



MS Oakes Ltd
Melvyn Stanley House
Mobbs Way
Lowestoft
Suffolk
NR32 3BE

Health, Safety & Welfare

Statement & Policy

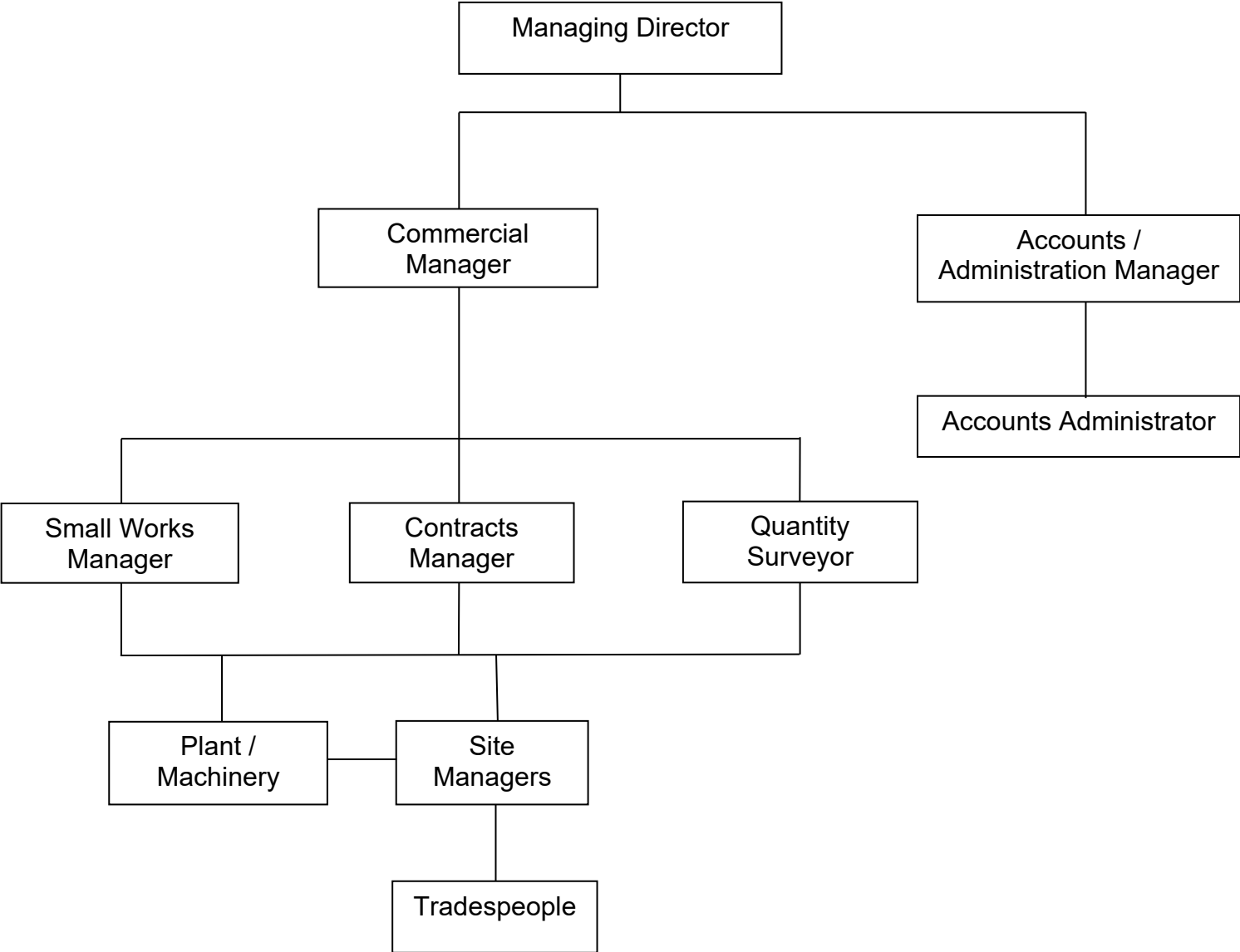
Reviewed March 2023

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Organisation Chart

M.S.Oakes Ltd - Organisation Chart



General Policy & Environmental Statement

General Policy Statement

The Directors of the Company shall ensure so far as it is reasonably practicable, the Health, Safety and Welfare of all its employees and others that may be affected by our undertakings, as required by the Health & Safety at Work Etc Act 1974.

Complying with the contents of this general policy by all duty holders will ensure that management duties are fulfilled regarding the responsibilities and duties contained within The Corporate Manslaughter and Corporate Homicide Regulations 2007 and are clearly understood by the Directors and Managers of the Company.

Employees and others who are affected by the activities of MS Oakes Ltd are required to co-operate with the Directors in all safety matters and to comply with all measures that they have put in place in order to meet their legal requirements. In particular to report any hazards or conditions that may exist where risks have not been reduced or controlled to the minimum acceptable level.

In particular the Company will provide for every employee, wherever reasonably practicable:

- Safe and healthy work conditions and systems of work, which when carried out, will not affect the health & safety of others not employed by the Company;
- Facilities for employer/employee consultation on health & safety matters and discussions with individual employees before giving them specific health & safety responsibilities;
- A commitment to the provision of relevant information, instruction and training in respect of their health and safety which may arise out of their work or at their workplace;
- Arrangements for the safe use, handling, storage, transport and disposal of articles, substances and hazardous materials;
- Protective clothing and safety equipment will be provided to comply with risk assessment requirements;
- The Directors also undertake to ensure that adequate money, time and any other resources are available to implement this policy;
- Systems are in place to ensure the effective planning, control, monitoring and reviews of all health, safety, welfare and environmental matters. The arrangements in support of this statement will be regularly reviewed and if necessary be amended

to reflect changes in Safety Regulations, safe working practices and any organisational changes.

The Company acknowledges its responsibilities as required by the Management of Health and Safety at Work Regulations 1999, The Construction (Design and Management) Regulations 2015 and all other statutory regulations.

MS Oakes Ltd is a member of the Norwich Building Safety Group whose safety advisers make monthly visits to all sites and will report to management any seen breaches of Health, Safety and Welfare regulations.

They also provide advice on all matters in relation to Health, Safety and Welfare. In addition Mr Mark Oakes (Managing Director) is responsible for all the management aspects of Health, Safety and Welfare.

Environmental Statement

We recognise that our business activities may have environmental implications and we therefore, follow a policy designed to minimise environmental impact and damage. Our operations will be managed and organised so as to reduce, as far as is reasonably practicable, environmental damage caused by noise, dust and damage to groundwater and drainage systems. In pursuance of this policy environmental considerations will be taken into account when tendering.

Signed:

Date: 30th March 2023

Mark Oakes
Managing Director
MS Oakes Ltd

Directors Responsibilities

- Within this policy MS Oakes Ltd will have delegated certain functions to particular individuals; however, Mr Mark Oakes (Managing Director) will take ultimate responsibility for safety throughout the Company in order to protect the health, safety and welfare of employees and of others who may be affected by the Company's activities.
- Take reasonable steps to familiarise themselves with the hazards and risks associated with the activities of the Company and with the measures needed to be taken to eliminate or control those risks.
- Initiate and in the event of significant changes, review this health and safety policy and ensure it is promoted to all employees and others working for the Company.
- Require that all employees and others discharge satisfactorily the health and safety responsibilities allocated to them.
- Know the broad requirements of the Health and Safety at Work Etc Act 1974, The Construction (Design and Management) Regulations 2015, The Management of Health and Safety at Work Regulations 1999 (amended 2002) and other relevant Codes of Practice which affect the works of the Company.

The Directors will also ensure that:

- There is competent advice available for health and safety matters.
- There is provision of all necessary health and safety information and training to the Company's activities.
- Site agents are adequately trained to carry out their health and safety duties effectively.
- Before entrusting tasks to employees and others, take into account their competency as to health and safety.
- They will encourage proper consultation on health and safety matters within the Company and consultations will take place in accordance with the Health & Safety (Consultation with Employees) Regulations.
- All PPE is provided and worn by employees, as required by the outcomes of risk assessments and ensure that others obtain and wear PPE as required.

- CDM 2015 responsibilities are carried out.
- At all times set a personal example on health and safety matters.
- Will provide offices and office facilities which will be maintained in accordance with the Workplace (Health Safety and Welfare) Regulations 1992.
- That all places of work under the control of the Company shall have a Fire Risk Assessment carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Ensure that procedures exist for actions to be taken in the event of a fire or other emergency and training given.
- Ensure that an appointed person is in place to monitor that procedures exist for actions to be taken in the event of a fire or other emergency, training given and to monitor fire safety generally, records being kept.
- Ensure that key personnel are given basic training in the use of fire fighting and other emergency equipment records being prepared and maintained.
- That all fire fighting hand extinguishers are provided, serviced, and maintained in accordance with BS & EN standards and as recommended by the manufacturers, records being kept.

Health & Safety Management

The Management duties associated with Health and Safety will be delegated to the Directors who will be responsible for the following:-

- Conduct annually, or at any time when significant changes take place within the organisation, a review of the Health, Safety and Welfare Policy
- The monitoring of accidents and incidents and ensure health surveillance is carried out.
- The production of health and safety Plans.
- The production of risk assessments and method statements.
- That health and safety training is carried out, records being kept.
- That an **Asbestos Management Plan** is produced, and regularly reviewed, for all places of work under the control of the Company. All employees and others that may be affected from exposure to any released asbestos fibres must be made aware of the contents of the Asbestos Management Plan (such as maintenance workers or contract workers).

Contract/Project Managers Responsibilities

The Managers are responsible to the directors for the implementation of the Company Policy on contracts within his/her area of works in particular they will:-

- Take reasonable steps to familiarise themselves with the hazards and risks associated with the designs, method statements etc., and what precautions need to be taken to eliminate or control those risks.
- Be familiar with the broad requirements of the Health and Safety at Work Etc. Act 1974, Approved Codes of Practice and all other relevant Regulations (CDM 2015 and MHSW) ensuring that the requirements of these are observed.
- Cause the safety performance of the area of their responsibilities to be monitored and take action when necessary to remedy any identified deficiencies.

Contracts Managers will further ensure that:-

- Necessary competent advice is sought and that recommendations are followed.
- The effective planning of contracts to take into account the known and foreseen health and safety hazards.
- Competent supervision is provided for all surveying staff.
- Company tenders, and those of prospective sub-contractors cater for all foreseeable health and safety requirements.
- They liaise with clients, designers, planning supervisors and building occupiers over all health and safety arrangements.
- Health and safety methods of work are specified and that, where appropriate, a written method statement is prepared to ensure a safe system of work is followed at all times.
- A safe place of work will be provided and maintained within a safe working environment. Adequate fire precautions and first aid requirements are provided together with welfare facilities.
- They will set a personal example in all health and safety matters.

Site Managers/Foremen Responsibilities

- Site Managers/Foremen are responsible to the Contracts Managers for organising and supervising work so that it is carried out safely and that the contents of the Company Health and Safety Policy are followed.
- Take reasonable steps to familiarise themselves with the hazards and risks associated with the work of their respective sites, and with the precautions which need to be put in place to eliminate or control those risks.
- Be familiar with the broad requirements of the Health and Safety at Work Etc, Act 1974, Approved Codes of Practice and all other relevant Regulations (CDM 2015 and MHSW) ensuring that the requirements of these are observed.
- Give clear instructions on how to achieve safe working practices and ensure that agreed procedures, site rules and precautions identified in risk assessments are followed.
- Co-ordinate the work of sub-contractors.
- Implement health and safety arrangements made with clients or building occupiers.
- They will ensure that safety rules are known by occupiers and are followed.
- Maintain a tidy site.

Site Managers/Foremen will also ensure that:-

- All scaffolds, working platforms etc., are properly erected by competent persons and are safe before being brought into use.
- Inspections of scaffolds, excavations and lifting appliances are carried out and the results recorded as required by the Work at Height Regulations 2005, CDM 2015 and LOLER 98.
- Information on the safe use of all agents is known and that agreed control measures as identified by the required COSHH risk assessment are complied with.
- All plant, tools and equipment are safe to use and only operated by competent and authorised persons, all work equipment being compliant with PUWER 98.
- Materials are stored safely and that, where appropriate, suitable and strategically placed fire fighting equipment is readily available.

- Welfare facilities are well maintained being kept clean at all times.
- Employers and sub-contractors are informed of first aid arrangements, first aid equipment and training being maintained.
- Ensure that suitable PPE necessary to be used, following a risk assessment, is worn training given and records kept.
- New employees are instructed on health and safety precautions, the Company Safety Policy and site rules.
- They co-operate with visiting safety officers and act on their requirements and recommendations.
- They investigate the circumstances of all accidents and incidents and take appropriate action to prevent a reoccurrence.
- They will ensure that all accidents are recorded in the accident book and immediately inform a Director of the details of any serious accident or incident.
- Employees and sub-contractors are aware of actions to be taken in the event of a fire or other emergency.
- Set a personal example in all site safety matters.

Office Staff Responsibilities

Office staff are responsible to the Directors for:

- Knowing the Company Health and Safety Policy and co-operating in its implementation.
- Following rules, instructions, working methods and any other procedure designed to ensure a safe and healthy place of work.
- Suggesting ways of eliminating hazards and reducing risks.
- Reporting all hazards, risks or defects regarding the areas in which they resort whilst at work.
- Developing a personal concern for the safety of themselves and others.
- Ensuring that their working area is maintained in a clean and tidy condition.
- Maintaining the standards of welfare facilities, which are provided.
- Reporting all accidents and near misses.

Employees & Sub Contractors Responsibilities

Employees and Sub Contractors should:

- Read the Company Health and Safety Policy and carry out work in accordance with its requirements.
- Work in a safe manner at all times.
- Do not take any unnecessary risks, wherever possible remove hazards yourself or report them to your supervisor.
- Warn others, particularly new employees and young people of particular known hazards and risks.
- Do not use plant or equipment for which it is not intended or you do not have authorisation and are not competent in its safe use.
- Report to your supervisor of any injury to yourself, which results from an accident at work, even if the injury does not stop you from working, also report any incident that could have resulted in injury or damage (Near Miss).
- Abide by the 'Codes of Practice' staff handbooks and all other documents issued for your Health and Safety.
- If your work is adversely affecting your health and is having an adverse effect on your relations to others who work with you, or is in any other way a reasonable cause for management concern then the Company may require you to attend for a medical examination.
- This policy cannot operate without your full co-operation and it places a high priority on good health and accident prevention. Management, Supervisors and Employees must work together to identify, record and monitor those situations which could be a hazard to the health or lead to personal injury to other employers, sub-contractors, visitors and others that may be effected by the Company's activities.
- Sub-contractors must provide a copy of their Health and Safety Policy, where applicable, for inspection by the Company Directors. Evidence of competency will be reviewed by the Directors when a completed sub-contractors questionnaire is submitted for consideration.
- All sub-contractors must ensure that their employees abide by the MS Oakes Ltd. Health and Safety policy.

Safety Training

MS Oakes Ltd is committed to providing training for all employees in order that they can carry out their duties in a safe and proper manner.

The following are examples of training currently undertaken:-

- First Aid at Work (FAW), Emergency First Aid at Work (EFAW) & Appointed Person.
- Plant operators will hold the relevant CPCS card or other specific approved training.
- All operatives are encouraged to obtain the CITB CSCS card.
- Health and Safety Awareness courses are held periodically and specifically when there are legislation changes that may affect their safety at work.
- Site inductions are carried out for all employees and sub-contractors prior to the commencement of new contracts.
- Training is on going and needs are reviewed on a regular basis.
- Initial Asbestos awareness training and regular updates as required by the Control of Asbestos Regulations 2012.
- Computer based records are kept in the registered office.
- MS Oakes Ltd is ultimately responsible for training but daily issues are delegated to the Directors.
- MS Oakes Ltd are members of the Norwich Building Safety Group.

General

Every employee is required to work in a safe manner and to be fully aware of the Company Health and Safety Policy, in particular they must be aware of hazards continually found at their places of work and must make every effort to deal with them safely.

Employees have a legal duty under the Health and Safety at Work Etc Act 1974 to:-

- Co-operate with the employer in pursuit of safety and familiarise themselves with the Safety Policy.
- Take care of their personal safety and the safety of others working with them.
- Not to interfere with anything that is provided by the employer to ensure a safe place of work and environment.
- Wear PPE as required at any place of work.

Employees must:-

- Not drink alcohol or take drugs, or be under the influence of alcohol or drugs whilst working for the Company.
- Advise the Company of any disability e.g. vertigo, diabetes etc.
- Ensure that all inoculations are kept up to date.

All employees will be issued with a copy of the Company Health and Safety Policy.

Site agents will have a copy of the CITB 'Construction Site Safety' manual.

All visitors will 'sign in' and 'sign out' of Company premises (including sites and offices) using the provided visitors book.

All visitors will be made aware of any relevant Health and Safety requirements to ensure their safety and the safety of others including fire/emergency evacuation procedures.

Visitors will acknowledge their understanding of the Companies procedures by signing the visitor's book.

First Aid

- Each office will have at least one qualified first aid person (EFAW) with a number of qualified appointed persons.
- There will be a first aid kit situated in the Company offices and the first aider/appointed person will be expected to maintain the contents in a clean and tidy condition making replacements as necessary.
- All persons working in the offices will be aware of the identity and location of the first aider from the poster that will be prominently displayed.
- Site foremen will be issued with first aid kit as deemed necessary for their particular site as determined by a first aid risk assessment. The kit will be maintained in good condition and kept replenished by the site first aider.
- The number of site first aiders and appointed persons will be determined by a first aid risk assessment.
- All persons working on site will be informed of the first aiders and or the appointed persons at the time of the site inductions, the names also being displayed at strategic positions around the site.

Display Screen Equipment

MS Oakes Ltd will comply with the Health and Safety (Display Screen Equipment) Regulations and will:-

- Conduct a risk assessment of all 'operator' and 'user' workstations to ensure that a safe place of work and a safe environment is provided.
- Give training to 'operators' and 'users' regarding the safe use of their equipment and the need to maintain the safe ergonomics of their workstation.
- Ensure that 'operators' and 'users' understand the need to take regular breaks and to organise their workload accordingly.
- Maintain display screen equipment and ensure that the screen image is stable and all functions are easily adjustable.

Site Arrangements

- On site induction training will be undertaken for all persons entering the site prior to them being allowed to work or visit the site.

Records

The following records will be kept up to date and on site:

- Accidents and dangerous occurrences.
- Inspections of scaffolding and excavations in accordance with CDM 2015 & the Work at Height Regulations 2005.
- Inspections, examinations and special tests of lifting equipment.
- The last inspection certificate of all plant.
- Risk assessments relevant to the site.
- Visitor's book.

Displayed

The following must be displayed at the place of work:

- Action in the event of electrical shock poster.
- Form F10 (Rev) and site rules.
- Copy of a current MS Oakes Ltd Employers Compulsory Liability' Insurance Certificate.
- Health and Safety Law – What You Must Know Poster
- Traffic & Fire Plan.

References

The following will be available for reference:

- The Control of Noise at Work Regulations 2005
- The Equality Act 2010
- The Personal Protective Equipment at Work Regulations 1992.
- The Management of Health and Safety at Work Regulations 1999 (as amended 2002)
- **Workplace (Health, Safety and Welfare) Regulations 1992**
- The Construction (Design and Management) Regulations 2015
- The Manual Handling Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Control of Vibration at Work Regulations 2005
- The Work at Height Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Control of Asbestos Regulations 2012 (amended 2015)
- The Corporate Manslaughter & Corporate Homicide Regulations 2007

Personal Protective Equipment

The Contracts Manager and Site Manager/Foremen will be responsible for identifying, issuing and monitoring PPE.

The Company provides PPE to its own employees where risk assessment requires it. It is the responsibility of subcontractors to provide PPE to their own employees.

Head protection will be worn by all personnel, including sub-contractors and visitors to sites unless the area that they are in has been designated a non-hazardous area in respect of possible head injury, by a Director of the Company.

Safety footwear will be worn at all times.

Welfare Facilities

- As required by CDM 2015 welfare facilities will be provided, by the principle contractor prior to the commencement of work. The clients will ensure that services are available prior to site occupation by the principle contractor.
- The facilities will be provided to the client's satisfaction.
- All site welfare facilities will be kept in a clean tidy condition, drinking water will be provided.
- A room suitable for eating during rest periods & a suitable facility for the drying of clothes will be provided.
- Small tools and work equipment will not be kept in mess facilities
- Suitable toilet facilities will be provided and maintained in a clean hygienic condition.
- Gas (LPG) cylinders (if necessary) will be positioned outside the hut and the gas piped in.
- Hot and cold running water for washing (inc. a large sink) will be provided.
- Toilet tissue, hand towels and a supply of soap will be provided.
- A means of warming food will be provided.

Emergencies, Fire Safety & Workplace Inspections

A site emergency/fire plan will be produced for each site by the site agent which will be specific to each particular contract and will be established at the time the site is set up and accommodation positions are agreed. As work develops the plan will be amended as necessary. The site agent, identified at the site induction will be responsible for implementing and monitoring fire and emergency measures.

Site Accident Reporting/Dangerous Occurrences and Health Surveillance

Should an accident or dangerous occurrence take place, the site office accident book will be completed and an immediate report made to Head Office. HSE report F2508 completed and sent in to the HSE within 15 days when required.

If the injured person is off work for more than 7 days (not including the day of injury, but including Saturday and Sunday) the HSE will be informed using the F2508.

When the accident is of a serious nature then the Norwich Building safety Group will take statements. Appropriate and immediate action/s will be taken by the site manager to ensure there is no re-occurrence.

Health surveillance records will be kept and any necessary actions taken should there be a re-occurrence of illness that may be work related.

Risk Assessments

Risk assessments will be undertaken by the Company for all work prior to commencement including COSHH, Control of Lead at Work, Control of Asbestos at Work and all Manual Handling operations.

All risk assessments will be issued to the site manager who will be instructed to make all site personnel aware of their contents.

Risk assessments will be obtained from sub-contractors prior to the commencement of work.

All site personnel must ensure that they understand the risk assessments prior to them starting work.

Method Statements

Method statements where identified as being necessary following a risk assessment, will be prepared prior to that work commencing by MS Oakes Ltd.

Where work is to be sub-contracted, method statements must be obtained from the Sub-contractor prior to work commencing for approval of head office and site personnel.

Copies of all method statements will be made available to site Managers. It is their responsibility to ensure that all works are carried out in accordance with the approved method statement.

Hazards on Site

Site Managers and Foremen must be aware of all hazards and in particular they must be fully familiar with the following hazards frequently encountered on construction sites:

- Ladders
- Scaffolds
- Tower scaffolds
- Excavations
- Roof work
- Towers, hoists & cranes
- Machinery inc. forklifts, dumpers, JCB's etc.
- Site traffic
- Electricity
- Substances hazardous to health
- Highly flammable liquids and LPG's

Safe Access

Many accidents on construction sites involve falls or collisions of workers, materials or vehicles. It is therefore vital that a safe access to the place of work is provided and maintained.

Always check that:

- Safe access is provided for you to reach your place of work ie. well planned traffic routes, staircases, clear gangways, unobstructed passageways, secured ladders and soundly constructed scaffolds.
- All scaffolds and work platforms are level and obstruction free.
- Edge protection is provided or other preventative measures are taken to prevent falls.
- No employee will work over holes or openings that have not been fixed or are covered up.

- When working on a construction site it is the responsibility of all site personnel to ensure that their materials are kept tidy and safely stored so as not to endanger other people.
- All waste materials must be cleared and disposed of so as not to endanger other people.

Ladders

- Ladders will only be considered if there is no safer alternative.
- Where a fall from height is possible and injury caused a risk assessment will be conducted prior to the use of ladders and step ladders.
- All ladders must be in good condition and free from obvious defects and must be checked prior to use.
- Ladders must be positioned correctly for safe access
- All ladders affording access must be secured at the top at all times.
- All other ladders will be secured at the top or with the bottom weighted or footed.
- The ladder should rise 1.07m (3ft 6 inches) above the landing level.
- No employee is to work on ladders above or near open trenches or holes.
- No ladder will be situated near overhead power lines.

Scaffolds

It is every employee's duty to ensure that the scaffolding provided for use as a work platform has been erected by a competent person and if in doubt should report the fact to the site manager.

Always check that:

- On completion a handing over certificate is received from the scaffold erector.
- Proper and safe access has been provided to the work platform.
- All standards have been provided with base plates.
- That no part/s of the structure has been removed.

- The scaffold is secured to the building with suitable ties.
- That there are sufficient boards on all walkways.
- Boards will be in good condition free of splits, rot, raised edges and wide gaps.
- Incomplete scaffold will not be used, warning signs placed.
- Operatives must ensure that where there is a likelihood that a person can fall from a height causing injury full guard rails and toe boards will be used, brick guards added if there is the possibility of materials, tools or debris falling.
- All alterations and dismantling must be carried out by competent persons with the approval of the Site Manager.
- All scaffolds will be inspected every 7 days, following adverse weather or where significant alterations have taken place. The result of the inspection will be recorded as required by the Work at Height Regulations 2005.

Tower Scaffolds

- All tower scaffolds are to be assembled in accordance with the suppliers/manufacturers instructions. Written instructions should be received with the tower when delivered to site.
- No tower will be used without having the standard guard rails and toe boards fitted.
- A minimum of two operatives must be used to raise and dismantle the tower to PASMA standards.
- All tubing and work platforms must be in good condition any defects being reported to the manager and the tower not used until satisfactory.
- Towers should not be assembled or used in adverse weather conditions in particular high winds.
- Where the tower is to be used in public areas segregation from the public should be provided and warning signs used.

Excavations

The digging of an excavation on a site may be the first and last job undertaken by a person. If the sides collapse there may be no escape. There is almost no ground that will not collapse under certain conditions. If there is any doubt whatsoever regarding the

integrity of the sides they should be shored up or battened back. Shoring materials should always be readily available if the risk assessment determines that this is necessary.

Always check that:

- A permit to dig and Temporary Works Procedures are in place prior to work commencing.
- Any timber provided is strong enough to support the loads expected.
- Use a safe system of work to put the shoring in place.
- That the angle of batter is appropriate.
- All excavations must be inspected before any person carries out work at the start of every shift, after any event likely to have affected the strength or stability of the excavation or part thereof and after any fall of rock, earth or any other material.
- Inspections will be recorded for all supported excavations as required by CDM 2015.
- There is safe access and egress provided for the excavation.
- There are guardrails preventing persons falling in.
- The stability of the excavation is not compromised by site plant which may come too close.
- If vehicles tip into the excavation properly secured blocks are provided.

Roof Work

All site personnel must check that:

- If work is being carried out on a sloping roof with a pitch of more than 30 degree's (or less when slippery) roof ladders and securely fixed crawling boards must be used.
- Work on a sloping roof or work at the edge of a flat roof there is sufficient edge protection i.e. guardrails, toe boards or other barriers preventing the fall of persons or materials.

- When work is carried out on or near fragile roofing, crawling boards and roof ladders must be used. Warning notices should be clearly displayed at all approaches to roofing constructed with fragile materials.
- Where there is a likelihood of other personnel working below precautions must be taken to prevent tools, materials or debris falling.

Hoists

All site personnel must check that where hoists are being used:

- The lift is installed, tested and used in accordance with LOLER 98.
- The hoist is enclosed in a substantial enclosure and the enclosure is fitted with gates where access is required.
- Gates are provided at all landings.
- Gates are kept closed.
- The hoist is checked weekly and examined 6 monthly by a competent person.
- That there is a competent person responsible for these checks and those records are kept.
- The hoist enclosure protects people from being struck by any moving part of the hoist or materials being carried on it.
- The controls are so arranged that the hoist can be operated from a safe position.
- The safe working load is clearly marked on the hoist.
- There is a proper signalling system in operation.
- If the hoist is intended for materials only, there is a notice on the platform or cage prohibiting persons from riding in it and that the notice is obeyed.

Machinery and Plant

All site machinery and plant must comply with PUWER 98:

- All dangerous parts must be guarded.
- The guards must be secured and in a good state of repair.
- Lifting machines must be checked weekly and the findings recorded.

- Site personnel must report any defects to the Site Manager.
- Machinery, plant and equipment must only be used by competent and authorised persons.
- All electrical equipment must be visually checked prior to use and have regular calibration tests conducted by a competent person.
- All site machinery, plant and equipment will be regularly checked by Site Managers who will ensure that regular servicing, statutory examining and testing is carried out.
- A representative of our insurance company inspects forklifts in accordance with statutory requirements.

Company Transport

Employees shall ensure that their vans are loaded safely and do not contravene weight restrictions.

Staff carrying out loading and unloading of vehicles and the movement of any equipment or appliance shall ensure that an assessment is made in accordance with the Manual Handling Operations Regulations 1992.

Employees using Company vehicles shall be responsible for weekly checks of their vehicles, e.g. oil, water, tyres, wipers, washers, lights etc. Any defects shall be immediately reported to the Office. Regular maintenance shall be carried out on all vehicles as per the manufacturer's recommendations.

Electricity

The main cause of electrical accidents on sites is from electrical equipment, overhead lighting, overhead power lines and underground power cables. **Treat all electrical equipment with respect.**

Always check that:

- There are no signs of damage to apparatus – especially portable equipment.
- There are no signs of damage to outer coverings of wires and cables.
- All connections to power points are by proper connections.
- There are no signs of interference to equipment, damaged or otherwise.

- If there are overhead power lines, will there be anything such as forklifts, tipper lorries, cranes or scaffolding in the danger zones.
 - If so has the power been cut off?
 - If not have goal posts been erected or other suitable precautions been taken?
- If there is an underground cable in the vicinity of the work being carried out,
 - Is the route of the cable known?
 - Has it been located and marked?
 - Have all precautions been taken to avoid contact?
- The inspection of portable electrical equipment will be carried out, on a regular basis, by site managers. Office equipment will be inspected, by a competent electrician, employed by an electrical sub-contractor.

Hazardous Substances

The Company and their representatives must carry out risk assessments of any substance that may be harmful to health as required by COSHH. The Company will as far as possible, prevent their employees from being exposed to substances hazardous to health. The Company will also ensure that the provisions of COSHH will be adhered to such as monitoring of exposure, health surveillance, training etc.

Manual Handling

Wherever possible manual handling will be avoided. Risk assessments will be conducted by MS Oakes Ltd or Site Managers. Mechanical means of lifting is always the first choice. Where there is an identified risk controls will be introduced to reduce the risk. The assessment will comply with 'TILE'.

Employees must make proper use of any safe system of work provided for their use in connection with manual handling.

Control of Noise

It is not generally expected that employees will be regularly exposed to noise levels of above 80dB, the Lower Action Value (LAV), or reach the Upper Action Value (UAV) 85dB.

However, in the event of an employee being regularly exposed between 80dB and 85dB and the employee request it health surveillance will be conducted and the results recorded.

If an employee is exposed to 87dB health surveillance will be conducted and recorded. Risk assessments will be conducted for all noise exposure to determine that noise levels are within the limits required by the Control of Noise at Work Regulations 2005.

When provided employees must wear the protection given and report to the manager any defects so that they may be replaced.

Control of Asbestos

The Directors will ensure that all work premises under their control will have an asbestos management plan produced. This will include producing a register of all the asbestos containing materials found in or on the premises and state the controls that are in place to ensure those employees and others are not exposed to asbestos fibres.

Employees will be made aware of the contents of the management register and will report to the Directors any damage that has been caused to asbestos containing materials.

All employees and contractual workers (plumbers, electricians and decorators) will be shown the register before any maintenance type of work is carried out.

Any employee finding what is believed to be exposed asbestos containing material will immediately leave the area, warn others & prevent entry, report to the foreman and await further instructions. The Foreman will take immediate action to decontaminate any worker that may have been exposed to Asbestos fibres, secure the area and advise the Directors.

Workers who are concerned about asbestos exposure in the workplace should discuss the situation with the employer.

Stress

The Directors will ensure that employees are not becoming mentally stressed due to excessive workloads, and will ensure good management systems are in place at all levels in the Company with regard to monitoring of the well being of individual employees.

Control of Vibration

The Directors will ensure that exposure to vibration at work will be controlled as required by the Control of Vibration at Work Regulations 2005.

A risk assessment will be conducted for all tasks that produce vibration.

As required by regulation 7 health surveillance will be introduced to all employee's who are regularly exposed to above the exposure action level of 2.5m/s/s A(8) records will be kept.

Violence and Discrimination

The Directors will not tolerate any form of violent behaviour, racial, sexual or age discrimination in the workplace as required by the Equality Act 2010.

Any member of the workforce must report to the Directors if they believe they or others are suffering from any of the above so that an investigation can be conducted.

Consultation with Employees

To comply with Regulation 4 of the Health and Safety (Consultation with Employees) Regulations 1996 and Regulation 14 of CDM 2015 the company/manager will consult and engage with employees through the elected health and safety representatives.

The job foreman will consult with representatives/employees and others in good time on matters relating to their health and safety at work. In particular, it is the duty of the job foreman to pay particular regard to: -

- The introduction of any measure on site which may adversely affect the health, safety and welfare of employees and contractual labour.
- The arrangements for nominating competent person/s, in accordance with the Management of Health and Safety at Work Regulations & CDM 2015, to assist the foreman on Health and Safety matters and to take charge of measures to combat identified hazards and risks in the workplace.
- The provision and communication of any statutory Health and Safety information which must be provided.
- The foreman will consult regularly and directly with on site employees and contractual labour to ensure that all aspects of health, safety and welfare are addressed prior to them commencing work.

On site liaison between parties

In the interest of health and safety the job foreman will ensure that all parties on site liaise, communicate and co-operate in all areas of work as required by the CDM Regulations 2015.

At the time of site inductions, the job foreman or his representative will ensure that all parties at all levels of responsibility understand and acknowledge this duty.

Health and Safety Goals

It is a requirement of the Company that all work on site will be undertaken in accordance with the Company Health and Safety Policy.

This will entail regular monitoring of the site by the job foreman, contract managers and the Norwich Building Safety Group.

The Company will ensure that it fulfils its health and safety duties, as laid out in the company health and safety policy, in support of the job foremen.

The job foreman will ensure that the area of work is organised in such a way as to ensure that the work plan is implemented in a manner that will ensure health, safety and welfare matters are prioritised.

On completion of the project a health and safety overview will be undertaken by the company to ensure that the standards required were met in full.

Each month all sites have a health & safety inspection conducted by an independent safety advisor. One of the duties is that the advisor informally consults with all site operatives opening the door for two way dialog. Then, in writing, the advisor forward reports one to the site manager and safety representatives and one direct to the MD for action if required.

Smoking

The Directors will fully comply with the Smoke-free Regulations by not allowing smoking in any enclosed space under the control of the Company and in any vehicle used by Company employees.

Statutory signage will be displayed in all places as required by the Regulations.

CDM 2015

The Company will fully comply with the requirements of the CDM 2015 Regulations with particular regard to Principle Contractor or Sub Contractor duties when applicable.

To meet the Principle contractor duties the Company will:-

- Ensure that the client/s is/are aware of their duties
- Ensure that a Principle Designer has been appointed & when required the HSE has been notified
- Ensure that those they appoint are competent by adopting the checking guides provided in the CDM 2015 code of practice L153

- Ensure that the construction phase is properly planned, managed, monitored and resourced
- Inform contractors of minimum time allowed for planning and preparation
- Provide relevant information to contractors
- Ensure safe working co-ordination and co-operation between contractors
- Ensure that the construction phase plan is prepared and implemented i.e.
 - The plan needs to set out the organisation and arrangements for managing risk and coordinating work.
 - The plan will be tailored to the particular project and risks involved.
- Ensure suitable welfare facilities are provided from the start
- Prepare and enforce site rules
- Give reasonable direction to contractors
- Prevent unauthorised entry
- Provide plans to those who need them
- Provide the Principle Designer with information for the file
- Liaise with the Principle Designer in relation to design and design changes
- Ensure that all workers have been provided with suitable Health & Safety, induction, Information and training
- Ensure that the workforce is consulted about Health and Safety matters
- Display key project information to workers

In accordance with the Directors duties page 6 of the health and safety policy.

Environmental

MS Oakes Ltd will control and manage its activities to ensure risks to the health, safety and welfare of its employees, customers and the general public are identified and action taken to minimise or eliminate their effects.

Risk assessments will be conducted to determine that any adverse effects of operational activities on the environment will be controlled and minimised as far as is practicable.

The objectives of the policy are to:-

- comply with all relevant legislation, together with all applicable statutory provisions and relevant codes of practice,
- promote health, safety and environmental awareness throughout the organisation,
- maintain a safe and healthy working environment for its employees, with adequate facilities appropriate to the nature of the business activities,
- train, educate and inform our employees about environmental issues that may affect their work
- promote efficient use of materials and resources throughout our facility including water, electricity, materials and other resources, particularly those that are non-renewable,
- develop and maintain appropriate emergency and spill response programmes,
- continually improve our environmental performance and minimise the social impact and damage through our activities.
- review our environmental policy in light of legislation changes and current or planned future activities.

Health Surveillance

The starting point of any Health Surveillance is the Risk Assessment. Once this has been completed, all hazards and health hazards in our workplaces should be identified. The following steps are important prior to any Health Surveillance being carried out:

- find out what the hazards are
- identify who might be at risk from exposure to those hazards and how
- decide what to do to prevent harm to health, e.g:
 - remove the hazard altogether
 - reduce risks by changing the way work is done or use other controls
 - provide protective equipment.

When the above steps have been completed, and risks still remain, we will need to take further steps to protect employees. MS Oakes Ltd must find out whether their employees are at risk from:

- Noise
- Vibration
- Respiratory Disease
- Skin Disease
- Eye Irritation
- Kidney or Liver Damage

In order to answer these questions, the person conducting the risk assessment must understand the full work process and all of the risks employees are exposed to. The main areas of concern are:

- Solvents
- Fumes
- Dusts
- Biological Agents
- Asbestos
- Lead
- Compressed Air
- Ionising Radiation

Where any health information is written down, such as lung function test reports, records have to be kept for a minimum of 40 years. These are normally kept by the Occupational Health provider

Mental Health & Fatigue

All employees are encouraged to discuss any issues regarding mental health at the first instance of such. We now have a fully qualified Level 3 Mental Health First Aider in Richard Gill so any discussions can be had in confidentiality. Richard is also trained to recognise and observe these issues in all members of staff.

Equality & Diversity

We will not discriminate on grounds of gender, age, disability, race, ethnic origin, language, faith or belief or sexual orientation. In addition we will value individual and cultural differences by recognising the full range of skills, knowledge and life experiences of people with different values, attitudes, cultural perspectives and faiths or beliefs. We understand that the basic essential of equality and diversity are fairness, respect, tolerance and understanding as required by the Equality Act 2010.

Language & Communication

MS Oakes Ltd are aware of their duties and responsibilities regarding providing a safe place of work for all workers including those who have limited or no English speaking capabilities.

Communications, both verbal and written, is an essential part of meeting these duties.

We will therefore, when necessary, provide close on site supervision and/or provide multi language interpreters with understandable written safety documentation.

We will also do all that is necessary to ensure safe & healthy standards of work are not compromised by any communication barriers.

Signed:



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Mark Oakes
Managing Director