anyone in the organisation of their condition, but if they choose to make their condition known to management their privacy and confidentiality will be respected.
- 12.3. Our policy is to treat persons with AIDS/HIV no differently from anyone else suffering from any other life-threatening non-contagious illness.

## **13. Information for Employees and Others**

- 13.1. Contractors and clients will be given a copy of this Policy Statement on request.
- 13.2. Employees will be asked to read this Policy Statement on joining, as part of their induction training. Their attention will also be drawn to the generic risk assessment system and specifically to those hazardous operations applicable to their work.

## **14. Risk Assessments and Controls**

- 14.1. Risk assessments are required to be carried out by the Company where there is a significant risk to employees or others who could be affected by our operations. Relevant precautionary and preventative measures found during assessments are to be passed on to those at risk. This is a requirement of the Management of Health and Safety at Work Regulations 1999, and other Regulations that cover specific hazardous operations such as working with asbestos and hazardous substances.
- 14.2. The Company will carry out an ongoing assessment of the risks associated with all work activities, as required by these Regulations. The Corporate H&S Officer is responsible for risk assessments of office work, including those for display screen equipment.
- 14.3. Records of any health surveillance, medicals and other individual health records which may be required will be kept securely in our personnel files, and will be kept for 40 years after the date of the last entry as required by law.

## **15. Environmental Impact**

- 15.1. The Company recognises that its activities may have environmental implications, and therefore pursues a policy designed to minimise environmental damage. The Company's operations will be managed and organised so as to reduce so far as is reasonably practicable environmental damage caused by noise, dust and damage to groundwater and drainage systems. In pursuance of this policy, environmental considerations will be taken into account in tendering.

## **16. Fire Precautions**

- 16.1. The Corporate H&S Officer is responsible for fire precautions and assessments in the Company office. He will ensure that all reasonable steps have been taken to comply with The Regulatory Reform (Fire Safety) Order 2005; these will include:
  - a written emergency evacuation procedure is available and practised at least every 6 months
  - there is an adequate means of escape in the event of a fire
  - ensuring that escape routes are kept clear
  - sufficient fire fighting appliances are available and properly maintained.
  - an adequate means of warning in the case of a fire is available
  - fire alarms are tested weekly
  - fire alarm, detection systems and emergency lighting are properly maintained

### 16.2. **The Regulatory Reform (Fire Safety) Order 2005** – significant changes summary

- The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises. (i.e. offices)
- Fire certificates will be abolished and will cease to have legal status.
- The Fire Safety Order will apply in England and Wales. (Northern Ireland and Scotland will have their own laws.) It covers 'general fire precautions' and other fire safety duties which are needed to protect 'persons' in case of fire in and around most 'premises'.
- The Order requires fire precautions to be put in place "where necessary" and to the extent that it is reasonable and practicable in the circumstances of the case.
- Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner.
- The responsible person you will have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises.
- Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.
- The Safety Advisor is trained to undertake an appropriate fire risk assessment in all work places from the established offices to temporary site offices & welfare

### 16.3. **Fire Precautionary measures**

- All work activities have been and shall continue to be appraised periodically for risks from fire and all necessary preventive action shall be taken.
- All Employees are required to familiarise themselves with the position of fire alarms, telephones and the location of the fire extinguishers (generally within the works vehicle – during 'non hot works' operations) and of all exits and routes to emergency exits of the building(s) in which they work.
- The 'hot works' permit procedure will be used to establish a strict control measure for all 'hot works' operations including: spark generating abrasive wheels etc.
- All exits and exit routes must be kept clear and must allow safe and free passage in the event of fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within (in the direction of escape) and without the need for a key. Any fire doors must be kept closed at all times, except when actually used or when large items have to be moved through them.

### 16.4 **In the event of fire**

- Any Employee, occupier or visitor who discovers fire is required to shout "FIRE" and activate evacuation procedures. Fires should only be tackled if it is safe to do so; there is a clear escape route; there are fire extinguishers of the appropriate type; and the Employee is trained and confident in use of fire extinguishers.
- Employees should not tackle fires larger than a burning wastepaper basket and only if visitors, any infirm, elderly or child has already been vacated.
- If the Employee considers it unsafe to tackle the fire, he should evacuate the premises immediately by the shortest possible route, go outside to a place of safety and report to the works supervisor.
- An Employee who hears the fire alarm should leave the building immediately and evacuate to a place of safety. If there is time, Employees should close all doors and windows.
- Employees, occupiers and visitors must not stop to collect personal belongings.

- Employees and occupiers and visitors must remain in their temporary assembly point (or move to any other area when directed by the works supervisor or emergency services) until authorised to re-enter buildings.
- On completion of evacuation, the works supervisor must be able to confirm that all Employees and occupiers and visitors evacuated the premises and / or whether there are any remaining employees and occupiers and visitors within the premises and, if so, their identity.
- Every event of fire shall be reported to and recorded in writing by the Corporate H&S Officer (immediately after the event) who shall report this to the Health and Safety Executive, as required by law.
- Any fire outbreak will be investigated and suitable procedures and / or arrangements put in place to prevent the future occurrence of similar incidents.

## **17. Electricity and Electrical Equipment**

### **17.1. General precautions**

- Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks.
- Fixed electrical installations (including wiring and the socket outlet or isolator) shall be checked regularly to ensure that they are not dangerous. Electrical systems must not be interfered with. The fixed electrical installations and electric mains in the premises are the sole responsibility of the Occupiers, unless works are being undertaken by specialist trades persons.
- No work shall be carried out on fixed installations and the mains unless works are being undertaken by specialist trade persons.
- Employees must report any fault or defect which they notice in any electrical installation or equipment to the works supervisor as soon as they discover it.
- Defective installation/equipment must not be used until fully repaired.

### **17.2 Electrical equipment**

- All Electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information, and instructions.
- In particular:
  - electrical equipment must never be used with wet hands;
  - electrical connection, earth connections etc must not be interfered with;
  - electrical equipment must be positioned safely and securely (e.g. not too close to walls and partitions and allowing for adequate ventilation and cooling);
  - conductors and liquid containers (e.g. a cup of tea) must be kept clear of all electrical equipment;
  - electrical equipment and the mains supply must not be overloaded.
- All electrical equipment and their location shall be recorded in a designated book, to enable necessary tests to be made.
- All electrical equipment will be visually inspected and tested regularly. The results of testing shall be recorded. Out of date equipment must not be used.
- Faults can occur between checks. Therefore, Employees should look out for and pay particular attention to the following potential faults/defects:
  - damage to the insulating sheath around an electrical cable;
  - damage to plugs;
  - joints in the cable, other than due to proprietary cable connections;
  - damage to the external casing of equipment;
  - overheating (this may be evidenced by burn marks or discoloration to plugs, casing or cables);
  - evidence of inappropriate use, e.g. if equipment is wet;
  - any loose connections.

- Employees must report any fault or defect which they notice in any electrical equipment to the health and safety advisor as soon as they discover it. Faulty or defective equipment should not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated.
- All equipment shall have a means of isolation which is easily accessible and identifiable.
- Only adequate replacement parts shall be used (e.g. double insulated parts for double insulated equipment).
- Any conducting part of a system that could conceivably become live and yet be handled (e.g. external metal casing of an electric apparatus) must be earthed. All equipment designed with an earth shall be tested before being put into use, to ensure that it is properly earthed.

### 17.3 **Electricity-related injuries**

- In the event of any person suffering electric shock, it is important to:
  - turn off the power and, if possible, isolate the supply;
  - call the Appointed Person(s) (who take charge in case of injury/illness). Medical help must be called if the victim seems to be unconscious;
  - not touch the victim but try to move him/her out of contact with the live equipment using a non-conducting object such as a wooden broom handle (e.g. by moving the equipment). In so far as possible, the victim should not be moved.
- All electrical burns (other than very minor and superficial burns) must be inspected by a qualified medical practitioner. Burns can be cooled with clean water and covered with a clean dry cloth or burn dressing.
- All electricity-related injuries must be reported to the Corporate H&S Officer in accordance with the procedure set out in this Policy's section on Reporting of Accident.

**Swift Crafted Limited****Additional Site Health and Safety Policy**

In addition to the previous General Health and Safety policy the following site specific Health & Safety policy applies to all Swift Crafted Ltd sites and all personnel that are based at, or are visiting, the site.

**1 Site Health and Safety Advice**

- 1.1 It is the responsibility of the Site H&S Officer to ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instructions which may be provided by a manufacturer/supplier in order to comply with their obligations under Section 6 of the Health and Safety at Work etc. Act 1974. This will be monitored by the Corporate H&S Officer.
- 1.2 It is the responsibility of the Site H&S Officer to ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instructions which may be provided by a manufacturer/supplier in order to comply with their obligations under Section 6 of the Health and Safety at Work etc. Act 1974. This will be monitored by the Corporate H&S Officer.

**2 Site Health & Safety Review**

- 2.1 Health, safety and welfare are also to be considered at site meetings. The Managing Director and the Corporate and Site H&S officers will attend meetings with clients' or contractors' health & Safety representatives.
- 2.2 The Site H&S Officer will monitor health and safety standards on the sites they are responsible for to ensure compliance with this policy, current legislation and guidance. The frequency of site monitoring will depend on the size of the contract and the foreseen hazards, normally every two weeks. This will be monitored by the Corporate H&S Officer. Reports produced from site inspections are tabled at monthly Safety meeting and require directorial sign off. Actions to be taken arising from inspection are formal minutes at these meeting for action, reviewed as a whole minimum annually, greater if trends develop.

**3 Site Health & Safety Training**

- 3.1 The Site Foreman will review any hazards and the specific safety rules applicable to the work to be done with any new apprentice, and any other new employee, before putting the person to work. An Induction Handout will be issued to each employee.
- 3.2 Those transferring from job to job, or site to site, will be given any necessary information by supervisory staff. The introduction of new technology or working methods will also be occasions when further training will be provided.
- 3.3 The Corporate H&S will ensure, when necessary, that the Site Foreman in charge of work involving young persons is aware of the any additional assessments, training and supervision required under the Management of Health and Safety at Work Regulations 1999.

#### **4 Site Accident Reporting**

- 4.1 Directors, Project Managers, and the Corporate H&S Officer must be emailed details of any accident, no matter how minor as soon as possible. Accident investigation to be carried out for all employees, sub-contractors, other trade contractors and members of the public for all accidents.
- 4.2 The details of all accidents, however trivial they appear to be, must always be entered immediately into the site or office Accident Book. (Form B.I.510). Each record of an accident is to be detached from the Accident Book and returned in a sealed envelope to the Corporate H&S Officer in the Head office. This will maintain the confidentiality of the injured person's details, as required under the Data Protection Act 2018 and GDPR Regulations 2018.
- 4.3 The Site Foreman in charge of the work must complete an *Accident Form* for all accidents which may occur.
- 4.4 Any reportable accident or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, (RIDDOR) must be reported immediately, by telephone, to the Corporate H&S Officer on the numbers provided in the Nominated section of this document. Definitions of reportable accidents and dangerous occurrences will be held in the site's Health and Safety Folder.
- 4.5 The Corporate H&S Officer will take the necessary reporting action as required by RIDDOR. He will make direct telephone and written notifications to the appropriate enforcing authority. Copies of all notifications made on our behalf will be kept for record purposes.
- 4.6 Documentation for accidents, dangerous occurrences and notifiable occupational diseases and conditions will be held by the Corporate H&S Officer.
- 4.7 Investigations of serious accidents and dangerous occurrences will be carried out by the Corporate H&S Officer.

#### **5 Company Site Safety Rules**

- 5.1 Personal protective equipment shall be worn without exception wherever necessary, as identified by risk assessments carried out by the Site Foreman in liaison with the Corporate H&S Officer. The Site Foreman in charge of the site where this rule applies will give instructions to operatives.
- 5.2 Safety helmets will be worn in accordance with Personal Protective Equipment Regulations 1992. Safety Helmets must be worn on sites or in work areas that are designated as "hard hat" sites or areas, or wherever there are risks of head injury. It is the Company policy that all operational sites are designated "Hard Hat Areas" unless stated otherwise.
- 5.3 Safety boots or shoes must always be worn when there is a risk of injury to the foot. No person may wear plimsolls, trainers or other soft-soled footwear.

#### **6 First-Aid Facilities**

- 6.1 To comply with the Health and Safety (First-Aid) Regulations 1981, the Corporate H&S Officer will supply adequate first-aid equipment to the site. Alternatively, arrangements may be made by for facilities to be shared with the client or main contractor.

On sites, the person in charge of the work is also designated as the 'appointed person', where a Company first-aid box is provided as above.

#### **7 Company Site Safety Rules**

- 7.1 When working on sites under the control of other employers all employees must ensure they are aware of the location of fire extinguishers and of their method of operation.
- 7.2 All access equipment including ladders must be kept in good repair. Mobile towers must only be erected by those competent to do so, and in accordance with the maker's or supplier's instructions, which are circulated with other relevant safety documents.
- 7.3 Portable tools and other work equipment such as plant and test equipment must be kept and maintained in good condition for the tasks for which they will be used. Worn or broken tools must be replaced immediately, and it is the personal responsibility of each employee to ensure that this is done. The Company maintains records of the electrical testing of all portable electrical appliances.
- 7.4 Abrasive wheels and cutting discs may only be changed by persons who have been trained and appointed in writing by their employer.
- 7.5 Smoking is permitted only in designated areas on sites.
- 7.6 The Company will ensure that all tools and equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.
- 7.7 The site's Site Foreman is responsible for ensuring that all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used and to ensure that any necessary statutory documentation is available with the equipment.
- 7.8 It is the responsibility of the Corporate H&S Officer to ensure all work equipment purchased or hired for use Swift Crafted Ltd's employees, subcontractors and agency personnel is suitable for the purpose for which it is to be used. In the case of sites, the relevant project's Site Foreman is responsible for ensuring that all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used. These persons will also ensure that any necessary statutory documentation is available with the equipment.
- 7.9 The Site H&S Officer is responsible for ensuring that all work equipment is properly maintained and that records of servicing, inspection, calibration and statutory tests/examinations are kept. Examples of records required are:
- Ladders and access equipment maintenance
  - Portable electrical appliance testing
  - Calibration of test equipment
  - Statutory examination/test of lifting equipment.

## **8 General Arrangements for Special Hazards On Site**

- 8.1 There are a number of special hazards that have potentially serious consequences, which have been identified as 'high risk' in our risk assessments (see section 9). These include:
- Work with asbestos-containing products
  - Work with COSHH substances
  - Confined space entry
  - Working at heights
  - Work on access scaffolding including mobile towers
  - Work in excavations
  - Lifting Operations
  - Demolition
- 8.2 Activities listed in 8.1 will require a specific risk assessment to be made prior to the commencement of work. The Corporate H&S Officer has responsibility for making these

specific risk assessments. Further information on standard precautions is given in section 9 below. When working on older buildings, we will undertake training to ensure all operatives are aware of Asbestos recognition and correct procedures to adopt if discovered.

- 8.3 All those involved in the work will be made aware of the control measures for the identified risks and any procedures to be followed.
- 8.4 Work that interfaces with client activities may be governed by our own permit to work system or by that of the client.

## **9 Site Risk Assessments and Controls**

- 9.1 Risk assessments are required to be carried out by the Company where there is a significant risk to employees or others who could be affected by our operations. Relevant precautionary and preventative measures found during assessments are to be passed on to those at risk. This is a requirement of the Management of Health and Safety at Work Regulations 1999, and other Regulations that cover specific hazardous operations such as working with asbestos and hazardous substances.
- 9.2 The Company will carry out an ongoing assessment of the risks associated with all work activities, as required by these Regulations. Risk assessments will be made site-specific as required, by the Site Foreman (see section 9.4). Generic Risk Assessment Forms will be used for this purpose.
- 9.3 Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed if appropriate.
- 9.4 Generic risk assessments will be reviewed at annual intervals or whenever it is suspected that they may no longer be valid. This is the responsibility of the Site H&S Officer in liaison with the Corporate H&S Officer
- 9.5 **Asbestos.** The designated Person Responsible for the completion of tenders must ensure that specific enquiries are made of the Client/Principle Contractor as to the presence of asbestos or asbestos containing materials (ACM's) at the pre-tender stage of the contract. To comply with the Control of Asbestos at Work Regulations 2012, as amended, when asbestos is suspected or known to be in any material to be handled by our employees, no work must be undertaken until a sample has been analysed, an assessment carried out and appropriate control measures put in hand.
- 9.6 **Noise at work** is subject to the Noise at Work Regulations 2005. Noise assessments will be made as required by the Regulations when the noise action levels are likely to be reached, and details and instructions for safeguarding hearing will be given to employees as appropriate by the Site Foreman in charge of the work. When having to shout to be heard the workplace noise will be considered too great and noise assessments should be taken to establish noise levels.
- 9.7 **Buried Services,** including cables, should be anticipated on every site, and the person in charge of the work must obtain service plans where available and make specific enquiries when they are unavailable. The position of buried services must be clearly marked on site and treated as 'live'. Power tools and machinery must not be used knowingly within 0.5 metres radius of a buried cable, and hand-digging with spades only is permitted. If in doubt, the advice of the local Electricity Company or relevant undertaking must be sought with HSE Approved Guidance - "HSG47 Avoiding danger from underground services" is to be used to assist in risk assessment and evolving safe systems of work.
- 9.8 **Confined spaces.** Any space, which is substantially enclosed, where there is a risk from hazardous substances or dangerous conditions (e.g. lack of oxygen) is not to be entered until a risk assessment has been carried out. A safe system of work is to be drawn up and brought to the attention of every person likely to enter. The safe system must include details of necessary atmospheric monitoring and the provision of emergency evacuation apparatus.



HSE Approved Code of Practice - "L101 Safe work in confined spaces" is to be used to assist in risk assessment and evolving safe systems of work.

- 9.9 **Scaffolding**, is only to be erected, altered, or dismantled by competent persons. Scaffolding erected for more than seven days and with working platform(s) must be inspected by a competent person and the results recorded. This may be done by the main contractor but a specific check must be made by the person in charge of the work to ensure that inspections are made as required. The Construction Manager or Foreman in charge of the work must inspect all scaffolds before first use to ensure that they are suitable for the work to be carried out. This Section applies to mobile towers as well as fixed scaffolding. Scaffolding must comply with BSEN 12811 and their erection follow the NASC (National Access and Scaffolding Confederation) guidance note TG20:08 – 'A Guide to good Practice for Scaffolding with Tubes and Fittings'.
- 9.10 **Working at Heights**. Any work at heights must be specifically identified by the designated Person Responsible for the work. A risk assessment is to be carried out prior to any work being carried out when there is a risk of persons falling. The use of crawling ladders and boards is always required on fragile material. All work must comply with 'The Work at Height Regulations (2005)' and when using ladders and step ladders they must be used in accordance to the guidelines as documented in the HSE 'Safe use of ladders and step ladders'. The advice of the Site H&S Officer should be obtained before work starts if there is any doubt about the precautions required in particular circumstances. When the provision of access scaffolding or edge protection is not practicable fall arrest equipment must be provided. Further guidance may be found in HSE Publication, HSG33, "Health and Safety in Roof Work.
- 9.11 **Excavations**. The Site Foreman, in liaison with the Site H&S Officer must carry out a risk assessment is carried out prior to work starting and reference made to the HSE 'Safety in Excavations' information sheet. This is to ensure that adequate precautions are taken against:
- The collapse of the sides
  - Materials falling onto people working in the excavation
  - Persons or vehicles falling into the excavation
  - Undermining nearby structures
  - Underground services

Further guidance may be found on the HSE Web site.

- 9.12 **Lifting Operations**. The site Foreman Responsible for the work must ensure that lifting operations are properly planned and carried out by trained and competent personnel. If there is any doubt advice should be sought from the Site H&S Officer.
- 9.13 **Manual Handling**. The Site Foreman will ensure that as far as it is reasonable to do so personnel will avoid hazardous manual handling. Where hazardous manual handling cannot be avoided the risk will be properly assessed and steps taken to ensure that any identified risk is reduced so far that it is reasonably practicable to do so. Employees have a duty to follow the appropriate systems of work that are laid down for their safety, make proper use of the equipment provided and co-operate with the company on health and safety matters and inform the company if they identify hazardous handling activities and to also ensure that others are not put at risk.
- 9.14 **Demolition Work**. The Construction Manager responsible will identify any structural demolition work at the planning stage of any project and must ensure that no demolition work may takes place unless a suitable risk assessment has been carried out. The assessment will include a method statement detailing all aspects of the work.
- 9.15 **Hand, Arm and Whole-Body Vibration**. Work that involves the use of tools that may cause hand, arm or whole body vibration must be conducted in accordance with the 'Control of Vibration at Work Regulations 2005) and risk assessments made prior to any work commencing in accordance with the guidelines HSE INDG175 'Control the risks from hand-arm vibration'.

- 9.16 **Welfare Facilities.** Where it is practical to do so the Site Foreman will ensure that site personnel are provided with suitable welfare facilities, in some cases the facilities may be agreed and under the control of the sites Principal Contractor. General welfare requirements will include access to toilet, washing, changing, personal storage and rest areas and that such facilities have adequate heating, lighting and ventilation. Welfare facilities will be made available in accordance to the HSE: CDM regulations 2015 schedule 2.
- 9.17 **Alcohol & Drugs.** Anyone known to be under the influence of alcohol and/or drugs shall not be allowed to work whilst in that condition and must be removed from the site immediately by the Site Forman. Persons found to be displaying symptoms of alcohol or drug abuse will be subject to disciplinary action.
- 9.18 **PPE.** The Site Foreman will ensure that a proper risk assessment is made of the work that is to be carried out and that if necessary, the right type of PPE is provided to personnel carrying out the work prior to the work commencing. The PPE provided must be appropriate to the risks involved and the conditions at the place where the exposure to the risk may occur. The PPE provided will be provided in accordance to the Personal Protective Equipment at Work regulations 1992.

It is the responsibility of the Site Forman that PPE equipment is maintained, Regularly inspected and/or tested and correctly stored when not in use and replaced if found to be defective.

It is the responsibility of the Site Forman to ensure that the appropriate PPE is worn and that site personnel that do not comply are disciplined and if necessary, removed from the construction site.

- 9.19 **Young persons** (those under the age of 18): Works supervisor will not allow occupiers and visitors to bring children into any restricted work area.

Young persons must be protected from their own inquisitiveness, immaturity, inexperience and unpredictability and as such precautions must be taken towards:

- Storage, use and availability and accessibility of tools (power tools, sharp bladed tools, hammers etc...)
- Storage, use and availability and accessibility of chemicals (cleaning agents, solvents, white spirits paints, glues, etc,...)
- Storage, use and availability and accessibility of materials that physically harm (sharps – broken ceramics, glass, sheet metal; hots – hot liquids, soldered metals; ingested (eaten) – powders (cements, fillers) mastics, liquids ...)

The items listed above are not exhaustive and young persons may be injured in many other ways by doing what would not normally be considered likely by an adult. As such a detailed risk assessment will be undertaken to maintain an evolving safe systems of work.

## 10 **Site Emergency Procedures**

- 10.1 The Principal Contractor's site emergency procedures will determine the action taken, muster points and other site emergency procedures.

- 10.2 Fire and other foreseen emergency procedures will be covered as part of the induction training given to all new employees on joining the Company and to all employees before starting work on each site.
- 10.3 Where employees are employed on maintenance or short duration works, they are to ensure that they are aware of the all emergency and evacuation procedures in force in the premises that they are working. They must also be aware of the location of any fire-fighting and other emergency equipment available.
- 10.4 It is the responsibility of the Site Foreman responsible for the work to liaise with the Client or Principal Contractor with regard to the action to be taken in the event of an emergency. He will also ensure that the necessary information and equipment is made available to our employees.

## **11 Site Health & Safety Information for Employees and Others**

- 11.1 Contractors and clients will be given a copy of this Policy Statement on request.
- 11.2 Employees will be asked to read this Policy Statement on joining, as part of their induction training. Their attention will also be drawn to the generic risk assessment system and specifically to those hazardous operations applicable to their work.
- 11.3 Employees will be advised by the Site H&S Officer or the designated site Foreman for the project of any risks drawn to our attention by other employers sharing a particular workplace.

## **12 CDM Compliance and Design Safety**

- 12.1 It will be our practice to co-operate fully with the Principle Designer and Principal Contractor when appropriate, and with other designers involved in projects to make the maximum contribution to design and general site safety, we will always plan, manage, supervise and monitor their own work and that of their workers to ensure that it is carried out safely and that health risks are also addressed. The effort invested in this should reflect the risk involved and the experience and track record of the workers involved. Where contractors identify unsafe practices, they must take appropriate action to ensure health and safety.
- 12.2 The Senior Project Manager responsible for the contract will take all reasonable steps to ensure the health and safety competence of all employees and subcontractors carrying out work for the Company. He will also ensure that the site is a safe and healthy place to work. The key to this is the proper co-ordination of the work, underpinned by good communication and co-operation between all those involved
- 12.3 Those preparing design development on our behalf will alert clients to the duties they may have under the Construction (Design and Management) Regulations 2015 and follow the designer's duties as defined within the Approved Code of Practice to the Regulations.
- 12.4 The guiding principles for all designs prepared by us will be to design to avoid risks to health and safety so far as is reasonably practicable, to reduce risks at source where avoidance is not possible, and to include relevant information with the design. Only external persons competent to produce designs will be permitted to do so.
- 12.5 Swift will not start work unless they know the name of the PD and PC, has been given access to the H&S plan and the project has been notified to HSE. Provide relevant information to the PC on the H&S risks created by their work and how they will be controlled. Identify any contractors have appointed to the PC. Comply with directions given by the PC and any rules in the H&S Plan. Provide the PC with any RIDDOR reports.

## **13. Temporary Work Purpose and Scope**

Swift Crafted Ltd understands it has a duty to control all works activities including temporary works to protect its staff, sub-contractors and others who may be affected by its activities.

This Procedure aims to provide guidance and general information about what temporary works are and who is responsible for ensuring their design and implementation are in accordance with the minimum requirements for BS5975 code of practice for temporary works procedures and permissible stress of falsework.

**Definitions Temporary Works** BS5975 defines temporary works as:

'Parts of the works that allow or enable construction of, protect, support or provide access to the permanent works and which might or might not remain in place at the completion of all works.

And an engineered solution used to support or protect either an existing structure of the permanent works during construction, or to support an item of plant or equipment or the vertical sides or side slopes of an excavation during construction operation on site or to provide access.

Examples of temporary works that Swift Crafted Ltd may be involved with Include, but not limited to:

- Façade Retention / Roofing Work.
- Tower crane bases / PASMA Tower Erection / Temporary Lift.
- Piling Mat / Mobile crane mat.
- Scaffolding / Scaffolding Platform.
- Ground force temporary works for excavation /Batters for excavation.
- Any Work for extension of building / Falsework for building / guard rails etc.

## **Competencies and Responsibilities**

### 13.1 Designated Individual (DI)

BS5975 requires 'every organisation should have a designated individual responsible for establishing and implementing a procedure for the control temporary works for that organisation'.

The DI shall be director or senior manager from the production function appointed by the managing director, his/her nomination shall be recorded.

The DI shall:

- Establish and maintain this procedure in line with the requirements of BS5975
- Oversee the overall implementation of this procedure.
- Appoint, confirm the and review the temporary works coordinators.
- Respond to concerns raised by any person involved in the management of temporary works.
- Have the authority to take and enforce decisions and cease the works immediately without referral elsewhere.

The nominated designated individual is responsible for ensuring that adequate resources are available to implement this procedure.

### 13.2 Temporary works Coordinator (TWC)

A competent person with the responsibility for the coordination of all activities related to the temporary works, the TWC shall have completed a recognised Temporary Works Coordinator course, have relevant experience of the types of temporary works that will be undertaken, act with authority in manners concerning the temporary works and cease the works immediately without referral elsewhere.

The TWC shall:

- Identify the requirements for temporary works.
- Appoint temporary works designer.
- Prepare an adequate design brief for the TWD.
- Liaise with all parties, issue designs for approval and ensure the temporary works are included on the temporary works register.
- Inspect the temporary structure against the approved drawings and Issue temporary works permit to load/ Dismantle.

### 13.3 Temporary Works Designer (TWD)

A Competent person appointed to carry out the design of the temporary works. The TWD shall have relevant experience of the types of temporary works that have been briefed by the TWC and hold a degree or HND in civil engineering or structural engineering and experience or appropriate certification according to the industry standard.

The TWD shall:

- Receive the design brief from the TWC.
- Prepare drawings to fulfill the design brief giving full consideration to the risks associated with the proposed temporary works and the required strength and structural adequacy.

#### Temporary Work Procedure

- Revise design proposal and relevant drawings as required.

Procedure:

For all temporary works elements, the following is required:

- A temporary Works Design brief form attached with this document shall be issued to the approved Temporary Works Designer.
- A design- with drawings & calculations, which must undergo a design check, shall be received from the approved temporary Works Designer.
- An inspection of the temporary works by the temporary Works Coordinator must be undertaken before it is loaded/Taken into use.
- A temporary works Permit to load / Dismantle must be issued by the Temporary Works Coordinator using the attached Permit.
- An entry of the temporary Works on a Temporary Works Register must be maintained to the record the above.
- A Method Statement and Risk Assessment must be in place for the temporary works.
- Inspections must made during the use of temporary works and must be recorded.
- Weekly and daily checks depend on the complexity of the design and or advised by temporary works designer the frequency of checks to be made.
- A Regular review the temporary works must take in place.
- Any changes to the design and /or installation of the temporary works must be authorised by TWC, approved TWD and Permanent works engineer and recorded by TWC.

## Appendix 1

### Responsibilities

This Appendix to the Safety Policy details the responsibilities for safety at all levels of management and operatives. In all cases where responsibility is felt to be unclear, the advice of Swift Crafted Ltd's Managing Director will be obtained.

#### 1. Swift Crafted Ltd's Director(s) will:

- 1.1. Initiate, administer and interpret the effective implementation of the Health and Safety Policy.
- 1.2. Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other legislation relevant to our activities, and a general knowledge of the Electricity at Work Regulations 1989, the Construction Regulations, the Workplace (Health, Safety and Welfare) Regulations 1992 and relevant special Regulations and Codes of Practice.
- 1.3. Arrange for funds and facilities to meet the requirements of the Policy.
- 1.4. Be aware of changes in legislation which affect the activities of Swift Crafted Ltd.
- 1.5. Promote the safe conduct of work generally, and review our safety policy and performance, arrangements and generic risk assessments annually.
- 1.6. Reprimand any employee failing to exercise their safety responsibilities
- 1.7. Receive and consider suggestions made by employees concerning their health and safety at their workplace, and for improving our health and safety performance generally.
- 1.8. Set a personal example, including the wearing or use of protective clothing equipment as appropriate on site visits.
- 1.9. With the Corporate H&S Officer will review the Company safety policy and all generic risk assessments including COSHH assessments at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period.

#### 2. The Estimator will:

- 2.1. Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Management of Health and Safety at Work Regulations 1992, the Construction Regulations and any other Regulations and Codes of Practice relevant to the Company's operations.
- 2.2. Ensure that tenders are adequate to cover sound methods of working and the provision of the required welfare facilities.
- 2.3. Determine at the project planning stage:
  - 2.3.1. the most appropriate order and method of working
  - 2.3.2. the provision of welfare and sanitation facilities

**3. Corporate H&S Officer & Site H&S Officers will:**

- 3.1. All Safety Officers will have a thorough understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to the Company's operations, and a detailed knowledge of the Management of Health and Safety at Work Regulations 1992, the Construction Regulations, the Construction (Design and Management) Regulations 2015, and relevant special Regulations and Codes of Practice.
- 3.2. All Safety Officers will be aware of changes in legislation which affect the Company.
- 3.3. All Safety Officers will promote the safe conduct of work generally, and review the performance of the Company in relation to its health and safety objectives.
- 3.4. All Safety Officers will co-ordinate health and safety information and disseminate such information in his position as appointed competent person under the Management of Health and Safety at Work Regulations 1999.
- 3.5. Corporate H&S Officer will review our health and safety training needs at regular intervals, in liaison with the Managing Director.
- 3.6. All Safety Officers will review with new employees and apprentices hazards and specific rules relating to the work to be done.
- 3.7. All Safety Officers will ensure that users of articles and substances supplied or hired to us are made aware of any necessary instructions or information provided by the manufacturer or supplier which assists with the taking of necessary measures for their own or others' health or safety.
- 3.8. Ensure that the necessary health and safety documentation (e.g. Health and Safety Plan for CDM projects, Company Health and Safety Policy, risk assessments and method statements, as appropriate) are correctly issued to site management
- 3.9. Assist the site Foreman in making and allow issue of specific risk assessments where necessary and modify generic risk assessments applicable to the work. He will also devise safe systems of work where necessary, particularly for work where specific risk assessments have been made.
- 3.10. Assist the site Foreman in making and allow issue assessments of any COSHH substances found or created during our work, and for the giving of necessary instructions, training or equipment to employees which the assessment finds to be necessary.
- 3.11. Corporate H&S Officer will in liaison with Swift Crafted Ltd's Managing Director review the Company safety policy and all generic risk assessments including COSHH assessments at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period.
- 3.12. All Safety Officers will visit sites at regular intervals to ensure that the regulations and safe practices are being carried out, and provide regular reports for the client where required, and for our Directors.
- 3.13. Corporate H&S Officer will investigate serious accidents and dangerous occurrences.
- 3.14. Corporate H&S Officer will be responsible for making direct telephone and written notifications of serious injuries, dangerous occurrences and notifiable diseases to the enforcing authority, and take charge of office-held health and safety documentation.
- 3.15. Corporate H&S Officer will ensure that office fire-fighting equipment is serviced regularly.
- 3.16. Corporate H&S Officer will ensure that adequate supplies of first-aid equipment are issued to the Office and vehicles, and that they are kept correctly stocked.

- 3.17. Corporate H&S Officer will carry out risk assessments for office work, including display screen workstations and manual handling tasks, and be responsible for health and safety generally within the office and stores.
- 3.18. Corporate H&S Officer will liaise with and oversee the appointed person in charge of the office first-aid facilities.
- 3.19. All Safety Officers will respond to suggestions or comments on ways in which the Company's health and safety performance can be improved.
- 3.20. All Safety Officers will set a personal example, including the wearing or use of protective clothing equipment as appropriate onsite visits.

#### **4. The Site Foreman will:**

- 4.1. Prepare and once approved by the Site H&S Officer issue specific risk assessments where necessary and modify generic risk assessments applicable to the work and devise safe systems of work where necessary, particularly for work where specific risk assessments have been made.
- 4.2. Prepare and once approved by the Site H&S Officer issue assessments of any COSHH substances found or created during our work, and for the giving of necessary instructions, training or equipment to employees which the assessment finds to be necessary.
- 4.3. Issue work method statements in written form where necessary or required and be available to give advice on precautions needed to control any site risks not previously identified.
- 4.4. Determine at the project planning stage any hazards which might arise, and complete risk assessments as required.
- 4.5. Carry out manual handling risk assessments and determine precautions and control measures so as to minimise risks to employees from manual handling activities carrying a risk of personal injury, so far as is reasonably practicable.
- 4.6. Ensure that hazards from material storage and stacking, positioning of plant and installation of electricity supply are eliminated.
- 4.7. Plan and maintain tidy work areas.
- 4.8. Ensure that working methods established do not require or allow persons to take unnecessary risks.
- 4.9. Make sure that suitable personal protective equipment and clothing is available where appropriate, as required by risk assessments, and that it is used. They will give instructions on its proper use, maintenance and storage as required by the Personal Protective Equipment at Work Regulations 1992.
- 4.10. Ensure that only competent and, where necessary certificated, persons are employed.
- 4.11. Ensure that all machinery and plant, including power and hand tools and test instruments, is checked, that it is in good and safe condition, and that any defects are reported to the plant hire company or owner.
- 4.12. Ensure that appropriate fire-fighting appliances are maintained on site as necessary.
- 4.13. Ensure that adequate first-aid facilities are established and are available during working hours.



- 4.14. Accompany HSE Inspectors on site visits.
- 4.15. Review with new or transferred employees' hazards and specific rules relating to the work to be done, in addition to their job induction training.
- 4.16. Ensure that scaffolding is inspected as required at weekly intervals, and that all scaffolding used by our employees is inspected before first use.

**5. The site's Project Manager will:**

- 5.1. Ensure that site meetings are attended where health and safety matters are discussed and organise sites so that work is carried out to the required standard of health and safety with minimum risk to persons, equipment and materials.
- 5.2. Determine at the project planning stage:
  - 5.2.1. allocation of responsibilities
  - 5.2.2. necessary fire precautions
  - 5.2.3. adequate first-aid facilities.
- 5.3. Take all reasonable steps to ensure the competence in health and safety of any persons or contractors to whom work is subcontracted, as required by the Construction (Design and Management) Regulations 1994.
- 5.4. Advise employees on site of any risks drawn to the Company's attention by other employers sharing a particular workplace, and distribute information contained in the site's health and safety plan where this is applicable under the Construction (Design and Management) Regulations 2015.
- 5.5. Carry out site-specific risk assessments for general risks, and for special work activities identified in Additional Site H&S Section 8 of the policy. They will identify and determine precautions and control measures necessary in particular circumstances, especially in respect of the identification of the need to wear personal protective equipment, and manual handling tasks.
- 5.6. Set a personal example, including the wearing or use of protective clothing equipment as appropriate onsite visits.
- 5.7. Know the requirements of the Construction Regulations and other relevant legislation.

**6. All Site Employees, sub-contractors and Agency personnel will:**

- 6.1. Use the correct tools and equipment for the job, including safety equipment and protective clothing as necessary.
- 6.2. Keep tools in good condition.
- 6.3. Report to the person in charge of the work any defects in plant or equipment of which they become aware.
- 6.4. Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
- 6.5. Avoid improvising which entails unnecessary risks.
- 6.6. Warn new employees of known hazards.
- 6.7. Refrain from horseplay and the abuse of welfare facilities.
- 6.8. Report incidents which have led or may lead to injury.
- 6.9. Suggest ways of eliminating hazards.
- 6.10. Co-operate in the investigation of any accidents

**SWIFT CRAFTED LIMITED****SAFETY POLICY STATEMENT****APPENDIX 2****OFFICE SAFETY RULES**

This Appendix to the Safety Policy, which is a supplement to the Safety Rules, set out in the main Safety Policy document, sets out the safety rules which must be observed by all employees working in our offices. These have been derived from our risk assessment.

1. Furniture and equipment must be arranged so as to avoid injury from sharp corners.
2. Upper drawers of filing cabinets must not be overloaded, causing them to become top-heavy.
3. Only one drawer of a filing cabinet must be open at a time, so as to avoid a tipping hazard.
4. Wall storage racks must be securely anchored to prevent their movement or tipping and must not be overloaded.
5. Access to high upper storage shelves must only be gained by using the steps or safe access provided.
6. Cables from electric fires, telephones and leads to office electrical equipment are not laid across the floors so as to cause a tripping hazard.
7. Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
8. At the end of each working day or shift, non-essential electrical appliances are to be switched off and their wall socket plugs removed by each individual.
9. Any electrical faults must be reported to the Corporate H&S Officer.
10. Paper guillotines are not to be operated with their guards removed.
11. Any simple adjustments to electrical equipment must be made with the power switched off
12. Electrical heaters or fires may only be used if properly guarded in accordance with British Standards.
13. Only properly trained and authorised personnel are permitted to operate specialised machinery and equipment.
14. Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked, and taking care when using extension cables so that they do not cause an obstruction.
15. Fire exits must be kept clear at all times.
16. Fire extinguishers are to be kept readily accessible and where possible are to be positioned on wall brackets. All employees must be aware of these locations, of the methods of operation of fire extinguishers, and of the fire drill procedure for evacuation. The Corporate H&S Officer is responsible for ensuring all fire-fighting equipment is regularly serviced.
17. Persons handling chemicals must be made aware of the hazards associated with the handling, storage and use of such chemicals, together with the precautions to be observed and the first-aid measures to be adopted.