



HEALTH & SAFETY POLICY



FOR

Policy: No 2

**B E R B E N I N S T A L L A T I O N S
L I M I T E D**

BUILDING CONTRACTORS. MAINTENANCE & REPAIRS

193 Meadway, Kitts Green Birmingham, B33 8NB

Tel: 0121 789 6369 Fax: 0121 789 6411.

Email: info@berben.co.uk Website: <http://www.berben.co.uk>

Company policy compiled with assistance from:



Complete Safety Services

8 Goffs Close, Harborne, Birmingham B32 3XA.

www.completesafetyservices.co.uk

STATEMENT OF INTENT

Berben Installations Ltd (the 'Company') will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employees and will take all reasonably practicable steps to ensure that other contractors, occupiers of buildings, or the public are not affected by our work activities.

We will co-operate with all those with an interest in health and safety, other employers, employees, clients, designers, contractors and the enforcing authorities. We will also provide sufficient financial support for the full implementation of the policy and maintain a suitable working environment which is safe and without risk to health. We will ensure that all persons are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and training as may be necessary.

Berben Installations Ltd will ensure that all employees are consulted on matters of health and safety and will encourage positive employee participation. All employees and contractors are expected to co-operate in carrying out this policy and must ensure that their own work, so far as reasonably practicable, is carried out without risk to themselves or others.

Whenever an employee or contractor notices a safety or health related problem that they are not able to remedy themselves, they must immediately report the matter to their line manager.

Berben Installations Ltd will appoint a competent Site Manager to undertake the particular responsibilities for Health, Safety and Welfare on site and to whom reference should be made in the event of difficulty arising in the implementation of this policy.

The Directors of Berben Installations Ltd will monitor the implementation of this policy and when necessary will utilise the assistance of a specialist consultant.

The policy will be kept up to date and will be amended to suit any changes in the size and nature of company activities. In support of this intent the policy will be reviewed annually.

Signed:



Print Name: Mr Paul Tunley

Managing Director

Date: 7th October 2013

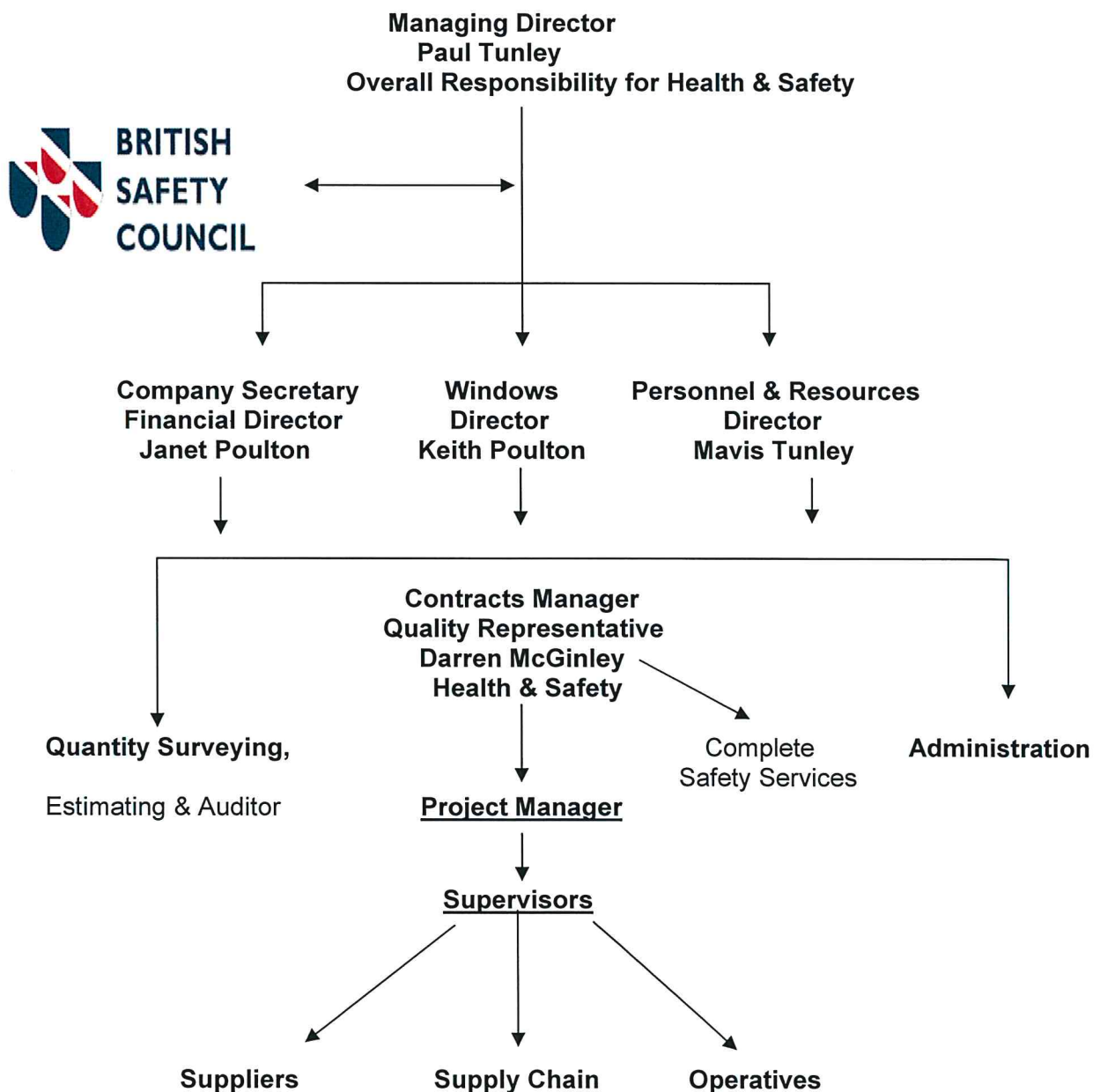
ORGANISATION STRUCTURE

The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Directors but specific duties are delegated to others according to their experience and training.

Site Management will ensure that all operatives, sub contractors and visitors to the site adopt this Policy.

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.



DIRECTOR'S RESPONSIBILITIES

The Directors accept responsibility to initiate the Berben Installation Ltd's policy for Health and Safety to prevent injury, ill health, damage and wastage. Importance must be shown in order to sustain the Health and Safety of its employees, clients and members of the public, accepting this as a managerial responsibility ranking through the business structure.

It is the duty of Paul Tunley that the management to provide and maintain safe and healthy working conditions, systems of work and equipment together with the provision of adequate information, instruction, training and supervision. It is equally the duty of every employee to exercise personal responsibility to do everything to prevent injury to themselves and others to ultimately achieve an accident-free workplace.

Ensure that safety directives (new legislation, etc.) are conveyed through all management levels down to site operatives. Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of Health and Safety to meet the requirements of the policy. Encourage training for all levels of employees.

Provide approved protective equipment and clothing where appropriate, and to ensure that its proper use is understood and can be used effectively. Set personal examples when visiting sites by wearing the appropriate protective clothing and equipment.

Ensure that any dangerous chemicals or substances are received, stored and/or used in accordance with the manufacturer's instruction, relevant data sheets and as directed in any risk assessment. Take all reasonable steps to inform employees about materials, equipment and processes used in their work that are considered to be potentially hazardous to health and safety.

The management of Berben Installations Ltd. see communication between employees at all levels as an essential part of effective health & safety management. Consultation will be facilitated by joint employee/management participation in the development of health and safety at work practices and procedures and to ensure active and effective participation by all employees.

Appropriate arrangements will be made with the representatives of recognised Trade Unions or representatives for Health and Safety as elected by the employees so as to allow for appropriate safety representation.

This Policy is to be brought to the attention of all employees. They will acknowledge that they have read and understood the Policy and be provided with an opportunity to assess the continued effectiveness of the policy.

To ensure that suitable advice from outside professional bodies is obtained where potential hazards exist or might arise requiring specialists expertise. To ensure that this Policy is reviewed on a regular basis or in the event of there being any major alteration to the working environment or character of the Company.

THE CONTRACTS MANAGER WILL:

Understand the Berben Installations Ltd Policy, administer its day-to-day practicalities and appreciate the responsibility allocated to each grade. Ensure that all works are planned in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made. Know the broad requirements of the Construction Regulations and other relevant legislation.

Ensure that Site Managers carry out their work to the required standards as laid down in this company policy. Apply the same standards to any work personally undertaken. Reprimand, and take disciplinary action if necessary, towards any member of site supervisory staff and contractors for failing to discharge their safety responsibilities satisfactorily. Take appropriate action when notified of disregard on site of the Safety Advisors advice.

Allocate adequate resources to cover sound working methods and reasonable welfare facilities including:-

- ◆ The most appropriate order and method of working.
- ◆ The provision of adequate lighting and safe method of work.
- ◆ The allocation of responsibilities to each level of staff.
- ◆ The welfare facilities and basic Fire precautions required.
- ◆ Any particular training or instruction required for personnel.
- ◆ Adequate and suitable protective clothing and equipment is made available.

Provide written instructions in unusual situations not covered by this Company Policy to establish working methods and sequences, outline potential hazards and indicate precautions to be adopted. This requires the preparation of written assessments as required under the regulations for C.O.S.H.H., Fire prevention, Vibration, Noise, Manual Handling and the Management of Health and Safety. Make them available to the Site manager and discuss them fully.

Ensure, so far as is reasonably practicable, that work, once started: -

- ◆ Is carried out as detailed in the written plans and assessments and that account is taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary.
- ◆ Is carried out in accordance with the appropriate statutory requirements.

Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all services in accordance with the service authorities recommendations.

Ensure that first aiders or appointed persons and adequate first-aid facilities, as required by *Health and Safety (First Aid) Regulations 1981*, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries

Ensure that all electrical equipment is tested and tagged, by a competent electrician, at intervals laid down by company policy. No electrical equipment will be brought onto site, by anyone, including sub-contractors, without the appropriate proof of regular testing with a Portable Appliance Testing (PAT) certificate.

Ensure that adequate fire precautions are provided and that any flammable liquids or liquefied petroleum gases are stored and used safely. Liaise when necessary with the fire safety advisors on fire prevention.

THE PERSONNEL AND RESOURCES DIRECTOR WILL (Mavis Tunley, has the responsibility to ensure that she):

- ◆ understands the Company's Health and Safety Policy and appreciates the allocated responsibilities, and comply with the requirements all Company Safety Procedures as contained within the Company Health and Safety at Work Policy;
- ◆ all major or serious injury accident or, dangerous occurrences are reported immediately to the Managing Director and then to establish the cause of the accident and that any remedial action required is acted upon immediately;
- ◆ use the correct equipment for the tasks required, ensure that a system of risk assessment is maintained to ensure VDU's conform to current regulations;
- ◆ report all defects in equipment and materials or any other obvious safety or health hazards;
- ◆ activities involving Manual Handling will be identified and ensure a risk assessment of all activities are made and where the assessment shows a need, arrange for the provision of mechanical moving/lifting equipment;
- ◆ where particular hazards are identified during Company work activities then she will provide the training needs for all employees so that any equipment or plant is operated by trained and experienced personnel only;
- ◆ all information will be entered into the Company handbook, with one copy available to all employees on induction to the Company. It will be reviewed and updated as required, or when there has been any major change to the site or at appropriate intervals;
- ◆ warn new employees of known hazards;
- ◆ co-operate with the Company on all aspects of health, safety and welfare;
- ◆ do not operate any equipment unless she has been fully trained and instructed;
- ◆ inform the Managing Director of any change to her state of health, either temporary or permanent, which might affect her working ability or her suitability to carry out tasks;
- ◆ she will co-operate with any Safety Advisor appointed by the Company and acts on the Safety Adviser's recommendations;
- ◆ ensures that Managers and their respective employees understand and implement the Company Health and Safety at Work Policy Statement.
- ◆ there is consideration of the welfare of employees and the public in all work activities of the Company and that it will remain a priority in all planning of Company activities;
- ◆ there is sufficient and appropriate training for employees at all levels including induction training for all new employees, and where any aspect of the work changes, alters systems of work, or when higher risk or increased hazards are introduced or new equipment or methods form part of the work activity;
- ◆ maintains records and Certificates of competence of all training to individual employees;
- ◆ gives instructions to all Managers to maintain a regular contact with employees on all health and safety issues at "toolbox" meetings (Informal discussions with employees on the work floor). In the event of employees requesting a more formal health and safety structure he will conduct appropriate meetings as set out in the regulations;

IN THEIR ROLES AS SAFETY OFFICERS, THE DIRECTORS WILL:

Monitor the effectiveness of the company's Health and Safety Policy against the safety performance of the company. Initiate any changes, developments and amendments to the Policy as and when necessary.

Promote an interest and enthusiasm for health and safety matters throughout the company.

Ensure that the Site managers and operatives are aware of their responsibilities and discharge them accordingly.

Ensure that all sub-contractors employed by us are to produce their own Safety Policies and agree to conform to our Company's Policy and Codes of Practice whilst on company sites. Any work that is sub-contracted to another company will then be responsible to ensure that they comply with the requirements set out by Berben Installations Ltd to their sub-contractors.

Seek advice from external Health and Safety advisors in areas where specialist knowledge is required, or when the level of competence required to plan, organise and control any work situation is not available from within the company.

Set a personal example when required by wearing the appropriate clothing.

Formulate and implement practical procedures to comply with the requirements of the safety statement for all company activity.

Obtain information regarding new safety legislation or changes in existing legislation. And determine the actions required by us in order to meet the requirements of the legislation.

Assist site managers with implementation of safety legislation by:

- ◆ Obtaining copies of the legislation and any codes of practice for issue to site
- ◆ Arranging training for all levels of employees in accordance with this policy
- ◆ Obtain visual aids etc. to promote awareness of injury prevention and hazards to health
- ◆ Ensure that regular site surveys are carried out by to see that only safe and healthy methods of working are in operation and that all Regulations are being observed.

And by keeping in contact with official and professional bodies e.g. HSE, Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents, British Safety Council, Institution of Occupational Safety and Health etc. as well as informing the HSE of all notifiable accidents in accordance with the *Reportable Injuries, Diseases and Dangerous Occurrences Regulations 1995*.

EMPLOYER'S RESPONSIBILITIES

Under the requirements of current *Health & Safety at Work Act 1974* legislation it is the duty of every employer to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that people in their employment, who may be affected by that undertaking, are not exposed to risks as to their health and safety.

Many accidents occur because people do not understand the hazards involved and the precautions that have to be taken. It is therefore important that those areas are identifiable on local basis by local Management and by those who have responsibility for personnel on behalf of a Company either on or off its premises.

To assist those who have this responsibility, and as part of the Health and Safety at Work Policy Document, the following specific action should be taken in relation to common hazards that may apply in any area of responsibility.

Risk Assessment

The purpose of risk assessment is to identify the risks to health and safety to Berben Installations Ltd employees, as well as others affected by the company's activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable. In order to comply with legislation set in *The Health and Safety at Work, etc Act, 1974* and *The Management of Health and Safety at Work Regulations, 1999*, we require that written risk assessments be compiled by designated company personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities.

These assessments will be required to be held by Berben Installations Ltd where the risks are likely to be encountered and measures will be taken by this we will ensure that the assessment findings and precautionary measures to be taken are communicated by documentation to persons at risk to which the assessment refers. All risk assessments compiled will be subject to being reviewed if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matter to which the assessment relates.

Safety Audits

Progressive improvement in health and safety can only be achieved through the constant development of policy, approaches to the implementation and techniques of risk control.

It is our policy that a systematic audit of all safety arrangements will be carried out on a regular basis. Regular inspections of work areas will be carried out at a frequency commensurate with the level of risk imposed by the activity within that area. Where appropriate the Company's health and safety advisors will visit the workplace to carry out safety inspections and audits.

Records of safety inspections and audits will be kept in order that Management can monitor the safety performance and improve the overall safety culture within the workforce.

EMPLOYEE'S RESPONSIBILITIES

The attention of all employees is drawn to their responsibilities under the *Health & Safety at Work Act 1974* and any other legislation. This means that: -

It shall be the duty of every employee while at work to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his acts or omissions at work.

As regards to any duty or requirement imposed on his employer or any other person by or under of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.

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

Employees are reminded that a breach of safety procedures could possibly result in disciplinary action being taken by us, and that provision is made in Law for certain breaches to be actioned by the Health & Safety Executive.

In simple terms this means, employees shall:

- ◆ Read and understand the Berben Installations Ltd Health and Safety Policy and carry out work in accordance with its requirements.
- ◆ Use any plant, equipment or substance in accordance with any training or instruction provided.
- ◆ Use the correct tools and equipment for the job.
- ◆ Keep tools in good condition.
- ◆ Wear safety footwear at all times and use, where necessary all protective clothing and safety equipment provided, e.g. safety helmets, respirators, etc.
- ◆ Work in a safe manner at all times. Do not take unnecessary risks that could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- ◆ Report to their line manager any work situation that presents a serious or imminent danger.
- ◆ Inform their line manager of any shortcomings in the health and safety arrangements, even when no immediate danger exists, so that the directors can take remedial action if necessary.
- ◆ Warn other employees, particularly new employees and young people, of particular known hazards.
- ◆ Do not use plant or equipment for work for which it was not intended, or if you are not trained or experienced to use it.
- ◆ Report to your supervisor any damage to plant or equipment.
- ◆ Do not play dangerous practical jokes or "horseplay" on site.
- ◆ Report to your supervisor any person seen abusing welfare facilities provided.
- ◆ Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- ◆ Suggest safer methods of working.

MANAGEMENT OF HEALTH AND SAFETY

The management of health and safety is covered by *The Management of Health and Safety at Work Regulations 1999*. Further information is contained in the *Approved Code of Practice L21*.

Berben Installations Ltd will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

Assess the risks to the health and safety of each employee and of anyone else who may be affected the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented.

The principals of prevention, as required by the above Regulations will be applied so far as is reasonably practicable.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls necessary to minimise the risks from the hazards identified.

The risk assessment will then be recorded and copies made available at the workplace.

The site manager will bring to the attention of the workforce all the necessary precautions detailed in written risk assessment and will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment

Berben Installations Ltd will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

Competent people will be appointed, and where necessary, specialists consulted to ensure that all necessary steps are taken to comply with the duties under health and safety law.

Berben Installations Ltd will ensure the co-operation and co-ordination of contractors who share the same workplace and ensure that all operatives have adequate capabilities and training to carry out the tasks allotted to them whilst at work.

Temporary workers will be given particular health and safety information to meet their special requirements.

Specific care must be taken to incorporate the need for language diversity with the necessary language of employees taken into consideration when giving them information on health and safety measures.

WORKPLACE HEALTH SAFETY AND WELFARE

The *Workplace (Health, Safety and Welfare) Regulations 1992* cover the Standards working environment, general safety, facilities for washing, eating and changing and good housekeeping. It is the Policy of this Company that close attention will be paid to the provision of suitable and sufficient facilities and measures to ensure compliance with the requirements on health, safety and welfare of its employees at work.

Where such duties extend to contracts to outside contractors, visitors or others attending Company premises, then these procedures will be implemented to ensure the health, safety and welfare whilst at work or on our premises. The Company's risk assessment procedure will be used to identify risks to health and safety on our premises and clients sites.

All employees will be provided with suitable and sufficient sanitary conveniences in all work places, ensure it is adequately ventilated, lit and kept clean and tidy. Also provide separate rooms containing conveniences for men and women, except where the convenience is a separate room that can be locked from the inside.

The Office Manager, or person responsible for the offices, will ensure that the Welfare and First Aid requirements are provided. The Company's nominated Safety Consultants will provide advice on the standards required if requested.

The Office Manager, or person responsible for the offices, will ensure that all the facilities and equipment are maintained to the required standards, through regular inspections.

Suitable washing facilities must be provided in all workplaces and:

- be located in the immediate vicinity of sanitary conveniences
- be located in the vicinity of changing rooms
- include a supply of clean hot and cold water
- include antibacterial soap and paper towels
- be in well ventilated and lit rooms
- be separate accommodation for men and women (except where prescribed)
- provide an adequate supply of wholesome drinking water, including drinking vessels.

Suitable and sufficient secure accommodation must be provided for the storage of personal clothing and special clothing worn at work but not taken home.

Berben Installations Ltd will provide working conditions in accordance with the regulations, in particular:

Temperature

All offices will be maintained at a minimum temperature of 16°C. Workshops will be maintained at a minimum temperature of 13°C. The temperature in all work places should be reasonable at all times.

Ventilation

All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.

Lighting

Suitable and sufficient lighting will be provided and where possible this will be natural light. In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.

Working space.

Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.

Suitable workstations will be provided for each employee according to the nature of the work involved. Floors and traffic routes will be kept free of obstructions and tripping hazards at all times. When storing boxes or files consideration will be given to the manual handling problems that may be created, where possible heavy or bulky materials will not be stored at a high level.

Welfare facilities will be provided at all permanent locations or arrangements made for members of staff and contractors to use on site facilities. Arrangements will be made where necessary for the provision of temporary offices, or huts to be erected by agreement on sites having the suitable fire precautions, electrical installations, washing and toilet facilities available, all fitted by a competent person.

OFFICE STAFF

Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your Supervisor. Find out from your Supervisor the position of the First Aid Box and who is responsible for it. Ensure that you know the procedure in the event of a fire.

Report any accident or damage, however minor, to your Supervisor. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction and tripping hazards.

Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up; do not improvise or climb.

Suggest ways of eliminating hazards and improving working methods. Warn new employees, particularly young people, of known hazards.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

The Construction (Design and Management) Regulations 2007 have been implemented to improve the way in which construction projects are managed.

The principle objective of the new regulations, and the supporting Approved Codes of Practice, is to reduce the number of incidence of construction accidents and ill health.

The measures intended to help achieve this aim include:

- ◆ Minimising bureaucracy associated with construction work and placing a greater emphasis on effective planning and management
- ◆ Providing a level of flexibility that accommodates the full range of contractual arrangements found in the construction industry
- ◆ Emphasising the need for effective communication, co-ordination and co-operation between the different parties involved in the project
- ◆ Requiring duty holders to establish the competence of appointees, and also to ensure their own competence prior to accepting any appointment
- ◆ Simplifying the ways in which the competence of the relevant parties is assessed by the duty holders prior to selection
- ◆ Requiring the Principle Contractor, and other Contractors, to be informed how much time is available for planning and preparation prior to work commencing
- ◆ Making the Client's existing duties more explicit and requiring the client to take reasonable steps to ensure that the health and safety arrangements made by the other duty holders are sufficient

Some of the more significant changes resulting from the introduction of the revised regulations and ACoP include:

- ◆ The introduction of an important new duty holder, the 'CDM Co-ordinator' whom replaces the Planning Supervisor role from CDM 1994
- ◆ A new duty on Designers to ensure that structures they design as workplaces comply with the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992
- ◆ A new duty on Designers to eliminate hazards and reduce remaining risks, so far as is reasonable practicable
- ◆ Removal of the facility whereby the Clients can transfer their criminal liabilities (under CDM) to a Client's Agent
- ◆ The enhanced duty on Clients to exercise their influence in ensuring effective health and safety standards during construction projects
- ◆ For notification purposes, demolition will be treated in the same way as other types of construction work (although a documented plan of how the work will be conducted must be prepared)

GENERAL CDM ARRANGEMENTS

Planning:

At the planning stage the requirements of this Policy must be taken into account, along with any information provided by the Client, the Designer, the Co-ordinator and the Principle Contractor in the Health and Safety plan.

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

When necessary written method statements will be prepared taking into account Health & Safety requirements and defining procedures.

Sub-contractors will receive a copy of the Company Health & Safety Policy Statement, any relevant Health and Safety plans and a list of Safety Rules and Requirements.

All information received from suppliers will be passed to the Directors for implementation or reference on site.

Training:

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

Where operatives are required to carry out key tasks (e.g. fork lift truck operation, supporting excavations, scaffolding, abrasive wheel mounting etc.) they will be provided with the necessary information, instructions and training, or be closely supervised by a competent person. Sub-contractors will need to demonstrate that their employees, where required, are provided with the same.

Berben Installations Ltd will provide such additional specialised courses or staff training as is necessary to enable staff to perform their duties.

Training records will be kept and employees will be encouraged to identify suitable training to further their personal development.

Berben Installations Ltd will develop a training plan for all members of staff which will be reviewed at least annually.

Notifications:

Berben Installations Ltd will make any necessary notifications to the HSE, Fire Service and Ambulance Authority when necessary.

Berben Installations Ltd will notify relevant authorities as required by specific Policy Sections, e.g. Underground & Overhead Services, Explosives, Demolition or storage of Highly Flammable Liquids etc. We will ensure that the Health and Safety Executive has been informed of all sites where the construction phase is expected to last 30 days or 500 person days or more. The site manager will ensure that details of the Client, the Planning Supervisor and the Principal Contractor are displayed as required in the C.D.M. Regulations.

Protection of the public:

All necessary measures required for the protection of the public will be allowed for and planned, taking into account *Section 3 of the Health and safety at Work Act 1974* and particularly, the recommendations contained in *Health & Safety executive Guidance Note HSG 151 "Protecting the Public - Your next move"*.

Consideration will be given at the planning stage to any operation for the protection of the public. Where possible, barriers, fencing, screens and notices shall be erected to prevent access by the public and only authorised visitors shall be allowed on site, who will be accompanied by a responsible person.

Documentation:

The directors will ensure that a complete copy of, or where appropriate, extracts from the Company Policy for Health, Safety and Welfare is made available at the workplace for reference. A copy of the current Employer's Liability Insurance Certificate is issued for display as well as a current Health and Safety Law 'Need to Know' poster needing to be displayed in the premise.

All necessary Statutory Notices, Regulations and Registers and Accident Report Forms will be issued to site and prominently displayed by the site manager. A copy of *HSG 150 "Health and Safety in Construction"* will be made available to all site managers to be used as a reference safety manual whilst on site.

The site manager must ensure that all registers, site inspection reports and other documentation relating to Health and Safety are returned to Berben Installations Ltd office for safe keeping at the completion of the contract and that the Contracts Director is responsible for ensuring that this documentation is maintained at the office in a safe place for a minimum of 3 months.

Joint Consultation:

In accordance with the *Consultation with Employees Regulations 1996* and the *Safety Representatives and Safety Committee Regulations 1977* and the Codes of Practice and Guidance Notes relating to these regulations, every facility will be afforded to ensure adequate consultation of employees.

Monitoring:

Employees are encouraged to bring to the attention of their line manager, any areas which, in their opinion, this policy appears inadequate. All such comments will be brought to the attention of the directors for their consideration and review. This policy and arrangements will be reviewed on at least an annual basis or on the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

CONSULTATION WITH EMPLOYEES

The Health and Safety (Consultation with Employees) Regulation 1996 apply to all Employers and employees who are not represented by an appointed Trade Union Safety Representative under the *Safety Representatives and Safety Committees Regulations 1977*. The aim being to ensure that they are consulted by their Employers on matters relating to their health and safety at work.

Berben Installations Ltd will consult with Employees either directly or via representatives nominated by the Employees.

The consultation with employees will cover the following issues as a minimum:

- ◆ Introduced measures that may affect Employees Health & Safety
- ◆ Arrangements for nominating safety representatives
- ◆ Health & safety information required under this and other regulations
- ◆ Planning and organisation of health & safety training
- ◆ The health & safety consequences of introduced technology in the workplace

DISABILITY

Berben Installations Ltd. does not discriminate in the employment of disabled persons or treat disabled persons less favourably in accordance to the *Disability Discrimination Act 2005*. Berben Installations Ltd will comply with the requirements of current regulations, where it owns, manages or operates in any premises under its control, where people work or to which members of the public may visit, in respect of accommodating the special needs of disabled persons.

Berben Installations Ltd acknowledges that it has a duty to make reasonable adjustments for disabled persons to the workplace and the equipment they may require, and in respect of their welfare, e.g. special toilets, and for their access and egress, so that disabled persons are not placed at a disadvantage.

Special arrangements will be made for assistance to be available for any disabled worker in the event of a need of immediate escape or evacuation from the premises in an emergency or fire.

The regulations apply to all employees and make it unlawful to discriminate against such disabled people in terms of recruitment, promotion, training, working conditions or dismissal. Employers must take into account their responsibilities under both this legislation and any health and safety law in order to avoid unfair treatment and in order to eliminate or reduce the risks to disabled people and others.

WELFARE AND FIRST AID

The *Workplace (Health, Safety & Welfare) Regulations 1992* specify minimum standards for work environments such as offices, factories and warehouses.

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on type of work and numbers of persons affected at each site or workplace.

All work will be planned to take into account the requirements of the above regulations.

The directors will ensure that the welfare and first aid requirements are established before work starts. Also they will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

ACCIDENT REPORTING

All injuries resulting from any accidents at work, however minor, will be reported by the site manager (or Office Managers as appropriate) on the Accident Report form. This applies to injuries received by members of the public, visitors, etc. as well as Company employees.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* the Health & Safety Executive must be notified by telephone immediately by the site manager (or Office Manager). The directors must also be informed immediately

Form F2508 should then be completed and sent to the Health & Safety Executive within 10 days.

A new styled Accident Book (with detachable pages) will be available at each site and office to ensure any injured employee can record details of his/her accident. All sections of appropriate pages must be fully completed.

Any claim made for Industrial Injuries Benefit by an employee will result in Form B176 being received by the Company. This will be completed by the (Company Secretary or Safety Director) and returned to the Department of Health & Social Security as required.

All fatalities, major injuries, dangerous occurrences, over 3 day absence as a result of accidents and other notifiable accidents will be recorded in Register F2508 or similar record as required.

These records will be kept by the Managing Director who is responsible for ensuring that all details are entered and that records are kept on file. The directors will investigate all reportable accidents and keep a copy of the Investigation Report, along with any photographs, statements or other relevant material for use by Company Insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without permission of Company Insurers or legal advisers.

EMERGENCY PROCEDURES

In order to ensure the safety of employees, and any other person, it is the policy of this company that documented procedures are put into place regarding situations presenting serious and imminent danger.

A sufficient number of competent persons within the workplace will be nominated to implement those procedures that relate to the evacuation of any part of the workplace. The appointed persons selected to be responsible for administering first aid and notifying the ambulance service if needed.

OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE

Where employees of the Berben Installations Ltd. may use or come into contact with any substance (e.g. lead, asbestos or COSHH substances), in concentrations or circumstances, which would warrant an occupational health programme or health surveillance to be carried out on any of its employees, then such course of action will be taken.

If, during the course of our business, a need for health surveillance is identified as a result of our assessment procedures and/or available information about any of the sites where our employees would work, then such health surveillance and monitoring would be initiated by the management of this Company.

Assessment procedures are reviewed on a regular basis to take into account new technology, new information about products used by us and their effects on health and legislative requirements.

HEALTH AND SAFETY OF YOUNG PERSONS AT WORK

The major part of safety management is regulated by the Management of Health and Safety at Work Regulations 1999. If young persons (those under 18) or children (those under minimum school leaving age) are to work on site (as employees, trainees or on work experience), reference should be made to the requirements of *The Health and Safety (Employment of Young Persons) Regulations 1997*.

These regulations require that employers must protect young persons from any risks at work and must undertake risk assessments under *The Management of Health and Safety at Work Regulations 1999*, which specifically address:

- ◆ The inexperience & Immaturity.

- ◆ Lack of awareness of existing risks of young persons in relation to the mental, physical and psychological demands of the task.

Employers may not employ young person's where the work:

- ◆ Is beyond their physical or psychological capacity.
- ◆ Involves exposure to toxic or carcinogenic substances, or substances, which cause heritable genetic damage, harm to unborn children, or cause any other chronic health effect.
- ◆ Involves harmful exposure to radiation.
- ◆ Involves a risk of accidents which young persons may not reasonably recognise due to their insufficient attention to safety or lack of experience or training.
- ◆ Involves a risk to health from extreme temperatures (hot or cold), noise and vibration.

The regulations also require certain information to be given to employees and to the parents/guardians of children.

The regulations **do not** apply to:

- ◆ Occasional or short-term work in: a family undertaking where the work is not considered harmful, damaging or dangerous to young persons.
- ◆ Domestic service within a private household.

NB: Regulations such as *The Provision and Use of Work Equipment Regulations 1998* and *The Lifting Equipment and Lifting Operations Regulations 1998* have removed age limits for operations such as slinging, using abrasive wheels power presses and woodworking machinery. The risk assessment process above will now be required to assess whether the implementation of in house or site rules are appropriate for particular operations or processes.

Other requirements related to young persons are contained in the *Working Time Regulations 1998* and *The Children (Protection at Work) Regulations 1998* that regulate the hours of work of those under Minimum compulsory school leaving age.

Berben Installations Ltd. does will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees:

Assess the risks to the health and safety of each young person and of anyone else who may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace.

The Site Manager will bring to the attention of the workforce all the necessary precautions detailed in the written risk assessment and monitor the operations to ensure that each operative is acting in accordance with the outlined details.

Allowance may need to be made for the provision for extra training and supervision, modification to the workplace or equipment, the provision of information to employees and the provision of information to the parents or guardians of those below school leaving age.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the *Control of Substances Hazardous to Health Regulations 2002*.

General Guidelines to be applied are covered in HSE Guidance Notes of which there are a great variety published. Other information is contained in Information Sheets (HSE) and downloadable booklets and information packs from www.hse.org.uk.

Berben Installations Ltd will provide written assessments for all those products which have been assessed as hazardous to health. Where necessary Berben Installations Ltd will request specialists to assist them in making the necessary assessments.

Before work starts, the site manager will ensure that any special protective clothing, or equipment, required is available for use on site. He will ensure that, before operatives are set to work, they will be instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances, and complying with the COSHH Regulations, requires Weto take the following steps to comply with the regulations: -

- ◆ Identify the problem.
- ◆ Assess it, measure it, get some idea of the scale.
- ◆ Decide on the method of solving the problem.
- ◆ Implement the chosen method of solving the problem.
- ◆ Check that the method is being implemented properly and monitor the outcome.

Staff will be made aware of the hazards of any materials they will be asked to use, hazard data sheets will be obtained for each product and control methods will be devised.

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

Berben Installations Ltd will review the situation at regular intervals to ensure that the control systems are working and that they remain adequate.

ASBESTOS AWARENESS

Berben Installations will comply The Control of Asbestos Regulations 2006 which relate to the duties and actions required when suspected materials are identified. Guidance on the duty to manage asbestos can be found in the ACOP - The Management of Asbestos in Non-Domestic Premises which we will use as our standard when dealing with asbestos.

Breathing in asbestos fibres can lead to asbestos related diseases that kill more people than any other single work related cause. The more asbestos fibres you breathe in, the greater the risk to your health, not today but it could surface in 15 to 60 years. There is no cure for asbestos-related diseases.

Asbestos insulation was commonly used as a spray coating on steel work, concrete walls and ceilings for fire protection and insulation. Also as insulation lagging in buildings and factories, on pipe work, and for boilers and ducts and as asbestos insulation boards in wall partitions, fire doors and ceiling tiles. Some was used with cement products in the manufacture of sheeting for walls and roofs, as tiles, cold water tanks, gutters, pipes and in decorative plaster finishes.

Carrying out any type of repair, maintenance or refurbishment in buildings more than about 15 years old could expose you asbestos dust. If you smoke the risk of lung cancer is even greater.

Berben Installations Ltd will always try to establish if asbestos material is known to have been identified before work is commenced on any of its contracts. For works on other clients sites an Asbestos Survey will be requested where appropriate and any relevant information given to the Project Manager and plans managed effectively to minimise the disturbance of the materials. All employees and sub contractors will be notified should asbestos be suspected in a building or any work area.

ASBESTOS -- WHAT SHOULD YOU DO!

If you uncover any hidden material or dust which you suspect to contain asbestos **STOP WORK IMMEDIATELY AND GET COMPETENT ADVICE.**

If it has not been checked for asbestos and those in charge of the job decide not to have it tested, assume it contains asbestos.

Always be careful when working with old insulation boards, ceiling tiles, cement sheeting or other material that may contain asbestos.

Always aim to prevent or reduce dust by:

1. Keeping asbestos materials (including waste) damp while you work on them
2. Do not use power tools on asbestos materials, use hand tools instead
3. Uses the personal protective equipment given to you including a suitable mask but only if you have received the appropriate training.
4. Never take off your respiratory protective equipment in a contaminated area, not even for a minute.
5. Make sure the respiratory protective equipment fits you properly. If you have a beard, a visible growth of stubble or if you wear glasses the equipment may not fit properly and will not give proper protection.
6. Never misuse the respiratory equipment. If you do not think it is working correctly inform the Site Manager or your supervisor.
7. Do not let waste build up or vehicles drive over it. Do not sweep up suspect waste use a Type "H" vacuum cleaner which has a high efficiency filter.
8. Place any suspect material in a heavy-duty bag sealed and the in a second bag, clearly labelling the contents.
9. Wash your hands and face before eating, drinking or smoking and at the end of the working day.
10. Do not take home for washing any used non-disposable overalls or clothing you have worn that may have become contaminated.

**ALWAYS REMEMBER
ASBESTOS DUST KILLS!**

HEALTH HAZARDS

A number of Regulations impose requirements for the safe handling and use of substances that are known to be a risk to health, these include:

The Control of Asbestos Regulations, 2006.

The Control of Lead at Work Regulations 1998.

The Construction (Design & Management) Regulations 2007.

The Personal Protective Equipment at Work Regulations 1992.

The Control of Substances Hazardous to Health (COSHH) Regulations 2002.

The Work Place (Health Safety & Welfare) Regulations 1992.

The Health and Safety (Display Screen Equipment) Regulations 1992.

Health and Safety (Misc. Amendment) Regulations 2002.

General Guidelines to be applied are also covered in HSE Guidance Notes and Approved Codes of practice.

The site manager will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

All necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

Site managers must ensure that all operatives engaged in any process involving the use of handling of hazardous substance, will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

Site managers will ensure that protective clothing and equipment will be issued to operatives or adequate hygiene measures are provided and maintained, where procedures have been planned to handle or use any hazardous substance.

All measures necessary to protect workers and the general public from such substances or procedures will be provided and maintained. Any necessary air sampling, medical examinations, testing etc., will be carried out by approved people or organisations, as required, and records will be kept on site during the operations.

Hazardous substances can enter the body in the following ways:

- ◆ Absorption – through the skin, cuts, abrasive injuries etc.
- ◆ Inhalation - gases, fumes, dusts, vapours.
- ◆ Ingestion – swallowing, (smoking or eating prior to washing increases the risk)

VIOLENCE / BULLYING AT WORK

Violence at work is not only physical violence as employees may face verbal and mental abuse, discrimination, harassment, bullying and ostracism.

It is our policy that we will not tolerate such behaviour in the work place and any employee found to be responsible for such action will be disciplined.

There is clearly some debate about what constitutes workplace bullying. The following are all descriptions of workplace bullying that can occur in an unsettled workplace:

- Bullying
- Mobbing
- Harassment
- Employee abuse
- Emotional abuse
- Mistreatment
- Incivility
- Aggression
- Hostile behaviours
- Adverse behaviours

Berben Installations Ltd. does will evaluate the risk of violence, both verbal and physical and put any required control measures into place, these may include:

- ◆ training workers in how to handle stressful and potentially violent situations;
- ◆ an active method of communication, with employees reporting to their supervisor on a regular basis, with the use of mobile phones where necessary;
- ◆ a personal panic alarm system;
- ◆ employees working in pairs if the risk of violence is high.

PROTECTIVE CLOTHING AND EQUIPMENT

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment:

The Personal Protective Equipment at Work (PPE) Regulations 1992.

Control of Lead at Work Regulations 1998 - Provision of Protective Overalls, Respirators, Breathing Apparatus etc.

The Noise at Work Regulations 2005 - Provision of Hearing Protection.

The Confined Spaces Regulations 1997 - Provision of Protection and Rescue Equipment.

Other regulations may also apply and are referred to in other sections of this policy. All safety equipment purchased for use on Company sites will be in accordance with the appropriate British Standard.

All work will be planned to take the above standards into account.

The site manager will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue as required and that, when issued to employees, a record is kept.

The site manager will ensure that before Sub-contractors' employees are set to work, they have been provided with any necessary protective clothing.

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

Those persons issuing protective clothing, or equipment, will ensure that it is suitable and sufficient for the specific process for which it is provided. All Supervisory and Management Staff will set a good example by wearing safety equipment when required such as protective footwear, etc. and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work, with steel toe safety boots mandatory for use warehouse and shop floor levels.

All persons issued with protective clothing, or equipment, must immediately report to the Supervisor any loss or defect in the equipment.

Berben Installations Ltd also recognises that they are legally required to provide training to their employees in the proper fitting and use of PPE and the provision for the PPE it provides to its employees when it is not in use. Also the PPE must be stored in a provided container to ensure that it is kept and maintained to a good working order.

MANUAL HANDLING AND LIFTING

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

The Manual Handling Operations Regulations 1992 (amended in 2002).
The Lifting Operations and Loading Equipment Regulations 1998.

The current Regulations require the following steps:

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

Good assessment will not only show whether there is a problem but will also help identify where the problem lies.

The directors will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required. The site manager must ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

The site manager will ensure that all persons on site wear safety footwear and will caution any Sub-contractor's employee wearing unsuitable footwear.

No one, particularly a young person or pregnant lady, will be required to lift, without assistance, a load which is likely to cause injury.

The main injuries associated with manual handling and lifting are:

- ◆ Back strain, slipped disc.
- ◆ Hernias.
- ◆ Lacerations, crushing of hands or fingers.
- ◆ Bruised or broken toes or feet.
- ◆ Various sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build, medical history etc. Where loads have to be manually handled, the need to ensure that accesses are safe and free of tripping hazards is especially important.

Where possible heavy loads will be split into smaller carrying units. If the handling of heavy items cannot be avoided, then use of a mechanical aid should always be the first priority, in order to reduce the risk of injury to the lowest level possible.

HIRE OF EQUIPMENT

Where equipment is hired there is still a duty under the Regulations to ensure that:

- the equipment hired is suitable for the task and conditions that it is to perform;
- it has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form;
- it is supplied with all the relevant information, (maintenance schedule, etc. and operating instructions);
- any necessary instruction and training is given to employees.

VIBRATION

We aim to protect employees against risk to their health and safety arising from exposure to vibration at work in accordance with the *Control of Vibration at Work Regulations 2005*.

An employer who carries out work which is liable to expose any of his employees to risk from vibration shall make a suitable and sufficient assessment of the risk created by that work to the health and safety of those employees and the risk assessment shall identify the measures that need to be taken to meet the requirements of these Regulations.

The subject of vibration is subject to a variety of legislation, and is now a prescribed disease under *the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2005* and as such is subject to compensation claims mainly from operatives involved in work activities which include:

- ◆ The use of chainsaws.
- ◆ The use of Abrasive wheel machines.
- ◆ Power tools used by carpenters.
- ◆ The use of compaction equipment.
- ◆ Hand held percussive drills and hammers.

In conducting the risk assessment, the employer shall assess daily exposure to vibration by observing the specific work practices and referring to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the particular working conditions. If the magnitude of the vibration exceeds the legal the employer shall ensure that risk from the exposure of his employees to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

Limitations of the duration and magnitude of exposure to vibration must be considered with an appropriate work schedule with adequate rest periods and the provision of clothing given to protect employees from cold and damp.

ACTION RISK LEVELS

An Exposure Action Value (EAV) has been set at;
2.5m/s² averaged over an 8 hour day for Hand Arm Vibration and
0.5m/s² averaged over an 8 hour day for Whole body Vibration.

If employees are exposed to more vibration than this then it will require Berben Installations Ltd to take action to control the exposure

An Exposure Limit Value (ELV) has been set at;
5m/s² averaged over an 8 hour day, for Hand Arm Vibration and
1.15m/s² averaged over an 8 hour day for Whole body Vibration.

This represents a high risk, and employees must not be exposed to this level of vibration. Transitional periods are in place for Exposure Limit Values, however Berben Installations Ltd will seek to protect its employees by reducing their exposure wherever possible.

Regular exposure to hand-arm vibration can cause a range of conditions known as Hand Arm Vibration Syndrome (HAVS) which includes vibration white finger and carpal tunnel syndrome. Similarly whole-body vibration can cause back pain or make this worse.

All work will be planned to take employees standards of safety into account:

- Where possible the use of vibrating hand tools will be avoided.
- The Directors must ensure that information on the vibration level of any plant or equipment which it intends to hire or purchase, is obtained and taken into account before hiring or purchasing takes place and low vibration tools will be specified where use is unavoidable
- Instruction and training will be provided to site managers, foremen and operatives on the potential sources of hand-arm vibration, the risks from using vibrating tools, how to recognise the symptoms of hand-arm vibration, factors which may increase the risk (e.g. high levels of vibration, daily length/regularity of exposure) and the control measures required to minimise the risks.

NOISE AT WORK

Noise is covered by *The Noise At Work Regulations 2005* and also the *Health and Safety At Work etc. Act 1974*. Guidance is provided in *HSE Guidance Note L108 - Guidance on the Noise at Work Regulations*.

All work will be planned to take the above standards into account:

The Directors must ensure that information on the noise level of any plant or equipment that it intends to hire or purchase is obtained and taken into account before hiring or purchasing takes place. They will ensure that any employee or sub-contractor required to use or work with or near such plant is made aware of the noise level being produced. The site manager will ensure that any static plant to be installed on site is planned to be in a position which takes account of the effects of noise on the workers and the public.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the site manager 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 course is not practicable, suitable hearing protection equipment must be identified and provided for use by personnel and hearing protection zones clearly identified by signage.

Where the noise level is less than 80dB(A) no further action will be required. Where it exceeds this level but is less than 85dB(A) then all persons affected will be advised of the result, informed about hearing loss and advised to wear hearing protection. This will be supplied and maintained by the Company. Where the level exceeds 85dB(A) then Berben Installations Ltd will take action to reduce the noise level where ever possible as is reasonably practicable and identified areas will be marked as Ear Protection Zones in accordance with BS 5378 and the wearing of Hearing protection will be mandatory.

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.

The site manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reduction methods are used and maintained good order and at any defects are reported to the Sub Contractor or Hire Company, immediately.

The site manager will ensure that supplies of ear defenders or other hearing protection, is made available for any operations, where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

If necessary competent specialists will:

- ◆ Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery.
- ◆ Regularly monitor noise levels and frequencies & give advice on noise control measures.

FIRE PRECAUTIONS AND PREVENTION

Fire precautions will be provided and maintained in accordance with Fire Precaution (Workplace) Regulations 1997 as amended by the Regulatory Reform (Fire Safety) Order, 2005 and in either case, any recommendations made by a Fire Officer, Fire Brigade representative or a Fire Risk Assessment carried out by a competent person.

In accordance with relevant legislation Berben Installations Ltd. does recognise the need for effective and suitable fire prevention measures to combat risks to the health and safety of our employees and others affected by our activities. To this end we are committed to the effective ongoing evaluation of our premises and other workplaces where our employees may be required to work, to determine fire risks and control measures required to eliminate or reduce the risk of fire to a low level as possible.

Any risk assessment will also take into account any special fire hazards in specific areas of the workplace and comply with any instructions set out by the local fire service. This Company is committed to the provision of adequate and suitable fire fighting equipment, training in the use of such equipment to identified members of staff, and any such measures as required by the stipulations contained in any Fire Certificates that have been issued in respect of the premises.

Berben Installations Ltd will ensure that employees are aware of their duties in the event of a fire or alarm activation in company premises. All employees have a duty to report immediately any fire, smoke or potential fire hazard to the fire service (999).

Employees must be aware that fire doors are designed to slow the spread of fire and smoke and where they are found to be jammed, pegged or tied open by an employee they will be returned to a closed position. Also where fire exits that are found to be locked, secured by chains or blocked, they will be cleared or the matter reported immediately.

Any "Hot Work" will be the subject of a permit to work to ensure that adequate fire protection of the appropriate fire extinguishers for the risk is available. Also all flammable materials and rubbish are removed from the work area. A system of inspection at two 30 minutes intervals to ensure that there is no smouldering or fire.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. Smoking on duty is not permitted and any employee found smoking would be disciplined.

HIGHLY FLAMMABLE LIQUIDS

Highly Flammable Liquids are defined in the *Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972* and must be stored and used in accordance with those regulations. This section also applies to liquids that are not highly flammable, as defined in the regulations, but can be a fire hazard, e.g. gas oil.

The Dangerous Substances and Explosive Atmospheres Regulations 2002 applies to the storage of petrol and products containing petroleum on site or other premises.

Guidance documents and Codes of Practice give advice on the requirements necessary to comply with the regulations and will be complied with on project sites. These include:

HSG 51 - The Storage of flammable liquids in Containers (1998).

HSG103 – Safe handling of combustible dusts (2003)

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that suitable storage facilities are provided for Highly Flammable Liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures, where applicable.

The Contractor will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable, but which could be a fire hazard and will arrange for any necessary fire fighting equipment or materials to be available before work starts.

The Site Manager will ensure that the planned storage facilities are provided and maintained and that all Highly Flammable Liquids are kept in storage facilities until required for use.

The Site Manager will ensure that fire resistant, absorbent material is available to soak up any spillage of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

The Site Manager will ensure that any fire fighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify and that defects are noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Highly Flammable Liquids.

COMPANY OFFICES

All offices and office facilities will be provided and maintained in accordance with the *Workplace (Health Safety & Welfare) Regulations 1992*.

Fire precautions shall be provided and maintained in accordance with the requirements of *The Regulatory Reform (Fire Safety) Order, 2005*, and any recommendations made by a Fire Officer, Fire Brigade representative or a Fire Risk Assessment carried out by a competent person.

The Office Manager (or alternatively a nominated person) will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire fighting equipment.

Fire drills will be organised at 6 monthly intervals, date of drill and comments to be recorded. All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by manufacturer and recorded in the fire log.

All fire alarms will be checked monthly and test recorded and all fire exits will be checked at the start of each day by the nominated person.

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

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

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

Efforts will be made to reduce the paper wastage kept in the office areas to a minimum, especially shredded paper which is a highly flammable source and an easily combustible material in a fire.

GOOD ORDER

A number of regulations deal with the need for work places and accesses to be Standards kept clear of debris and other materials, some examples are:

The Workplace (Health, Safety and Welfare) Regulations 1992.

Construction (Design & Management) Regulations 2007.

Electricity At Work Regulations 1989

Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 - requiring that cylinders and containers be properly stored and removed from work places, when not in use, into storage.

The Health and Safety at Work etc., Act 1974 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees, so far as is reasonably practicable (*Section 2*). Employers have a duty to ensure that their work does not affect others, so far as is reasonably practicable (*Section 3*), and persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe, so far as is reasonably practicable, for persons who are not their employees, but are required to use the premises (*Section 4*).

In addition to the statutory requirements, some of which are outlined above, a tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on sites.

All work will be planned to take the above standards into account.

The Directors will ensure that, before the site commences, access and emergency routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and sub contractors are made aware of the requirements with regard to storage, clearing up, tidiness etc.

The site manager will ensure that all sub contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract, and that they will be monitored to ensure this is done. Every operative has a duty to ensure that his workspace and that of those around him is kept in a clean and tidy state.

Operatives, sub-contractor's operatives and occasional visitors to site will be disciplined by the site manager in the event of them causing harm to the welfare of those around them. In this regard, operatives will be encouraged to show respect to their work colleagues.

Storage stacking will be stacked adequately with storage kept secure and not allowed to overhang. Particular emphasis is to be placed on instructions to all employees and sub-contractors on the safe disposal of food and combustible materials delivered to site.

GAS SAFETY

Our policy is that all gas installations fitted in any company premises, must comply with current Gas Safety Regulations and only carried out by a confirmed licensed/registered person.

The hazards associated with gas systems are that LPG (propane or butane) is a colourless liquid, which readily evaporate into a gas. It has no smell, although it will normally have an odour added to help detect leaks. When mixed with air, the gas can burn or explode when it meets a source of ignition. It is heavier than air, so tends to sink towards the ground collecting in drain networks, gullies, cellars or confined excavations.

LPG is supplied in strong pressurised cylinders to keep it liquefied with the valve at the top being the most vulnerable place in the event of impact damage or a fire. Leaks can occur from the valves and pipe connections, most likely as a gas. The liquid LPG can cause cold burns to the skin if there is accidental contact made.

The precautions to take for a Fixed Cylinder installation to be safely connected to an appliance will be to ensure that the installer decides on a suitable location and have all the necessary safety devices to protect the hoses, pipe-work and appliance attached to them. Also ensuring that the cylinders are kept secured in position, are not tampered with and having regular checks and repairs made by the LPG supplier or another reputable company.

If the equipment is leased check for documentation of adequate maintenance and make sure that staff are trained and competent to use the equipment safely. Read and follow the operating instructions and emergency actions to take ensuring all operators know them and follow them carefully.

No smoking signs should accompany all gas related equipment with vigilance shown by all staff members.

For cylinders not kept in a fixed position they should be positioned in a safe, well-ventilated place, preferably in the open air and away from occupied buildings, boundaries and sources of ignition and of heat. Ideally chains should be used to secure the cylinders properly against a firm structure and are kept upright.

UNAUTHORISED ACCESS

The Health & Safety Executive has issued Guidance Notes *HSG151 - 'Protecting the Public, your next move'* relating to protecting the public from activity on sites.

Active projects and facilities can endanger the Health and Safety of person's not undertaking work on the project in many ways, i.e. if they walk on the site they could be subjected to:

- ◆ Falling materials and equipment
- ◆ Vehicle movement
- ◆ Tripping or falling
- ◆ Dust
- ◆ Noise

HSE investigations also showed that people were most at risk from the following activities:

- ◆ Falling through openings such as manholes, stairwells or into excavations, pits and so on.
- ◆ Riding on mobile plant (e.g. forklift trucks) which runs out of control or being hit by mobile plant while playing near it.
- ◆ Climbing onto stacks of material which then collapse.
- ◆ Climbing onto and then falling from shelving units or other elevated areas

To minimise the risks to non-employees the most effective way is to restrict access to the site so that only authorised persons may enter.

For visitors to the site, such as delivery drivers and prospective purchasers specific arrangements must be made and they should have these precautions drawn to their attention.

Access openings should be gated and kept locked when the site is unoccupied. A watch on the gates should be kept when they are open. The fencing should be properly maintained and materials should not be placed or stacked near the fence in a way which provides easily climbed access over the fence. Suitable warning notices should be fixed to the fencing.

WORK EQUIPMENT

The following regulation specifically covers the use of work equipment, *The Provision and use of Work Equipment Regulations (PUWER) 1998*.

It is our policy that all work equipment used in the course of Company activities, whether provided by the company, on lease or loan from another company, or belonging to individuals (own equipment is not allowed unless it has been inspected to ensure compliance with regulations) should be safe for use, suitable for the environment and task for which it is to be used. It should be properly maintained in accordance with the manufactures/suppliers instructions and at the required intervals.

Work equipment means any machinery, appliance, apparatus or tool and any assembly of components which, to achieve a common end, and arranged and controlled so that function as a whole.

These regulations cover the use of all kinds of work equipment from a hand tool, typewriter, scaffold or mobile plant. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The specific requirements of this legislation cover the following:

- ◆ The guarding of dangerous parts of machinery.
- ◆ Protection against specific hazards, e.g. a falling scaffold board, disintegration of an abrasive wheel in use, ejected articles or a tool catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.

These requirements will also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings. To identify the specific risks involved with the equipment a competent person will assess the machinery and review on a regular basis to identify improvements or changes to the work process.

All personnel who use work equipment, and those who supervise them, will have available to them adequate health and safety information and, where appropriate written instruction in the safe use of that equipment. They will receive adequate training for the purpose of health and safety, including the training in methods, which may be adopted when using the work equipment, any risk that may be generated by that use and the precautions to be taken.

Where there is a specific risk associated with the use, repair, modification, and maintenance or servicing of any equipment, only those personnel specially trained and authorised will be permitted to carry out such operations.

Work equipment which is considered to be in any way dangerous, will be fitted with the appropriate guarding or other safety devices required to reduce that danger to its lowest practicable level, and to the standards of the *Provision and Use of Work Equipment Regulations, 1998, (PUWER)* and *BS5304 "Safeguarding of Machinery"* and only those employees specifically trained and authorised will be permitted to use that equipment. All equipment must be fully protected and where guards have to be removed for any reason, the equipment must be subject to a "Lock Off" safe system of work as set down in the permit to work. All guards must be replaced safely as soon as possible after the completion of any work. Details of such examination should be properly recorded and the record being made available for inspection.

Berben Installations Ltd. does will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment. Also providing adequate information, instruction and training, and will provide equipment that conforms with EC product safety directive.

Berben Installations Ltd will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is inspected and maintained in efficient working order.

LIFTING OPERATIONS

All lifting operations will be planned and carried out in accordance with: *The Lifting Operations and Lifting Equipment Regulations 1998*.

These Regulations require lifting equipment to be tested, inspected and thoroughly examined:

- ◆ In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months;
- ◆ In the case of other lifting equipment, at least every 12 months; or
- ◆ In either case, in accordance with an examination scheme; and
- ◆ Each time that exceptional circumstances which are liable jeopardise the safety of the lifting equipment have occurred; and
- ◆ If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations.

These Regulations also require that equipment for lifting persons:

- ◆ Is such as to prevent a person using it being crushed trapped or sunk or falling from the carrier
- ◆ Has suitable devices to prevent a carrier falling (if this cannot be provided for reasons inherent in the site and height differences then the carrier must have an enhanced safety coefficient suspension rope or chain which is to be inspected by a competent person every working day
- ◆ Is such that any person trapped in a carrier is not exposed to any danger and can be freed
- ◆ Mobile Work Equipment is also covered by the requirements of the *Provision and Use of Work Equipment Regulations 1998* - please refer to work equipment

All work involving lifting operations will be planned to take the above Planning standards into account.

The Contracts Manager will ensure that lifting operations are planned, taking into account the sitting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, etc. Suppliers will be asked to provide information on weights, lifting points, safe slinging procedures, etc. of materials or articles supplied.

Service and maintenance of all lifting appliances must be planned before taken into use on site. The Site Manager will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc. are available on site. Any other equipment will not be used to carry out lifting operations.

Only authorised operatives will be permitted to operate lifting appliances or give signals. The authorised persons must be over the age of 18 and be competent to carry out the duties. Where there is any doubt of the competency of the authorised operatives, the Contracts Manager must be informed immediately.

Where adverse weather conditions could affect the safety of lifting operations, the Site Manager will stop operations until conditions improve.

The Site Manager will ensure that all lifting appliances are inspected weekly and a record of the inspection made in the Site Register

The main hazards associated with lifting operations are:

- ◆ Overloading of lifting appliance.
- ◆ Incorrect positioning of lifting appliance.
- ◆ Insecure attachment of load.
- ◆ Improper methods of use of equipment.
- ◆ Failure of equipment due to lack of maintenance.
- ◆ Incorrect signals.

Areas where lifting operations are to be carried out, must be cleared and loads should not be carried over personnel. Loose items must be secured and pallets enclosed with nets when being handled by a lifting appliance.

LADDERS, STEPS AND LIGHTWEIGHT STAGINGS

All ladders, steps and stagings must be provided and used in accordance with *the Work at Height Regulations 2005*.

All work will be planned to take the above standards into account.

The contracts manager will specify the correct access equipment for the type of work and duration.

Ladders:

The Contracts manager will arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available. Training will be provided to site managers and operatives and will include the hazards and precautions relating to ladders and their use.

Ladders must be checked by a competent before use, to ensure that there are no defects, and will be checked at least weekly while in use on site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The Site Manager will ensure that proper storage is provided for ladders, under cover where possible, and with ladder properly supported throughout its length.

The site manager will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder.

The main hazards associated with ladders are:

- ◆ Not securing the ladder properly
- ◆ Unsafe use of ladder (over-reaching, sliding down etc.).
- ◆ Using ladder with defect.
- ◆ Unsuitable base to ladder.
- ◆ Insufficient handhold at top of ladder, or at stepping off position
- ◆ Using ladder near overhead electrical cables, crane contacts etc
- ◆ Ladder at unsuitable angle, swaying, springing etc. (recommend angle 1 in 4)
- ◆ Insufficient overlap of extension ladders.
- ◆ Undertaking two handed work operations.

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access is prevented.

As a guide the type of work and the duration will have to be considered with guidelines advising that use of a ladder and stepladder:

- ◆ in one position for a maximum of 30 minutes
- ◆ for 'light work' – they are not suitable for strenuous or heavy work. If a task involves a worker carrying more than 10 kg up the ladder or steps it will need to be justified by a detailed manual handling assessment
- ◆ where a handhold is available on the ladder or stepladder
- ◆ where the worker can maintain three points of contact (hands and feet) at the working position. On a Ladder where one cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practical a risk assessment will have to be justify whether it is safe or not.

Step-ladders and lightweight stagings:

The Contracts Manager will ensure that the required numbers and types of equipment will be provided, taking into account the work to be carried out and the above standards. Training provided to Site Managers and operatives will include the hazards and precautions relating to this equipment and its use.

All equipment will be checked by the Site Manager before use, to ensure that there are no defects and will be checked, at least weekly, while on site. Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

The Site Manager will check that the equipment is being used correctly and not being used where a safer method should be provided.

The main hazards associated with stepladders, trestles and stagings are:

- ◆ Unsuitable base, e.g. unlevelled, packing pieces, loose material etc.
- ◆ Unsafe use of equipment Overloading
- ◆ Use of equipment where safer method should be provided
- ◆ Using defective equipment

WORKING AT A HEIGHT

The *Working at Height Regulations 2005*, apply to situations where there is a risk of a fall liable to cause personal injury and places a duty on employers, the self-employed, and any person that controls the work of others (for example facilities managers or building owners who may contract others to work at height).

Duty holders must ensure:

- all work at height is properly planned and organised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate work equipment is selected and used;
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained.

Berben Installations Ltd must ensure that any operatives manage and select the correct equipment for working at height. Precautions must be made to avoid working at height where possible and use work equipment or other measures to prevent falls where employees cannot avoid working at height. Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Regulations include schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e. work restraints, fall arrest and rope access) and ladders.

In identifying the measures required by this regulation, every employer shall take account of risk assessments. Every employer shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height. Also where work is carried out at height, every employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause injury.

ELECTRICITY AT WORK

In addition to the general duty of care every employer has to employees and members of the public outlined in *sections 2 and 3 of the Health and Safety at Work etc. Act 1974* specific responsibilities for electrical safety are *Electricity at Work Regulations 1989*.

Further information is available from HSE Guidance notes

HSG107 – Maintaining portable and transportable electrical equipment

HSG47 – Avoiding danger from underground

HSG85 – Electricity at work

All work will be planned to take the above standards into account

All electrical work will be planned and carried out by qualified electricians.

The Contracts Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

When cutting-off, shutting down or decommissioning an electrical supply the appropriate permit to work or certificate will be obtained.

The supervision of all electrical work will be strictly carried out by the specialist contractor only. This contractor will keep the Site Manager informed at all times about the work and how it is progressing. The Site Manager will supervise all other operatives as a consequence of the advice given to him by the specialist contractor. No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

Where possible all electrical supplies to tools and equipment used on site will be taken from a 110V (CTE) source. Where 240V supplies are used there will be an R.C.D. Circuit breaker fitted at the source of power.

Should an operative encounter mains electricity cables during the process of work he will notify the Site Manager immediately who will seek the advice of a qualified electrician.

DISPLAY SCREEN EQUIPMENT

The following regulations apply to the provision and use of Display Screen Equipment (DSE):

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Misc. Amendment) Regulations 2002.

L26 – Work with display screen equipment

INDG36 – Working with visual display units (VDU's)

All display screens workstations that are staffed by employees using DSE screens as part of their usual work will be assessed to ensure meet the requirements set out in the current legislation.

The provision of good ergonomic and environmental conditions must be considered in the planning of the workstation for DSE's.

Posture and good practise:

- Since each user is an individual size and shape the user must participate in the organisation of their workstation:
- To find the best working position sit in your chair, then sit rigidly upright and relax a little, then adjust your chair to support your back.
- Use a foot rest if that helps.
- Adjust the height of your chair so that your fingers are resting comfortably on the keyboard and the elbow is at an angle of 90 degrees.
- It is often more comfortable to have 100mm of work surface in front of the keyboard to rest the hands on.
- Place the screen carefully to reduce glare and that the top row of characters on the screen are level with or just below your eye level.
- Use a copyholder when appropriate to allow you to look from the copy to the screen without excessive head or neck movement and the need for eyes to constantly change focus.

Risks to the users of DSE screens will be reduced to the lowest extent reasonable practicable. They will be allowed periodic breaks in their work. They will be provided with eyesight tests on request and basic corrective eyesight equipment if so directed.

There is good evidence that work with DSE does not cause any permanent damage to eyes or eye sight, although complaints of temporary discomfort, eye strain and headaches are common. As with any work that is visually demanding, users with existing uncorrected vision defects are more likely to suffer fatigue and stress in DSE work. The eye tests and corrective appliances provided under reg. 5 are intended to be a means of alleviating such problems.

WASTE DISPOSAL

It is the policy of this Company that where waste is generated during the course of Company activities then waste shall be disposed of in a controlled, safe and proper manner as set out in the Company's Environmental Policy in accordance with current legislation including the *Transport of Dangerous Goods (Safety Advisers) Regulations, 1999* and the *Hazardous Waste Regulations, 2005*.

Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

HEALTH & ENVIRONMENT ARRANGEMENTS

Berben Installations Ltd recognises and accepts its responsibilities for environmental control in its work activities in accordance with the following legislation:

Health and Safety at Work, etc Act, 1974.

Management of Health and Safety at Work Regulations, 1999.

Environmental Protection (Duty of Care) Regulations 1991.

Control of Substances Hazardous to Health Regulations, 2002.

The Hazardous Waste Regulations, 2005.

It is our duty to be aware of the potential impact that site activities have on the environment and ensure that care is taken to avoid environmental damage.

All work sites and their surroundings are environmentally sensitive and care should be taken to avoid damage, disturbance and pollution to both the natural and local community by activities not going beyond the site boundary limits. Respect must be shown to the environment both on and off the site.

All waste must be minimised where ever possible and then disposed of correctly by placing in plastic bags, if household waste, or by using suitably marked containers. Toxic or polluted materials must be kept apart from normal waste. Any recyclable material should be retained separately. No combustible materials will be disposed of by incineration on any site.

Only licensed tips will be used for the disposal of waste. Hazardous waste will only be taken to tips licensed to receive waste of the type concerned. All restrictions should be observed in respect of the vehicles removing the hazardous waste.

PROTECTION OF THE GENERAL PUBLIC

The following regulations contain requirements to be complied with for protecting the safety of the general public:

The Health and Safety at Work, etc Act, 1974.

The Management of Health and Safety at Work Regulations, 1999.

The Health and Safety (Consultation with Employees) Regs, 1996.

Health and Safety (Misc. Amendment) Regulations 2002.

The protection of the public is to be an important function as the protection of any other person involved in the execution of the Company's activities. The possibility of injury or ill health occurring to a member of the public as a consequence of the Company's activities matters of health and safety in the workplace.

It is the policy of this Company that all personnel will be regularly informed in good time regarding the introduction of any substantial measures which can affect health and safety at the workplace including:

- The appointing or nominating of persons to co-ordinate emergency procedures and health and safety assistance.
- Planning and organising of required health and safety training for employees and health and safety information.
- Any health and safety information Weis required to provide to our employees by or under any relevant statutory provisions.
- The health and safety consequences for Company employees of the introduction (including the planning thereof) of new technologies into the workplace. Persons to be consulted.

As required by law the consultation required with employees of this Company will be with the employees directly or if elected to the position by this Company's employees, a representative of the employee's safety. Where a representative of employee's safety has been elected then management will inform employees of the names of the representative(s) and the group of employees represented by the representative(s).

FIRST AID

The term "First Aid" refers to where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequence of injury and illness until such help is obtained, and treatment for minor injuries which otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

It is the policy of Berben Installations Ltd in accordance with *The Health and Safety (First Aid) Regulations 1981*, to provide equipment and facilities that are adequate and appropriate for rendering First Aid to employees. Additionally, a sufficient number of trained and suitable persons will be appointed to render First Aid to employees, taking into account the specific risks that an employee may encounter in the course of his daily tasks on the Company's premises and on contracted sites. The risk assessment process will be used to determine specific risks as necessary.

Employees who are feeling unwell, possibly because of the nature of their work, should consult their Supervisor who will arrange a medical examination if necessary and where required by legislation (e.g. exposure to hazardous dust or to noise).

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, facilities and personnel. The location of the First Aid boxes/equipment and the names of the First Aiders will be indicated by signage. Wherever reasonably practicable (Control of Substances Hazardous to Health, (COSHH) data sheets and assessments will be available for use by First Aiders.

Employees are instructed to record all accidents, including injuries requiring First Aid only, in the accident book provided for this purpose. First Aiders/Appointed Persons are made responsible for the safekeeping and maintenance of First Aid boxes/equipment and their contents and to report deficiencies to Company management for action.

TRAINING

In order that employees can work safely and efficiently it is important that each person receives training, both in general health and safety and appropriate to the job they are required to do.

Whilst before employment Berben Installations Ltd requires appropriate qualifications, it is not accepted that training will cease for that employee. It is the policy of this company that all employees from Director to general workforce level, continue training during the course of their employment by various methods from attending courses arranged at Company premises, residential courses, and with "tool box talks".

All employees will receive appropriate induction training, which will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of the Berben Installations Ltd Safety Policy.

An awareness of safety issues at all levels is an important feature in the promotion of this Safety Policy. Accordingly in all forms of training, the safety requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task.

All training will be mandatory and records kept of courses, qualifications and the expiry dates of any time-limited qualification, with efforts made to renew any qualifications needed within an adequate time period.

PREGNANT WOMEN

The policy of Berben Installations Ltd is that it will carry out specific risk assessments where women of child bearing age and/or expectant mothers are employed in tasks that may put them or their foetus at risk in accordance with the *Health and Safety at Work, etc Act, 1974*, *Management of Health and Safety at Work Regulations, 1999* and the *Workplace (Health, Safety & Welfare) Regulations, 1992*. When a medical practitioner has confirmed to an employee that she is pregnant, then she must inform us in writing immediately.

The additional risks to be assessed are from physical agents such as vibration, manual handling, ionising and non-ionising radiation, temperature extremes, pressure changes, fatigue, poor posture, and long periods of driving. Biological dangers such as bacterial and micro-organisms, chemical exposure to such substances as lead, mercury and other specially labelled chemicals.

Where a woman has recently given birth or is still breast-feeding, a further risk assessment will be conducted. Wherever possible Berben Installations Ltd will employ the female in a position that is compatible with her condition.

MEMORANDUM

TO: ALL STAFF
FROM: MANAGING DIRECTOR
DATE: OCTOBER 2013
SUBJECT: HEALTH AND SAFETY POLICY

I attach the Company's new Health and Safety Policy.

Health and Safety is the responsibility of both employer and employee. I therefore ask you to read this carefully and ensure you understand its contents.

If you have any doubts or queries, please do not hesitate to contact your supervisor or myself.

I would be grateful if you would sign below and return the policy document back to myself as I wish to have a minimum of copies in circulation for updating purposes.

An Electronic copy can be accessed via individual PC's and a copy will always be Filed in the Administration Office and a copy displayed on the Health & Safety Notice Board to which you may refer to at all times.

I have read and understood the Company's Health and Safety Policy.

Signed:  Date: 7 OCTOBER 2013

Name (in capitals): PAUL TUNLEY