



MAP Plant Ltd

Health, Safety & Wellbeing Policy

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OPERATING INSTRUCTIONS

The MAP Plant Ltd Health Safety Policy Statement, Organisation and Arrangements are reviewed regularly or as necessary, but certainly no later than 12 months.

Alterations to these documents may arise because of:

1. Changes that take place within the Company.
2. Deficiencies that occur, which might have been highlighted through consultation with employees.
3. Legislation is revised or introduced in areas relevant to our operations.
4. The introduction of new process, techniques, and equipment.
5. Changes in the growth of the Company.

Although it is unlikely that changes will occur to the signed Policy Statement, revisions may be necessary to any or all of the Organisation and Arrangements documents. If there is no need for changes at all, the fact that the review did take place still has to be recorded. There is provision for this on the "Changes and Revision" form to be found on the back page within the record of revision.

MAP Plant Ltd have an internal Health & Safety Dept to provide health and safety assistance in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations. The Health & Safety Dept shall be responsible for the review of these documents and will ensure that:

- The Policy Statement is signed and dated when necessary.
- The alterations are incorporated into the documents.
- The changes, if any, are circulated to all staff as necessary or appropriate.

Directors, Managers, and staff are reminded to co-operate with the Health & Safety Department in their area of responsibility and inform the department of any changes that may affect this policy or other health, safety, environmental or quality systems.

HEALTH, SAFETY & WELLBEING POLICY STATEMENT

MAP Plant Ltd are a plant hire company, supplying the construction industry with plant and equipment within the southeast. MAP Plant Ltd recognise the importance of the Construction (Design & Management) Regulations, in particular the need for effective communication, co-operation, and planning. The Management promote a safe working environment and ensure sufficient resources are available to comply with its legal responsibilities under the Health and Safety at Work etc. Act 1974 and current regulations. The maintenance of a safe and healthy working environment is one of MAP's prime objectives and this is undertaken through the implementation of the Safety Management System.

The company seeks to ensure employees feel safe, comfortable, supported, and valued to ensure their wellbeing. This shall be achieved through management setting realistic targets, maintaining good lines of communication, and providing continual support. The company strives towards continual improvement through the management's commitment to set Health & Safety objectives that will achieve the annual targets. These shall be monitored by the management on a regular basis to ensure these are achieved within the set timescales. Suitable control measures and resources shall be provided to ensure the Health & Safety of members of the public and interested parties.

MAP Plant Ltd have an internal Health & Safety Dept to provide health and safety assistance in compliance with Regulation 7 of the Management of Health & Safety at Work Regulations and shall make adequate arrangements for co-operation. Management, supervisory and other personnel have been appointed with overall responsibility for health and safety at work and for the implementation of this Policy. They will be expected to set a good example at all times.

The responsibility for safety lies with everyone – IT CANNOT BE DELEGATED. Only by constant care and vigilance on the part of every employee and worker can we ensure the health and safety of those for whom we are responsible and ourselves.

The Management is committed to a continuing policy of providing a safe working environment and the wellbeing for all its employees. In achieving this, it intends to:

1. Ensure that health, safety, and welfare is an integral part of management responsibility at all levels and on all sites.
2. Provide equipment, materials and institute arrangements and procedures and systems of work that are safe and free from risks to health.
3. Provide adequate information, instructions, and training for employees, together with proper management and supervision in order to ensure the effective implementation of the health, safety, wellbeing, environmental and waste management policies of the Company.
4. Build and maintain a workplace environment and culture that supports mental health, wellbeing and prevents discrimination.
5. Create a positive working environment by the implementation of the HSE Management standards including demands, control, support, relationships, role, and change.
6. Stimulate management and staff awareness and encourage an on-going interest in health and safety matters.
7. Provide all necessary personal protective equipment and any other relevant safety devices and ensure that they are used in the correct manner.
8. To ensure that Contractors and Sub-contractors are made aware of, and abide by, the Health, Safety & Wellbeing Policy.
9. Ensure all accidents resulting in personal injury and other dangerous occurrences are properly investigated with a view to making recommendations to prevent a recurrence.
10. Promote worker engagement to enable feedback from employees and contractors to assist with Health & Safety improvements.

Every employee has a legal responsibility to take reasonable care of his or her health and safety and to ensure that their acts or omissions do not endanger the health and safety of their colleagues and others.

The co-operation and commitment of everyone is essential in order to establish and maintain effective standards of health and safety.

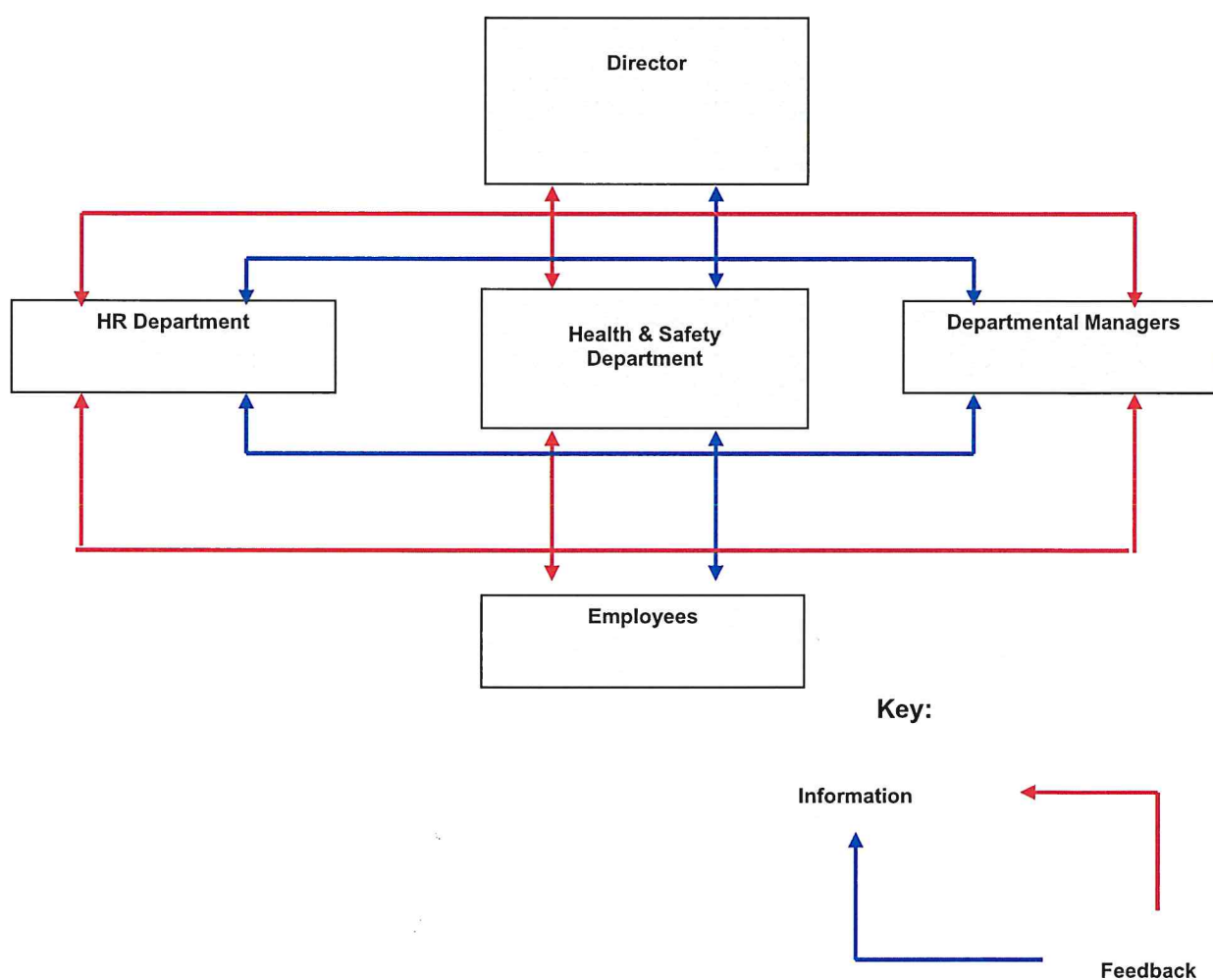


Darren Carter, Managing Director

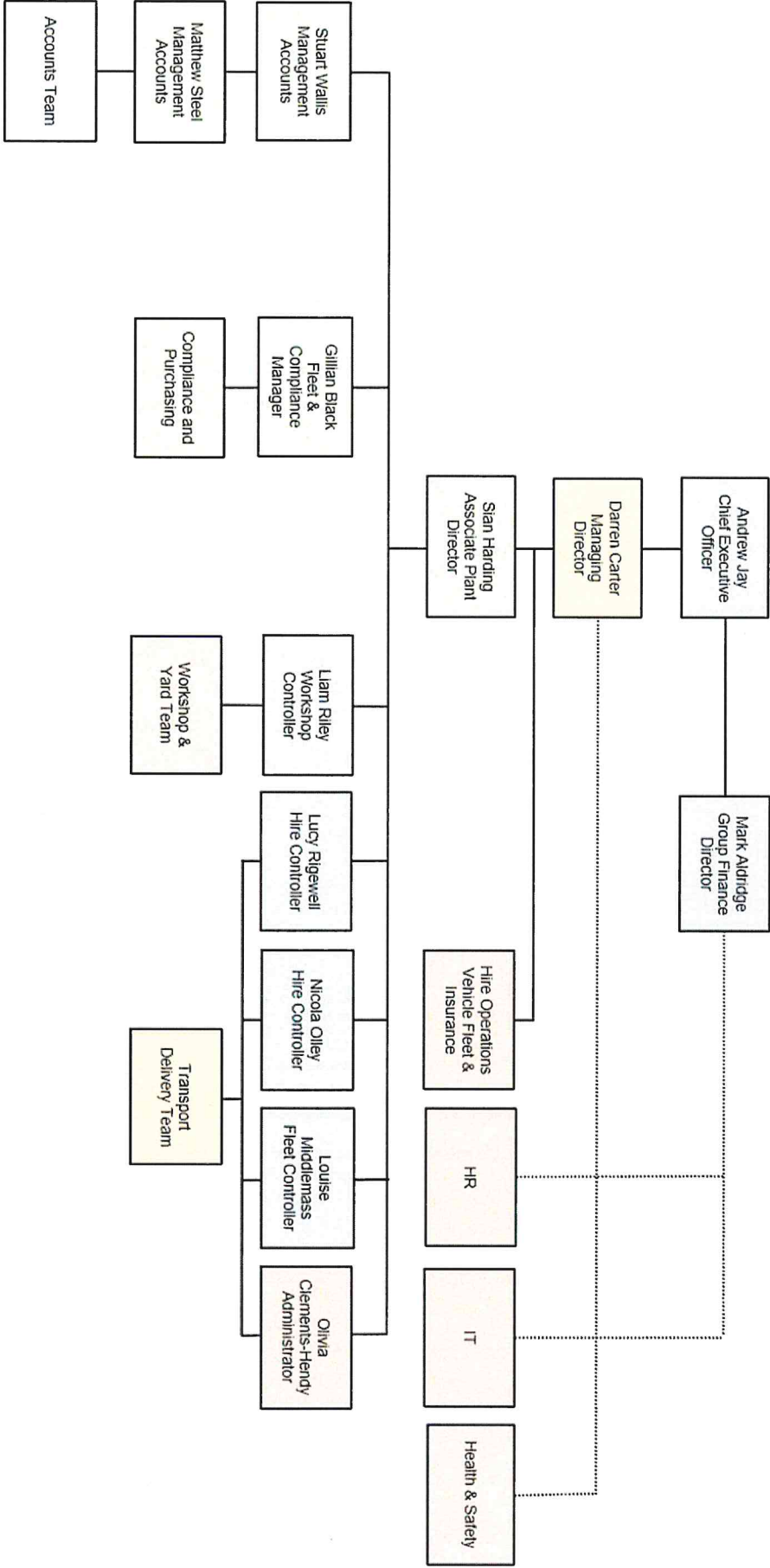
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Date

COMMUNICATION CHART

Health, Safety, Welfare, Quality, Environmental



Health, Safety, Wellbeing, Environment & Quality Organisational Chart



HEALTH AND SAFETY ORGANISATION RESPONSIBILITIES & DUTIES

1. Introduction

The MAP Plant Ltd Managing Director and principal directors have the responsibility in ensuring risks are properly managed and controlled within MAP Plant Ltd and the Health & Safety Dept has the necessary resources and support of other company directors / managers to carry out these functions.

The Director and managers acting in this capacity have overall responsibility for the implementation of the Company's Health, Safety & Wellbeing Policy at all levels and for the delegation of specific duties to staff, qualified to perform those duties in their areas of operation.

1.0 Group Chief Executive Officer

Duties Include:

Provide leadership and take a pro-active interest with respect to the implementation of the MAP Plant Ltd Health, Safety & Wellbeing Policy.

Read and understand the MAP Plant Ltd's Health, Safety & Wellbeing Policy and ensure the board of directors implement its requirements.

Provide encouragement and support, including appropriate resources to enable the Head of Health, Safety, Environment & Quality to fulfil his duties as the appointed "competent" person (Regulation 7- Management of Health & Safety at Work Regulations)

Reprimand or discipline any person who fails to discharge assigned safety responsibilities satisfactorily.

Attend prescribed Health & Safety training programmes relevant to his undertakings and position within the company.

Promote Health & Safety throughout MAP Plant Ltd and ensure a culture of continual improvement is installed at all levels.

Ensure appropriate resources are allocated for Health & Safety.

Review the Health & Safety Report with the Chairman and take appropriate action to improve the Health & Safety performance.

Ensure the Quality & Environmental procedures are implemented throughout the group.

Set a personal example by wearing appropriate personal protective equipment.

1.1 Managing Director

Duties Include:

Ensure all activities are implemented in accordance with the Health, Safety & Wellbeing Policy, and relevant procedures.

Drive for continual Health & Safety improvement throughout the business.

Undertake the role of Director responsible for Health & Safety within MAP Plant Ltd.

Maintain a strong and active approach to leadership to ensure the highest level of Health & Safety is maintained.

Where applicable, ensure all appointed duty holders such as Principal Designers, Designers and Principal Contractors, Contractors have the necessary skills, knowledge, and experience in accordance with the CDM Regulations.

Ensure sufficient resources are allowed to ensure compliance with the MAP Health, Safety & Wellbeing Policy, Quality and Environmental Procedures, CDM Regulations and site programmes.

Attend prescribed Health & Safety training programmes relevant to their undertakings and position within the company.

Review Health & Safety performance within the monthly board meetings.

Liaise and co-operate with the Health, Safety, Environment & Quality Dept with regards to improving Health & Safety performance within MAP.

Work in accordance with the Quality and Environmental procedures.

Set a personal example by wearing appropriate personal protective equipment.

1.2 MAP Managers

Duties Include:

MAP's Managers are responsible for the effectiveness of incorporating the Health, Safety & Wellbeing Policy, and Procedures throughout the Company's operations to ensure safe working practices are adopted at all times. They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected.

Company Managers are to co-operate and liaise with the Health and Safety Department with regards to safety measures. They are required to report regularly or as often as necessary to the H & S Dept on safety performance and compliance.

Managers are responsible for ensuring that the Employees and suppliers under their control observe the Company's Health and Safety Policy and that all requirements necessary for effective compliance will be provided for.

Company Managers, along with all MAP Operatives must ensure the general public are not put at any risk from the Company's operations and that arrangements are kept in order at all times.

To ensure that fire precautions and emergency evacuation procedures for the Company's premises and places of work are maintained in order and complied with.

Managers are to ensure that First Aid and Welfare arrangements for the Company's premises/places of work are maintained in order.

Assist with any Safety Inspections or Audits carried out by the Health and Safety Department or external bodies.

Ensure that statutory records and reports procedures are carried out, i.e., Registers for Lifting Appliances and Lifting Gear. Thorough Examinations and maintenance records for plant and equipment.

Competency of Personnel: Managers are responsible for ensuring that Company personnel, including Sub-Contractors and Self-employed persons under their control, are adequately competent to carry out the work required of them. This includes ensuring that all Company personnel, Sub-Contractors, and self-employed persons, receive a Safety Induction where appropriate before starting work. Ensure all visitors are made aware and comply with the Company's safety requirements.

Ensure all work is undertaken in a safe manner in accordance with their job descriptions and all relevant Health & Safety documentation is completed.

Work in accordance with the Quality & Environmental Procedures

Set a personal example by wearing appropriate personal protective equipment.

1.3 All Managers/ Directors Wellbeing Responsibilities

Deliver a management style that encourages participation, delegation, constructive feedback, mentoring and coaching, in line with the HSE Management Standards.

Motivate employees and provide training and support they need to develop their performance and job satisfaction.

Increase understanding of how management styles and practices can help to promote the mental wellbeing of employees and keep their stress to a minimum.

Identify and respond with sensitivity to employee's emotional concerns and symptoms of mental ill health.

Refer an employee to occupational health services or other sources of help and support, when necessary, e.g., Employee Assistance Programme.

Discuss wellbeing on a regular basis and more comprehensively at the staff appraisals.

Use the phrase "what support do you need from me?" to identify what actions are required.

Motivate and engage with employees on a day-to-day basis.

Reflect on their managerial style and tailor it to suit the needs of each team member.

Create an atmosphere of trust by regularly asking about the support provided.

Integrate into general conversations with questions like "how they feel their work is going and how they are?".

Encourage positive relationships between colleagues/ employees and mediate where necessary.

Create meaningful work and opportunities for personal development and growth.

Set deadlines that are reasonable, and work is clearly defined and well matched to each employee's abilities and that people understand their role in the bigger picture.

Be open to receiving feedback on their management style and being aware of how they come across to others.

Be mindful that non-work-related pressures such as a relationship breakdown, financial pressures or bereavement may make an employee unable to cope with a workload that under normal circumstances they find manageable.

Shall make reasonable adjustments to accommodate an employee that has been diagnosed with a mental health condition.

1.4 All Employees Wellbeing Responsibilities

To understand the Health, Safety & Wellbeing policy and seek clarification where required.

Support and contribute to MAP's aim of providing a mentally healthy and supportive environment for all workers.

Take reasonable care of their own mental health & well-being.

Raise issues of concern and seek help from their line manager, human resources, the company mental health first aiders, or contact the Employee Assistance Programme.

Follow any information mental health, instruction & training provided.

1.5 MAP Drivers

Duties Include:

In addition to the employee responsibilities the drivers shall be responsible for the following:

Ensuring the daily, weekly, and quarterly checks are undertaken on the vehicle.

To report any defects immediately to their Line Manager

To maintain the vehicle in a roadworthy state in line with their responsibilities.

To report any accidents or incidents involving the vehicle.

Ensure the vehicle is loaded in accordance with the information, instruction and training provided.

Not to drive under the influence of drink or drugs and not to drive while tired.

To drive the vehicle with care and in accordance with the Highway code.

To ensure the vehicle is kept in a clean and presentable manner.

To follow the site procedures when delivering and collecting equipment.

Follow the relevant risk assessments and method statements in relation to the vehicle and activity.

Work in accordance with the Quality & Environmental Procedures, together with the specific job activities included within the job description.

Set a personal example by wearing appropriate personal protective equipment.

1.6 MAP Fitters

Duties Include:

In addition to the employee responsibilities the fitters shall be responsible for the following:

Ensure the plant and equipment is repaired and serviced in accordance with the manufacturer's instructions and training provided.

Only operate plant and equipment where training has been provided.

Use the correct tools and equipment for the task.

Ensure that the operator's instructions are available for a particular piece of plant or equipment.

Ensure the equipment has the necessary guards and safety devices where required and tested in accordance with the regulations and best practice.

Ensure defects in plant and equipment are reported to the Line Manager.

Ensure all defective plant and equipment is not used by unauthorised persons by following the company procedures.

Follow the risk assessments, method statements and COSHH Assessments provided.

Follow the Hand Arm Vibration Policy when using vibrating tools and complete the HAV log sheets.

Ensure the security of plant by removing keys.

Work in accordance with the Quality & Environmental Procedures, together with the specific job activities included within the job description.

Set a personal example by wearing appropriate personal protective equipment.

1.7 Office Employees

Duties Include:

The Health and Safety at Work Act makes it the duty of everyone at work to take reasonable care for their own health and safety and for that of others. As a consequence of this legal requirement, employees are required to:

Take care of themselves and not to create hazards by their acts or omissions.

Co-operate with management to ensure safe working practices, by working to any safety rules that may apply and any instructions that may be given.

Attend prescribed Health & Safety training programmes relevant to their undertakings and position within the company.

Report any hazardous situation to your Line Manager.

Not to misuse or interfere with anything to do with health and safety.

Act responsibly at all times in the interests of health and safety and not to engage in any form of horseplay, practical joking or to indulge in alcohol or recreational drugs while at work.

To observe and comply with all appropriate Company policies.

Work in accordance with the Quality and Environmental procedures.

Set a personal example by wearing appropriate personal protective equipment when visiting site.

1.8 Site & Workshop Employees

Duties Include:

The Health and Safety at Work Act makes it the duty of everyone at work to take reasonable care for their own health and safety and for that of others. As a consequence of this legal requirement, employees are required to:

Take care of themselves and not to create hazards by their acts or omissions.

Co-operate with management to ensure safe working practices, by working to any safety rules that may apply and any instructions that may be given.

Work in accordance with the relevant risk assessments, method statements and COSHH assessments.

Only operate an item of plant or work equipment if trained.

Attend prescribed Health & Safety training programmes relevant to their undertakings and position within the company.

Ensure all work equipment is inspected prior to being used, and if faulty suspend from service and promptly report it to the line manager.

Promptly report any hazardous situation, and dangerous activity to the Project Manager, Site Manager/Manager responsible.

Make full and proper use of any personal or other safety equipment that may be issued. It is a requirement that such equipment must be worn irrespective of personal preferences.

Not to misuse or interfere with anything to do with health and safety.

Act responsibly at all times in the interests of health and safety and not to engage in any form of horseplay, practical joking or to indulge in alcohol or recreational drugs while at work.

To observe and comply with all appropriate company policies.

Responsible for ensuring managers are consulted on health and safety issues which cause concern.

Work in accordance with the Quality and Environmental procedures together with the job activities included within the specific job description.

Set a personal example by wearing appropriate personal protective equipment.

1.9 Fire Marshals

Duties Include:

Read and understand the Health, Safety & Wellbeing Policy, fire risk assessment and procedures and carry out work in accordance with its requirements.

Liaise and co-operate with the Health, Safety, Environmental & Quality Dept with regards to improving Health & Safety performance within MAP.

Undertake a visual check of fire routes, fire extinguishers, signage, and detection equipment within their designated area on a weekly basis and resolve any non-conformance.

Attend prescribed Health & Safety training programmes relevant to their undertakings and position within the company.

Assist with the weekly fire alarm test and record on the weekly record sheet.

Take appropriate and effective action if a fire occurs.

Ensure that escape routes are kept clear.

In the event of a fire, ensure the alarm has been raised.

Evacuate staff and visitors from the area involved and undertake a "sweep" of the floor.

Assist any staff or visitors with disabilities without risking personal safety.

Call 999 and give the address and details of the fire.

Fight the fire, only if it is safe to do so.

Undertake a roll call and instruct the emergency services if anyone has remained within the building.

Liaise with the emergency services when on site.

1.10 Consultants, Suppliers & Sub – Contractors

Duties Include:

To carry out their works efficiently and safely and strictly in accordance with the requirements of The Health and Safety at Work Etc., Act 1974 and all other statutory requirements, Approved Codes of

Practices. To produce safety procedures for their operations incorporating their own Company's Safety Policy.

Carry out a Risk Assessment for the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.

Method Statements, these must be produced and submitted to the MAP Management Team detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Works Risk Assessment (hard copy to be provided to site, at least one week prior to start)

Provide full COSHH Assessment information on any hazards associated with materials they use before starting work for the Company.

All Sub-Contractors will be expected to be able to obtain professional safety advice. In addition, Sub-Contractors will be required to appoint a named Safety Supervisor possessing suitable experience and training who will ensure that works are carried out in accordance with the works safety procedures and to observe all MAP Plant Ltd Rules and Regulations and encourage good safety practice when undertaking their works.

To set-up and maintain an efficient and adequate system of first aid and welfare facilities for their employees unless shared welfare facilities are provided by others.

To co-operate with the H & S Dept and the Client's personnel in the furtherance of their duties and maintain good working relationship with safety representatives and safety committees established in accordance with current legislation, in addition to other contractors etc.

To ensure that work is carried out by personnel with the necessary skills, knowledge, and experience and to ensure that they are properly supervised and trained, with the relevant CSCS/CPCS card for the trade/job description.

To comply with all site rules and PPE requirements as detailed within section 40 "Personal Protective Equipment".

To provide, upon request, evidence of training, statutory PUWER & LOLER inspections, thorough examinations, health & safety inspections, PAT records, waste records etc on a weekly basis.

Ensure all plant and equipment is used, maintained and inspection in accordance with section 8 "Plant & Machinery" of this policy.

Comply with the traffic management and construction phase health and safety plan and any other information provided.

Ensure housekeeping is maintained to a high standard at all times.

2.0 HEALTH AND SAFETY ARRANGEMENTS

2.1. Management Systems

Management of health and safety is concerned with controlling risks leading to an improved performance in health and safety. This can be achieved successfully by having a safety policy which fulfils both the spirit and the letter of the law. Effective implementation and constant review of the policy will assist in preparing both physical and human resources and reduce financial losses and liabilities.

Effective systems use the health and safety policy as a foundation to influence activities and decisions, including those concerned with resource selection, design, and operation of working systems, design and delivery of products/services, and the control/disposal of waste.

Structured organisations maintain improving performance by putting their policy into effective practice and creating positive attitudes, involvement, and participation at all levels. This is achieved by effective communications and the promotion of competence, enabling **all** employees to contribute to the effort by good co-operation.

A planned and systematic approach to the policy implementation is aimed at minimising exposure to hazards created by work activities. Risk assessment methods are used to set priorities and objectives for hazard elimination and thus risk reduction, by establishing performance standards and identifying specific actions required. Planning is the important feature of this system, by allowing hazards to be eliminated and risks reduced by designing the work method in advance rather than relying on individual protection.

Performance can thus be measured against the pre-determined standards and objectives for improvements identified. The control of risks is achieved by effective monitoring which looks at the fixed elements of activities such as premises, plant, equipment, substances etc. and the variable elements such as people, procedures and working systems.

Reactive monitoring such as accident/incident investigation can identify failures of control, but proactive monitoring seeks to identify those failures before the accident/incident occurs. In both cases the objectives are to identify not only the immediate causes of sub-standard performance, but also any underlying causes which may have implications for the health and safety management systems.

A systematic review of performance based on data from both monitoring activities and independent audits of the whole management system assists constant development and improvement in health and safety management. Information produced can then be used to revise the safety policy, implementation methods and techniques of risk control.

The Construction (Design and Management) Regulations describe a planning and control framework for most construction activities. The requirements of the regulations will only be met by effective planning, management control and review of health and safety issues throughout the whole construction process, from initial design to final demolition of a structure.

For further information please refer to MAP/SMS/F005/F1/1.10 CDM Operating Procedures.

At tendering, negotiating, and planning stages, the requirements of this Company Policy will be taken into account. In particular the contractors shall be assessed using the Pre-Qualification Questionnaire to verify the skills, knowledge, and experience of a particular company.

Any aspects of the work not covered by this policy must be planned by the site/workplace management in conjunction with advice from the company health and safety department and specific procedures prepared.

Pre-contract meetings will be held with the project management and all contractors before project commencement. Health and safety progress meetings will be held regularly as necessitated by project conditions.

2.2 General Advice and Assistance

Where necessary, help and guidance may be sought from the Health and Safety Department. However, it must be understood that the Health & Safety Department is not a substitute for **management actions or responsibility**.

It is the Health and Safety Department's duty to ensure that responsible persons in the Company are aware of their statutory duties. It is the responsibility of management, at all levels, to ensure that those duties are, in fact, carried out.

Regular spot checks and audits will be carried out in order to ensure that safety systems and procedures are being operated effectively.

The Health & Safety Department will also recommend various health and safety training needs to the Management.

3. Alcohol & Drugs Policy

General Statement

MAP Plant Ltd aims to act as a responsible employer and conduct its business activities in a way which will achieve the highest possible standard of Health and Safety for its employees, visitors, and members of the public.

Aims

This policy aims to contribute to a safe, healthy, and productive work environment by:

- Preventing drug and alcohol problems through raising awareness.
- Identifying problems at an early stage.
- Offering support to those who have a problem.

The policy has been developed in conjunction with current law, legislation and regulations and applies equally to all permanent and temporary staff, those working on the company's property or sites.

Responsibilities

Overall responsibility for implementing this policy lies with the Director.

Day to day responsibility for ensuring the implementation of the policy shall be delegated to senior managers and line managers.

The Health and Safety department shall ensure that all line managers are made aware of this policy.

Line managers and supervisors shall ensure that all employees are made aware of this policy via Inductions and Toolbox Talks.

All employees are to co-operate with supervisors and management on health and safety matters, to ensure the implementation of this policy.

All employees are encouraged to inform their Line Manager if they suspect another employee/ contractor is under the influence of drugs or alcohol. All reports are dealt with in the strictest confidence.

Definition

Drug and Alcohol problems in the context of this policy are defined as those which incorporate a variety of behaviours caused by drugs (illegal and prescribed) which may cause a hazard to the individual the company and/or those that are working alongside or in close proximity to the individual.

Alcohol and Drugs at Work

Statistics show that persons are four times more likely of being directly involved in an accident if under the influence of alcohol and drugs whilst at work (illegal or prescribed). It is expected that all employees arrive fit to carry out work for their job role and not to be under the influence of alcohol or drugs. The misuse of drugs/ alcohol may create the following affects.

Table 1- Possible signs of alcohol or drugs misuse			
Absenteeism	High Accident Level	Working Performance	Mood Swings
Instances of un-authorised leave	At work	Problems with remembering instructions or own mistakes	Depression
Frequent Friday/ Monday absences	At home	Individual tasks take more time	General confusion, or easily confused
Leaving work early	High frequency	Difficulty in concentrating and poor decision making	Unusual irritability or aggression
Lateness (especially when returning from lunch)		Deterioration in relationships with work colleagues	Over confidence
Excessive levels of sickness absence		Dishonesty & Theft	
General poor timekeeping		Slow reaction times, impaired vision	
		Poor discipline, reduced productivity.	

The Rules

No employee, worker or contractor shall:

- Consume alcohol at work or bring alcoholic beverages onto company premises or be under the influence of alcohol whilst at work.
- Use illegal drugs at work or bring drugs onto company premises or to be under the influence of illegal drugs whilst at work.
- Report or try to report for work when unfit due to alcohol, drugs or through substance abuse (whether illegal or not)
- Supply others with alcohol or drugs in the workplace.
- Operate plant or drive a vehicle while under the influence of alcohol or drugs.

The company may conduct random drug and alcohol testing and employees and contractors are expected and required to comply with all reasonable requests to undergo any blood or urine tests deemed necessary. Drugs & Alcohol testing may also be conducted following a Health & Safety incident giving rise to reasonable belief that misuse was an influencing factor.

If any test shows that alcohol or drugs have been consumed the matter may be treated as gross misconduct and dealt with in accordance with the Company's disciplinary procedure. If an employee refuses to undergo such tests, following a reasonable request by the Company, and without a valid explanation for refusal, may give rise to disciplinary action.

Should medication be prescribed, advice from the GP or pharmacist should be sought by the employee with regard to the ability to carry out the job role. The advice of the GP shall be followed and if necessary, the duties modified, or the employee reassigned to a different role. The employee shall inform their Line Manager or Human Resources Dept accordingly.

Safeguards

Any absence for treatment or rehabilitation will be regarded as normal sickness absence and it is recognised that relapses can occur.

This policy will be reviewed and monitored regularly in consultation with employee's representatives. Strict confidentiality is assured.

Procedures

- This policy applies across the company at all levels.
- Procedures will ensure that all employees are aware of the drugs and alcohol policy, its aims, and safeguards.
- Employees can request help voluntarily, through peers and management.
- When either a drug or alcohol issue is raised the matter will be discussed with the Line Manager, Production Manager and/or HR. (the employee may have an appropriate representative, for example, a trusted colleague or Trade Union member, to provide support with this discussion)
- At all discussions employees will be told about the scope of this policy.
- If a problem is identified, help will be offered, and employees will be advised of their rights.
- The employee will be advised of the consequences if help is refused, or a relapse occurs.
- If an employee is suspected of substance misuse a confidential investigation shall be conducted and a meeting arranged with Human Resources to discuss the possible solutions which may include referral to our occupational health advisors.

Disciplinary Procedures

Disciplinary Procedures are contained within the Employee Handbook. The following circumstances are likely to invoke disciplinary action:

- A person causes a hazard or is involved in an accident/incident whilst under the influence of drugs and/or alcohol without disclosing a problem.
- Causing a hazard whilst under the influence of prescribed drugs if during the investigation it is found that the individual has not followed their GP's instructions. Employees are not compelled to disclose all prescription drugs to their employer unless reasonable adjustments to work are required to protect the employee i.e., a specific risk assessment.
- Driving a company vehicle whilst under the influence of drugs (illegal or prescribed) or Alcohol.
- Endangering themselves or others whilst under the influence of drugs (illegal or prescribed) or alcohol.
- Failing to attend random drug and alcohol testing.
- Refusing to comply with this policy.
- Refusing assistance with a problem when offered by the company.
- Bring the company into disrepute whilst under the influence of drugs or alcohol.
- Failure to inform the company of matters that may affect the Health and Safety of themselves and/or others.
- A positive drugs test result.

Disciplinary action may be suspended whilst a member of staff is undertaking treatment / rehabilitation. Each case will be reviewed on an individual basis with the employee being informed prior to undergoing treatment / rehabilitation.

In the event that an individual employed by a contractor is tested positive the company will not allow that individual to work, until the company is satisfied that the individual has undergone rehabilitation and received a negative test before returning.

Prescription Drugs and Over the Counter Preparations

Employees are encouraged to notify the company if they take any prescription drugs and/or over the counter preparations which could affect their performance or create a safety risk to themselves or others.

An employee should inform either their line manager, in the first instance, or their production manager. If preferred the employee may report direct to the Health and Safety Department or HR. All information will be strictly confidential. A specific risk assessment may be provided taking into consideration any side effects that may occur due to the drug.

Information & Training

Toolbox Talk number 209 may be provided to employees at irregular intervals as a reminder.

The Line Managers and Human Resources Dept shall receive awareness training to identify any potential areas of concern such as behavioural changes, productivity, sickness records etc. as identified in table 1. This shall include recognising the signs of misuse. Additional information is available from the Health and Safety Department, HR or external agencies listed at the end of the policy.

Confidentiality

All discussions with an employee in connection with drugs or alcohol will be strictly confidential. This will also be the case with counseling or other treatment which the employee undertakes. While appropriate personnel records will be kept, it is accepted that any records of treatment will be the property of the person administering the treatment. No discussion about the employee will take place with another party without the permission of that employee. If staff approach the HR Dept direct, HR shall keep substance misuse confidential from the employee's manager and colleagues, providing there is no risk to the company.

Help & Support

The company shall ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner. The company provides an independent and confidential "Employee Assistance Programme", and employees are encouraged to use this service, if necessary (see notice boards and useful contacts). In some circumstances the company's occupational health provider may be requested to offer assistance with the employee's consent.

It may be necessary to request that the employee refrains from work temporarily or undertakes restricted duties to ensure their own safety and that of others. The company may also allow additional time off work (normally unpaid) for employees to obtain treatment or attend support.

Review

This policy does not form part of an employee's contract of employment and may be amended at any time. Information on any amendment shall be forwarded to all employees via their Line manager or toolbox talks.

3.1 Drugs and driving: The Law

Section 56 of the Crime and Courts Act 2013 inserted a new section into The Road Traffic Act 1988 – Section 5A Drugs and Driving in 2015. This created 2 new criminal offences.

It is a criminal offence to drive, attempt to drive or be in charge of a motor vehicle on a road or other public place when a person has a specified controlled drug in their body and the proportion of the specified controlled drug exceeds the maximum legal limit for that particular drug.

Police are able to use a 'drugalyser', which works in a similar way to the breathalyser, to screen for cannabis and cocaine use at the roadside. Officers are also able to test for other drugs at the police station using a urine sample, even if the driver passes the roadside test. Taking even a small amount of an illegal drug may put the driver over the limit for up to 36 hours.

There is a defence to the new drug driving laws under certain circumstances where a person is taking legal drugs for medical reasons.

Legislation has specified 17 drugs alongside the maximum drug driving limit of each drug. The 17 specified drugs include 8 illegal and 9 medicinal drugs.

Illegal Drugs (Specified Legal Limits)

Specified Illegal Drug	Limit in Blood (micro-grammes per litre of blood)
Benzoyllecgonine	50
Cocaine	10
Delta-9-tetrahydrocannabinol (cannabis)	2
Ketamine	20
Lysergic acid diethylamide (LSD)	1
Methyl amphetamine (crystal meth)	10
MDMA (ecstasy)	10
6-monoacetylmorphine (heroin)	5

Medicinal Drugs (Specified Legal Limits)

Specified Illegal Drug	Limit in Blood (micro-grammes per litre of blood)
Clonazepam	50
Diazepam (valium)	550
Flunitrazepam	300
Lorazepam	100
Methadone	500
Morphine	80
Oxazepam	300
Amphetamine	250
Temazepam	1,000

Drug Driving Penalties

The penalties upon conviction of drug driving include:

- A criminal record.
- A minimum 12 month driving ban.
- Up to 6 months in prison.
- An unlimited fine.
- A DG10 driving licence endorsement (remains on licence for 11 years).

The penalty for causing death by dangerous driving under the influence of drugs is up to 14 years imprisonment.

Other consequences may include;

- Increased motor insurance premiums.
- The shame and humiliation of a conviction.
- Possible job loss along with financial problems.
- A feeling of loss of independence (relying on public transport, friends, or family to get about).
- Possible difficulty in obtaining employment with a criminal driving conviction.
- High stress levels due to being arrested, appearing at court, the penalties imposed and ending with a criminal record.

Prescription medication shall be taken as directed by a GP or relevant healthcare professional and/or in accordance with any instructions contained within the patient information leaflet (PIL).

Useful contacts

Alcoholics Anonymous 24 hour help line 0800 9177 650 help@aamail.org	Frank about drugs Free confidential drugs information and advice help line 0300 123 6600	BBC Health Easy to use website with links to useful articles on health and drug issues www.bbc.co.uk/health	Also www.drinkaware.co.uk www.bupa.com	The Walk to Freedom www.walktofreedom.co.uk	MAP Assistance Programme 0345 605 1956 (see notice boards for additional information)
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4. Health & Safety Training

There are many hazards that arise from using incompetent and poorly trained personnel to undertake work activities. Many accidents at work stem from a mismatch between an individual's capability and training to perform the work activities required by the job. Examples include incorrect use/misuse of hand and powered tools, personal protective equipment, access, and egress. Proof of competency, a person's skills, knowledge, training, and experience is required to enable works to be conducted safely.

New members of staff will undergo a programmed Induction within the first week of employment. This will include all the Company's Health and Safety Policies and procedures, Fire and other Emergency Procedures, First Aid Provision and general health and safety aspects.

Where appropriate, information and specific training will also be given covering the following training relevant to the role of employment:

Training	Training
CSCS incorporating NVQ where required.	The Use of Personal Protective Equipment
CDM.	Protection of Visitors and the General Public
SMSTS, SSSTS etc.	New Road & Street Work Certification
First Aider	Display Screen Equipment
The Use of Portable Electrical Equipment	Fire Prevention & Precautions
Confined Spaces	Induction Training
Working at Height & Rescue incl. harness training	Slinger /Signaller
Manual Handling Techniques	CAT & Genny
The Use of Site Plant & Equipment	Hand Arm Vibration
Driver Training	Risk Assessments

It is the responsibility of managers and supervisors to ensure that employees are sufficiently competent to undertake specific work activities. In addition, managers and supervisors will be given specific training appropriate to their areas of responsibility.

The training requirements for each employee shall be undertaken on an individual basis with the "Training Requirements" spread sheet used as a guide only to the desired and essential qualifications. Individual

requirements will be identified by site management and authorised by the Production Manager informing the Training Manager of the outcome.

Please refer to the Training Procedure MAP/SMS/F1/1.13

The following minimum requirements, with regards to proof of training and qualifications is required:

1. **Entry to Site.** Individuals will only be permitted on site to conduct construction works if they are in possession of a valid and relevant CSCS card or Partner Card Scheme. Authentication may be required at the site managements discretion.
2. **Skilled Worker.** It is the aspiration of MAP to ensure that all operatives are in possession of a suitable trade related qualification which matches the works being conducted on site. e.g., a fitter. It is the responsibility of all employers to ensure their staff are competent to conduct the works they are being set.
3. **HS&E Test Notification.** As stated above a relevant card is the only accepted evidence to conduct construction works on any of our sites. To be in possession of a HS&E test notification only, is not acceptable proof of competencies.
4. **Irrelevant cards (expired or in date).** Individuals that hold a card that is not related to their current job role i.e., a dry liner holding a carpentry level 3 card or a scaffolder holding a CSCS general labourers' cards, will not be permitted to work on site.
5. **Non construction work visitors.** All non-construction work visitors i.e., managers must attend a specific site induction and be escorted at all times. It is also expected that individuals are able to prove they have attended a relevant H&S awareness course. This can be "In house", Site safety plus or other awarding bodies.

Partner Card Schemes, include: CSCS, CCS, NPORS, CISRS, JIB, EUSR etc.

Construction Plant Qualifications

Whilst working for MAP there is a requirement to prove competence in the form of acquiring the correct qualification. MAP accept both CPCS and NPORS qualifications and in some circumstance "In House" training – authorised by MAP Managers.

The following is the minimum requirement for MAP:

CPCS.

1. Excavator 360 above and below 10 tonnes.
 - a. A blue competent operator.
 - b. A red trained operator card may be accepted at the Managers discretion providing the individual can prove they are booked on to a relevant NVQ.
 - c. Relevant endorsements must also be provided i.e., tracked, or wheeled or lifting operations depending on type of work.
2. Forward Tipping Dumper (FTD)
 - a. Blue Competent operator
 - b. Red Trained Operator with an NVQ booked within the first 6 months of starting work.
 - c. In House if authorised by the Manager
3. Ride on Roller
As FTD
4. Telehandler
As 360 excavators above.

NPORS.

1. All requirements are the same as CPCS above, with the addition of;
 - a. Cards must display the CSCS logo as stated on the NPORS website. This requires the individual to pass a Health Safety and Environmental Touch Screen test (in line with CPCS requirements).

Logbooks

Both CPCS and NPORS run a logbook scheme where operators are required to record their experience (Proof of Competence). MAP expect all operators to use the relevant logbook. This also assists with renewing cards negating the need to undertake an on-site assessment. Electronic copies of logbooks are available on the relevant web sites CPCS (NOCN Job Cards) and NPORS.

Other categories will be looked at on an individual basis, however proof or competence must be provided on every occasion. A visual on-site assessment will be conducted by MAP management to ensure that individuals are capable of conducting relevant work.

To ensure authenticity of all cards site management may conduct an online verification with the relevant awarding bodies.

5. Risk Assessments

The Management of Health and Safety at Work Regulations place duties on employers and the self-employed to take certain actions as summarised below:

Assess the risks to the health and safety of employees and any others who could be affected by work activities. This includes contractors and temporary staff engaged for specific work.

Relevant procedures must be specified to eliminate or minimise the risks. Generic assessments incorporated as arrangements within a safety policy document will be acceptable provided arrangements for identifying additional risks are in place. The risk assessment process shall cover all operations within MAP and include routine and non-routine activities. All hazard identification and risk assessments shall be undertaken on a pro-active basis.

Where the risk is considered to be significant, then this must be recorded in writing and, where relevant, identify those employees being especially at risk.

Risk assessments should be reviewed and altered if they are no longer valid, or circumstances have changed significantly.

Where a 'Young Person' is to be employed, under close supervision, in an activity with significant risk, the risk assessment must be reviewed. Additionally, if that young person has not attained the minimum school leaving age (MSLA) then the details of the risk assessment and precautions must be communicated to the parents of that young person.

Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided it is able to be detected and there is a reasonable likelihood it may occur under working conditions.

Appoint one or more nominated competent persons to assist in complying with requirements.

Establish emergency procedures to be followed in the event of serious and imminent danger and nominate sufficient competent persons to implement evacuation procedures.

Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons, and risks where work areas are shared with other employers.

Co-operate fully with other employers where work areas are shared, by exchanging information on the protective measures and risks associated with each other's activities, and subsequently pass such information to employees in those areas.

Provide relevant training to employees in respect of:

- Duties and tasks allocated to them.
- Induction on first being employed.
- When transferred to new work or given increased responsibility.

- When changes in work equipment or methods and risks are introduced.

The training will be repeated periodically and take account of changes in working practice, legislation, and other topics.

Employees have duties as follows.

Use anything provided by the employer in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, means of transport, plant, and safety equipment etc.

Inform the employer (or nominated person) of any dangerous work situation or any matter that is considered to be a shortcoming in his employer's health and safety protection arrangements.

Risk Assessment Definitions:

- Hazard - this is the potential for harm.
- Risk - this is the likelihood that actual harm will occur.

Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences. (Refer to Risk Assessment Index/ Assessment Matrix MAP/SMS/RAI/001)

General Procedure:

- Identify the hazards and activities.
- Decide who might be harmed and how (including subcontractors & visitors)
- Assess the risks, i.e., what is the nature and extent of the risk?
- Are the existing control measures or precautions adequate?
- Is there full compliance with the law?
- Are any further precautions required?
- Record the findings, and arrangements to be implemented if necessary.
- Monitor and Review

6. Development of Method Statement

Identification of Hazards and Risk Assessment

In order to comply with Regulation 3 of the Management of Health and Safety at Work Regulations identification of hazards associated with work and an assessment of the attendant risks must be undertaken. The implementation of the necessary control measures to ensure the health and safety of all involved with the work activities is analysed in some detail and where appropriate sequenced methods of work developed to control how the work is undertaken to eliminate/reduce risks.

Statements on the method of work to be followed will flow from the risk assessment and the latter must be the starting point for any method statements. Many organisations have already developed generic risk assessments that will cover elements of the work activities involved and these will provide a useful basis for developing method statements provided they are related to the local circumstances of the work.

The Construction (Design and Management) Regulations place duties on contractors to plan activities and include them in the Construction Phase Health and Safety Plan covering the construction phase of a project. This shall be provided in the form of a site-specific method statement, developed out of the risk assessments to assist persons involved to work safely.

Contractors shall be provided with Pre-Construction Information and/or the Construction Phase Health and Safety Plan and respond to this by describing how they plan to carry out their works in a safe manner.

This section of the policy has been written to assist contractors and managers in developing method statements related to the company's activities and to enable method statements to be assessed for approval. If in doubt seek advice and guidance from the company safety department.

Reference Standards

In developing method statements, the standards for health and safety specified in this policy must be incorporated or where appropriate referred to. The supporting company documents on risk assessment provide information useful in preparing method statements.

Information on the requirements of statutory legislation and related codes of practice and guidance can be obtained from the company's safety department.

General Planning Procedures

- In developing a method statement, a competent person or team should be appointed to ensure that all the relevant risk assessments, identified control measures and standards for health and safety are incorporated into the method statement.
- Where specialist knowledge and experience is required, the competent person will ensure that it is incorporated into the method statement.
- When developed, the method statement should be approved by the principal contractor/contractor and copies of the method statement given to all organisations involved.
- All organisations involved in the work have a duty to ensure that all personnel are aware of the requirements of the method statement and that they comply.
- The principal contractor will ensure that site requirements are met and that all planning procedures and control measures are implemented with reference to hazardous features on site.
- The principal contractor will ensure that the contractor organisation(s) undertaking the work provide all the necessary equipment specified in the method statement and the necessary level of supervision is maintained to ensure compliance with all requirements.
- The principal contractor/contractor involved in the development and implementation of the method statement will use competent experienced and trained personnel in developing and carrying out the work method(s) specified.
- The principal contractor/contractor will ensure that where an alteration is required to the written method statement the competent person is consulted and that any amendments/additional control measures are incorporated and implemented before work continues.
- When work covered by the method statement is completed the competent person should review the statement in light of the actual work methods used and update the statement for future reference.

Additional Procedures

When complicated or hazardous work activities are to be undertaken such as the erection of a structure or demolition, the competent person(s) will have to incorporate aspects of the 'design' into the development of the method statement and team member skills and experience should reflect this requirement.

The Principal Designer for the project will have identified complex and high-risk situations in the pre-construction information/ design risk register.

The Principal Contractor in conjunction with the Principal Designer will ensure that all the planning and other procedures necessary to develop the required method statements are undertaken. These deliberations should take into account specialist requirements regarding the stability of the structure,

partial loadings, temporary support systems, special fixing/connecting techniques, safe access/egress, safe handling, transport of components and existing site hazards.

Implementation Supervision

Supervisors of personnel on site will ensure that where the work that they are in control of is subject to a method statement its requirements are explained to all personnel involved and that work activities are monitored to ensure compliance.

The supervisor should ensure that the plant/equipment necessary to meet the specific requirements of the method statements is available, that it meets all requirements, and that it is used as specified. Any deficiencies should be corrected or reported as appropriate.

Where the method of work is found to be hazardous or where unforeseen hazards manifest themselves throughout the course of the work then the supervisor must report the situation and where necessary stop the work. Work should not continue until the method(s) of work have been reviewed and the necessary additional control measures implemented.

Disciplinary action may be taken against those who do not comply with the requirements of the Method Statement.

Safe System of Work

The following items must be considered by contractors when drawing-up a method statement. These items are listed on the "Method Statement Check Sheet" MAP/SMS/MSCS/F5/5.2/001

Address / Site Location & Date.

Scope of Work- to include the proposed work activities.

Site Specific Risk Assessments- to include relevant hazards, persons at risk and risk rating.

Planning Details- to include induction, permits, materials and materials off loading, working hours, disconnection of services, access and egress etc.

Resources/ Plant & Equipment Required- working at height equipment, small tools, thorough examination certificates, weekly PUWER/LOLER, PAT test, lifting operations.

Personal Protective Equipment- detail exact type of equipment with the European Standard.

Safety of Others- to include the public and third parties.

Sequence of Work- step by step sequence creating a "picture" of how the task will be undertaken.

Training Requirements- key personnel identified, including supervisors, list of training required for task, CSCS/CPCS card, specialist training e.g., PASMA, confined space, toll box talks.

Environmental Controls – pollution, noise, air, ground water

Quality Controls- inspection and control measures

Housekeeping- commitment to a high standard and frequency, storage of materials.

Inspection & Monitoring- Frequency and type and by whom.

Temporary Works- elements identified, design, temporary works co-ordinator appointed, permit to load/strike.

Emergency Procedures- rescue, spill response, fire precautions, first aid, rescue equipment.

Acknowledgement Sheet/Register- print name, date, and signature.

7. Hazardous Substances

Health Hazards (including COSHH)

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis, etc., e.g., cement, acids, epoxy resins, etc.
- Inhalation - gases, fumes, dusts, vapours, vehicle exhaust fumes etc.
- Ingestion - swallowing.
- Hazards may be classified as toxic, harmful, irritant, corrosive, biological, or a combination of these.

Monitoring and Control

Company Managers will ensure that:

- Arrangements are made for an alternative, none, or less hazardous material to be specified.
- Arrangements are made for any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing etc. to be planned before work commences.
- The written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.
- Any necessary air sampling, medical examinations, testing, etc. is carried out as required and records kept on site during the operations.
- All measures necessary to protect other workers and the general public from any substance hazardous to health are provided and maintained.

General Precautions:

The following general precautions apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Smoking is prohibited during application and curing.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillage's immediately and dispose of waste and used containers properly.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels and detailed health and safety information before using any products.

Dust Management

The management of dust shall be detailed within the MAP or contractor's COSHH assessment.

The priority shall be to avoid/ reduce the creation of dust. Should this not be possible, control measures shall be implemented to control the dust. In all cases the minimum number of people shall be within the work area. The contractor shall provide a power source unless otherwise detailed.

In addition, training shall be provided regarding dust risks and for the equipment detailed below. Suitable maintenance and inspection shall be undertaken in accordance with the manufacturer's instructions and PUWER regulations.

RPE shall be worn (FFP3) minimum standard, face fitted and clean shaven with all the options.

The following table details the minimum expected standards with respect to the management of dust for a variety of different tasks/ trades.

Trade/ Activity/ Task	Avoid/ Reduce	Controls	Examples
Carpentry/ Cutting Timber	Timber ordered to the correct length. Using a less toxic wood. Using pre-finished materials.	Circular saw/ chop saw with on-tool extraction. (See specification below) Where a vacuum is not reasonably practicable e.g. isolated cuts and away from a power source, a collection bag with RPE can be considered, provided the WEL is not exceeded.	
Housekeeping	Tidy as work proceeds and place in suitable containers	Vacuum for collecting dust. (See specification below) As a last resort and where a vacuum is not reasonably practicable e.g., away from a power source, a broom using dust suppression and RPE can be considered provided the Workplace Exposure Limit is not exceeded.	
Drilling	Preform holes if reasonably practicable.	Drilling using a drilling shroud with on-tool extraction or drill with inbuilt vacuum. (See specification below)	
Mixing	Use pre-mixed material if reasonably practicable. Careful handling with appropriate storage containers.	Mix using a WaleTale fitted with on-tool extraction. (See specification below) Small quantities mixed using careful handling with measures to prevent dust release.	
Breaking	Accurate setting out and good quality control to avoid errors	Breaker using a hammer guard with on-tool extraction. (See specification below) Dust suppression where appropriate.	

Cutting concrete products	Minimise the cuts with accurate setting out etc	Cut off saw with battery operated dust suppression or similar.	
General Extraction		Specification Minimum, M class vacuum with proprietary attachment with operator wearing RPE, FFP3, face fitted and clean shaven. Assigned protection factor 20. Integral and sealable vacuum bag to be removed and placed in suitable skip.	 

COVID 19 / Coronavirus

The company shall follow the latest government guidance:

<https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace#risk-assessment>

8. Plant & Machinery

All work equipment shall comply with the Provision and Use of Work Equipment Regulations. This shall require an assessment to be undertaken to ensure it is suitable for its intended use. The employees shall receive specific training in the use of equipment that they have been instructed to use. No employee shall misuse work equipment or remove any guards or safety devices fitted to reduce the risk.

All work equipment shall be maintained and inspected at suitable intervals by a competent person. The frequency of inspection shall be in accordance with the manufacturer's instructions, best practice, or relevant regulations. These inspections shall be recorded and be available to those that require evidence of such an inspection.

Hazards associated with the use of plant arise out of: -

- Unskilled operation.
- Incorrect use.
- Poor maintenance.
- Unsupervised reversing of plant.
- Defects in machine unchecked.
- Noise (see separate section).

Monitoring and Control

Company Managers will ensure that: -

- Plant delivered to site is in good order and fitted with any necessary safety devices and guards. These must remain in place whilst plant is on site.
- Only authorised and, where appropriate, certificated operators are permitted to operate any item of plant. Where there is any doubt of the competency of an operator, report to the **Manager** immediately.
- No young person (under 18 years old) is permitted to operate any item of plant or act as banksman unless being trained and under direct supervision.

- All plant is properly secured and immobilised at the end of each day. Do not leave plant running when unattended at any time.
- All necessary testing and thorough examination certificates are requested and checked and all items of plant requiring weekly inspections by the operator or other competent person have the inspection recorded in the site register regardless of any register kept by the operator or plant hire company.
- Any necessary preparatory work required to enable plant to be installed or used correctly is carried out in accordance with specific requirements.
- Any defect notified by the plant operator during operation on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until repairs are carried out.
- Only the correct item of plant is used for the work required.
- The work area is suitable for the job being done e.g., level ground, clear working area, good ventilation etc.
- Banksmen are trained and available for some operations e.g., crane work, reversing vehicles, plant etc.
- High visibility clothing is worn when working in the vicinity of operating plant vehicles.
- Hearing protection is worn when working in high noise levels.
- Plant operators are not under the influence of alcohol or drugs.
- All personnel required to enter areas where lifting appliances are in use (e.g., cranes, excavators, piling frames etc.) are provided and wear the necessary PPE.

9. Lifting Operations

Hazards

The main hazards associated with lifting operations include: -

- Unsuitable or inadequate base for crane.
- Overloading of lifting appliance.
- Overloading or incorrect use of lifting gear.
- Incorrect positioning of lifting appliance.
- Insecure attachment of load.
- Contact with overhead electricity cables.
- Improper methods of use of equipment.
- Failure of equipment due to lack of maintenance.
- Incorrect signals.

Conventional Tower Cranes and Mobile Cranes

For Lifting Operations involving a conventional tower crane or a mobile crane a Lifting Plan shall be created by an appointed person. This Lifting Plan shall detail the project specific organisation and arrangements for the management of lifting operations at the particular site.

Lifting operations involving cranes will always require the following resources: -

- I. Appointed Person
- II. Crane Supervisor

- III. Crane Operator
- IV. Slinger
- V. Signaller (Slinger and Signaller may be a combined role).
- VI. Crane Co-ordinator (Where two or more lifting appliances are in use and there is a potential for them to clash)

The roles and responsibilities for the above roles shall be detailed within the lifting plan and all persons shall be trained and competent.

All documentation associated with the lifting operations that is generated during a project shall be retained in an orderly manner within a referenced filing system.

The responsibility for compiling and updating this document rests with the Appointed Person who is named in section 3.0 of the Lifting Plan.

All lifting operations on site shall be carried out within the guidelines and limitations set out in BS7121 part 1-5 and LOLER.

Plant will only be used within the limitations of the manufacturers' guidelines.

Lifting Operations Involving Plant

For Lifting Operations involving plant such as 360 Excavators a specific Lifting Plan shall be completed by the Manager/ a competent person using the 360 Excavator Lift Plan Template at the start of the project. This shall assess the site-specific requirements such as the weight and nature of items to be lifted, expected reach/ depth of excavations etc to enable the correct size and type of excavator to be specified. The Manager shall then ensure the lifting operations are conducted in accordance with the Lifting Plan and request further advice from the appointed person, should the activities change from those in the original specification and drawings.

Lifting Operations- General Requirements

Company Managers will ensure that:

- Assessments of risks are carried out for use and maintenance of lifting equipment.
- All control measures identified in the risk assessment(s) are implemented to minimise risk.
- Any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined, and inspected in accordance with the relevant standards and that copies of certificates, register entries etc. are available on site. Obtain adequate information from the installer on the safe and proper use of the equipment.
- Lifting equipment is suitable for the task (including consideration of environmental conditions).
- Lifting operations cease where adverse weather conditions could affect the safety of those operations, until conditions improve (this includes high winds, poor visibility, icing conditions etc.).
- Areas where mobile cranes are to be set up to carry out lifting operations are levelled and consolidated. Where mobile cranes must be used in areas where there are underground ducts, drains, basements, excavations or where there is doubt of the bearing capacity of the ground, an Engineer must be asked to confirm that the area is suitable or that additional precautions must be taken.
- Outriggers are deployed when necessary and that they are fully extended, locked, and adequately supported.
- Work areas are kept free from obstruction and are adequately lit.

- Awkward loads or loads that are prone to excess movement are controlled using tag lines if safe to do so.
- Adequate maintenance, checks, examinations, and tests of lifting equipment to be carried out weekly or at regular or prescribed intervals by a competent person and ensure that records are kept.
- Any defect noted in any lifting appliance, machine, gear, or tackle is reported immediately and the equipment taken out of use if the defect could affect its safe use.
- Only authorised operatives are permitted to operate lifting appliances, sling loads, or give signals. The authorised persons should 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 operative, the Manager must be informed immediately.
- All personnel working with or near lifting appliances must wear safety helmets.
- No loads are permitted to pass over the heads of any persons either on or adjacent to the lifting operations.
- Rubbish skips are not lifted by lifting appliance unless the skip is designed and marked as being suitable for lifting purposes.
- Lifting appliances such as gin wheels, pulley blocks, etc. are correctly erected and used.
- Loose items are secured or fully covered when being handled by a lifting appliance.
- All lifting appliances are secured and left in a safe condition when unattended and at the end of each working period, taking into account the safety of children.

10. Underground Services

To ensure the avoidance of underground services MAP shall ensure a competent contractor is employed with sufficient time allowed for preparation and planning. Existing underground services shall be identified prior to excavating or penetrating the ground through CAT scans, Radar Survey, hand digging or similar. The contractor shall work to site specific risk assessments and method statements under the supervision of a competent person.

11. Excavation

To ensure excavations are undertaken in accordance with the CDM Regulations, MAP shall appoint a competent contractor that shall work to site specific risk and method statements under the supervision of a competent person. No excavation work shall be undertaken by MAP employees.

12. Work at Height

All reasonable steps shall be taken by MAP to provide a safe working environment for employees required to carry out work at height.

The company will ensure the provision of the necessary preventative and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

Hazards

The main hazards associated with work at heights include:

- Falls of persons from working place or means of access/egress.
- Falls of materials or articles.

If possible, arrange for work to be carried out from ground level or a suitable safe surface.

Monitoring and Control

Prevention of falls from height involves a hierarchy of control measures that are subject to assessment and adjustment as work progresses. Measures will include the following:

- Safe and suitable access equipment
- Safe and suitable platforms or surfaces
- Safe and suitable edge protection
- Safe and suitable leading-edge protection
- Measures to mitigate the effects of a fall.

Company Managers will ensure that:

- A risk assessment is carried out to identify the hazards involved in work at height and processes to eliminate or control the risks.
- All work is carried out as planned and in accordance with the relevant standards and risk assessments.
- Any information, instruction, and training that an employee may require to carry out his or her skill in a safe manner when working at height is provided.
- A competent person is appointed to be responsible for the supervision of the erection, alteration and dismantling of scaffolding and for the inspection of equipment used in work at height.
- Regular inspections are carried out of all equipment required for working at height, particularly where there is a statutory requirement to do so. All safety equipment, staging, harnesses, anchorage's, etc. will be inspected not less frequently than weekly and any defects noted during inspections or reported by operatives shall be attended to immediately. Employees must inspect their equipment immediately prior to use and ensure any defective equipment is exchanged or repaired before use.
- All necessary equipment to allow safe access to and egress from the place of work is provided.
- The surfaces of working platforms, gangways and runs are free of protrusions and obstructions and that they are large and strong enough to hold workers along with their tools and materials.
- The provision of adequate suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored, if necessary, at the workplace.
- All working areas at heights are guarded to prevent falls of persons and materials.
- Safety harnesses, or safety nets, where these are provided are used.
- All personnel on sites where work at heights is being carried out wear safety helmets.
- All necessary precautions are taken to prevent persons walking or working beneath employees carrying out work at high level.
- An assessment is made of the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue.
- Provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible.

- Access to the working areas is closed or made safe outside working hours or when unattended.

Access equipment

The type of access equipment shall be specified within the working at height risk assessment. The information below details the accepted standards:

1. "Hop ups" to maximum height of 600mm to BS EN 14183
2. Step ladders to BS EN 131 / BS2037 Class 1
3. Pole Ladders BS EN 131
4. Podium platforms (with two wheels only) BS 8620
5. Mobile towers BS EN 1004 (erected in accordance with the manufacturer's instructions)
6. Scaffold TG20:13 BS EN 12811-1811
7. Stilts (risk assessment, inspected and maintained, used in accordance with the manufacturers instructions, received training, floor free from obstructions)
8. MEWP - Compliance with PUWER Regulations
9. Proprietary Working Platforms/ Decks BS EN 12811-1811-1 BS EN 12811-1 Part 3 S EN 12811-1 Part 3

Vehicles – Work at Height

Work on vehicles shall be classed as work at height and therefore a risk assessment shall be undertaken with consideration to the following control measures:

1. **Avoid-** Work at height shall be avoided by planning the loading and unloading process in advance. Depending on the type of load, suppliers shall load the vehicle, where reasonably practicable to allow for a forklift to off load, therefore eliminating the need to work at height. Other methods to avoid work at height include ground-based sheeting systems, pre-slinging loads or enabling unloading by forklift or 360 excavator fitted with a lifting "spike" or forks.
2. **Prevent** - In the circumstances where it is not possible to avoid work at height, vehicle-based systems shall be used such as handrails. Other systems such as mobile towers, podium platforms or scaffold access platforms could be used depending on the load and site conditions.
3. **Mitigate** – In the situations where handrails are not practical "on site" systems shall be adopted such as the soft-landing system or air bags, installed in accordance with the manufacturer's instructions.
4. Other methods such as the Alsipercha system with a harness, mounted on a kentledge block, shall be considered where other methods are not suitable.

Other control measures shall include a planned preventative maintenance programme for vehicles, good housekeeping e.g., clearing spills of diesel etc, using non-slip footwear, providing suitable access equipment, checking footplates and handholds, facing the vehicle when dismounting, not jumping from the cab or footplates and providing suitable lighting.

13. Permit to Work

A safety Permit to Work document shall be required to implement specific Control Measures for specified risks relating to the work to be undertaken on a system and/or within a hazardous area.

A safety Permit to Work document is an integral part of the 'safe system of work' standards adopted to protect health and safety of those undertaking the work.

It is important to remember that a permit document only controls those risks related to the 'system' or area where the work is to be undertaken. IT DOES NOT implement the control measures necessary to control the risks introduced by the way in which the work is carried out or by the work processes adopted. Such 'general safety' precautions are the responsibility of the persons supervising and/or in charge of the working party (Permit Holder) and must be implemented prior to work starting and be maintained throughout the course of the work.

The permit to work document issued is a document for work to commence related to the control measures that it covers, other control measures implemented by the recipient will be required to ensure work is undertaken without risk to health and safety.

Monitoring and Control

Company Managers will ensure that: -

- All persons under their control are aware of the permit to work procedure and the circumstances in which a safety document is required to undertake work.
- A copy of all issued permits are kept within the H & S folder. The record (hard or electronic copy) must be kept by the person responsible for issuing the documents.
- Notices, signs etc. prohibiting access to areas, plant, specific work without permits are displayed and that they are maintained in position and replaced immediately if lost, damaged or become unreadable.
- Disciplinary action is taken against any person disregarding the permit to work procedure.
- Regular checks are carried out to ensure that the permit to work procedure is being followed and that persons undertaking the work, requiring a permit are in receipt of a current permit to work and have also implemented any additional control measures required by the work/work processes.

The relevant permit proforma forms can be located within the Health & Safety Folder:

Daily Hot Works Permit
Confined Space Permit
Permit to Access
Permit to Load

Define whether the personnel who will operate the permit to work system have been fully instructed and have been nominated in writing by their employer to issue the safety document.

The following checklist will be used by management to ensure that any safety document procedure fully meets this company's policy:

- Does the permit to work procedure satisfy the legal requirements applying to the site/installation?
- Is the safety permit to work procedure recognised throughout the site/installation as being essential for certain types of work?
- Are types of work, types of jobs or areas where permit to work documents must be obtained clearly defined and known to all concerned?
- Does the permit to work procedure extend to all other contractors, client personnel etc.
- Is it clearly laid down who may issue the permit to work documents and how safety documents may be obtained?
- Are personnel who issue a permit to work document properly authorised in writing and trained to undertake the duties placed on them and do they have sufficient time to carry out the duties properly?
- Is the permit to work procedure flexible enough to allow it to be applied to all potentially hazardous work?
- Is there a clear system for requiring a stoppage of work under the permit to work safety document if any new hazards have arisen or old hazards recurred?
- Does the safety document contain clear rules about how the job should be controlled or abandoned in the event of a major or general site emergency?
- Does the permit to work clearly specify the work to be done?
- Does the permit to work clearly specify to whom they are issued?
- Does the recipient have to sign the document to show that he has both read the document and understood the conditions laid down in it?
- Do the permits to work specify clearly a time limit for expiry or renewal if this is appropriate to the work to be undertaken?
- Do safety documents specify clearly the plant or geographical area to which work must be limited?

- Is a clearance signature required when the job is complete or the document must be surrendered for operational reasons?
- Is there a system of spot checks to ensure that safety document requirements are being followed?
- Is there a procedure for reporting any incidents that have arisen during work carried out under a safety document and for reviewing the safety document procedure as necessary?

Note

The permit holder must remain on site in-charge of the working party. If the permit holder must leave the site, then the permit must be cleared and cancelled, and another person nominated to receive a fresh permit.

If the permit holder is not satisfied in any way with the precautions and conditions which apply at any time during the operations all persons under his control must be withdrawn and the permit returned to the person who issued it with details of any difficulties, unsafe conditions etc. encountered.

14. Entry into Confined Space

A "confined space" means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well, loft space or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk:

A specified risk means a risk of:

- a. Serious injury to any person at work arising from fire or explosion.
- b. Loss of consciousness of any person at work arising from an increase in body temperature.
- c. Loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.
- d. The drowning of any person at work arising from an increase in the level of a liquid.
- e. The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to the entrapment by a free flowing solid.

Hazards

The main hazards associated with confined spaces include:

- Asphyxiation due to oxygen depletion or trench collapse.
- Poisoning by toxic substance or fumes.
- Explosions due to gases, fumes, dust.
- Fire due to flammable liquids, oxygen enrichment, etc.
- Electrocution from unsuitable equipment.
- Difficulties of rescuing injured personnel.
- Drowning.
- Excessive Heat
- Diseases from animal wastes, infected materials or micro-organisms, e.g. fungal infections, tetanus, Weil's Disease (from rat's urine), pigeon droppings, etc.
- Existing medical conditions
- Restricted access/ egress

Monitoring and Control

Company Managers will ensure that:

- No person at work shall enter a confined space to carry out work for any purpose unless it is not reasonably practicable to achieve that purpose without such entry.
- A site-specific risk assessment shall be undertaken by the Manager. This shall identify the hazards and include necessary control measures.
- The risk assessment shall identify if a confined space permit is required taking into consideration the specified risk and hazards. (a-e listed above).

- A method statement shall be prepared, including an emergency plan, based on the risk assessment.
- The planned procedures, including any permit-to-work systems, are carried out as planned and that only trained and authorised persons are permitted to enter the confined space.
- Confined space training shall be provided (City & Guilds 6150 Level 2) as a minimum standard for adopted roads together with first aid training.
- Any changes in working methods or conditions which were not included in the planning procedures are referred to the Manager before work recommences.
- All necessary equipment is available on site in accordance with the planned procedures before any person is required to enter a confined space.
- All safety equipment is regularly checked and maintained, and any defects in equipment are attended to immediately.
- Leptospirosis (Weil's disease) information shall be explained to all persons who work with live sewers or areas where rats may have been present. This information shall be passed to any doctor/ hospital due to illness.
- The weather is checked before entry into sewers. Sudden storms can cause rapid rises in water levels.
- The correct equipment is available and checked before entry, e.g. gas monitor, harnesses, breathing apparatus, resuscitators, lamps, protective clothes, first aid kit, barriers, winch, air horn, etc., as relevant. (Electrical equipment for use in a potential flammable atmospheres shall be classed as intrinsically safe).
- The area is ventilated before entry by opening manholes, etc., above and below the point of entry. Place barriers around the manholes if needed.
- A suitable alarm system and communication link with local emergency services is in place for use in emergencies and to notify of commencement and finish of operations.
- Necessary atmospheric checks are made, and within safe limits, prior to entry and included on the permit to work. The oxygen limit shall be at 20.9% (Limit values 19.5% - 23.5% but no work shall be conducted if the value differs 0.1% from 20.9%). Although safe limits are available, no entry into a confined space shall be allowed if there is any reading above 0% for the following gases: H₂S (Hydrogen Sulphide), CH₄ (Methane), CO (carbon Monoxide). A reading above 0% may indicate a potential issue with a gas entering the area and this should be investigated and resolved until a 0% reading is achieved.
- Ensure all other control measures identified in the risk and other assessment(s) for the work have been implemented.
- Where necessary, the health & safety department, on request, can arrange any necessary training, prepare relevant safe systems of work, permit-for-work systems, etc., and will provide advice on any relevant equipment.

The confined space shall be classified by the Manager/ Authorised Person in accordance with the Water UK National Classification and be included on the confined space permit. MAP will not normally be involved with NC4 High Risk non-standard entries. These involve complex operations which introduce additional risks and require specific control and rescue arrangements.

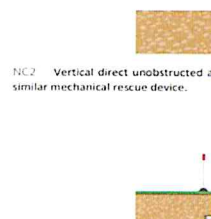
NC1- Low Risk

Low Risk- Shallow entries with adequate ventilation natural or mechanical, where access is simple and unobstructed and there is no likely risk of flooding. e.g. meter pits, valve chambers



NC2- Medium Risk

Vertical direct unobstructed access with continuous attachment to a man riding hoist or similar rescue device. e.g. excavations in trench



NC3- Medium Risk

When it is not possible to have a person permanently attached to a safety line/ rescue line. Usually, it will be a team entry which moves away from the entry point. e.g. man entry sewers

NC3 when it is not possible to have a team entry which moves away from the entry point. Usually, it will be a team entry which moves away from the entry point. e.g. man entry sewers



15. Manual Handling

The main injuries associated with manual handling and lifting are:

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

Monitoring and Control

Company Managers will ensure that:

- Wherever possible use mechanical means to lift and transport items, to eliminate manual handling.
- Where use of mechanical means is impracticable, sufficient persons are available to lift the relevant load taking into account the size, shape and weight of that load.
- Instruction has been given to any operative in the correct handling and lifting of loads.
- A supply of suitable protective equipment is available for issue as required for the handling of materials which could cause injuries to operatives.
- The wearing of safety equipment, as identified in risk assessments, for employees or sub-contractor is enforced.
- No operative, particularly a young person, is required to lift without assistance a load which is likely to cause injury.
- The path the load must follow, and the immediate environment is free from obstructions and adequately lit.
- Sharp edges are protected, before considering the use of personal protective equipment.
- Storage is arranged such that the heaviest loads are in the most convenient position.
- Proper handles, handholds or carrying devices are used to avoid the possibility of trapping fingers/ hands.
- Items which are loose are secured to prevent the load shifting when being carried.

In addition, the regulations require employees to follow the systems devised by their employer to promote safety in the manual handling of loads. Please refer to Manual Handling Procedure.

16. Monitoring at the Workplace

Monitoring, Evaluation and Review

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

The purpose of the monitoring, evaluation and review process is to ensure:

- The maintenance and development of an effective health and safety policy.
- The maintenance and development of an effective organisation to ensure that the policy is implemented.
- The maintenance and development of improving performance standards.
- The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified.

To achieve these outcomes all managers and employees must constantly evaluate their work activities in relation to the policy and bring to the notice of the company through its management system and/or safety co-ordinating arrangements any areas where this policy is inadequate or ineffective.

The company shall use leading and lagging indicators to improve performance. The leading indicators shall consist of SHEQ inspections and other checks such as plant servicing, vehicle inspection sheets etc. In addition, feedback from employees through H & S committee and other channels such as training, tool box talks, suggestions sheets etc shall be used to identify areas for improvements. The lagging indicators such as accidents statistics and insurance claims shall be used to identify failures with a view to updating procedures to prevent a re-occurrence.

The company will undertake Health, Safety, Quality & Environmental Inspection at regular intervals to identify and report on any hazards, lack of control measures, defects or breaches of regulations.

A report of the inspection will be emailed to the relevant Management/ Directors. It shall be established where the appropriate procedures in Company Policy have not been complied with or are deficient so action can be taken to ensure similar problems do not recur on Company sites.

In adopting a pro-active approach to ensure that this safety policy is being effectively implemented, Managers have the responsibility to undertake a fortnightly Health, Safety & Environmental inspection.

17. New and Expectant Mothers

The Management of Health and Safety at Work Regulations utilise the definitions of a 'new or expectant mother' as being 'an employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding', whereas 'given birth' is defined as 'delivered a living child or, after twenty four weeks of pregnancy, a stillborn child'.

Employers have a legal responsibility to protect their female employees from hazards and risks in the workplace and to assess possible risks to new and expectant mothers. It is our policy to prevent or reduce risks to them by requiring all expectant workers to inform their line manager of the pregnancy in writing as soon as possible. A risk assessment will be carried out in connection with the work undertaken, both on and of the employer's premises.

If risks are identified then the new or expectant mother is entitled to a change in working conditions, be offered suitable alternative work, or if that is not possible suspended from work on full paid leave for as long as necessary.

It is also our policy to prevent or reduce risks to new and expectant mothers by ensuring that they:

- do not undertake any significant manual handling tasks;
- do not spend excessive time at a workstation without taking adequate breaks;
- do not undertake excessive driving or travelling duties; and
- take into account recommendations made by a medical practitioner or midwife.
- we do not expect new or expectant mothers to encounter risks posed by biological or chemical substances within our office environments and normal work routines.

18. Lone Workers

The Company recognises that staff that work alone may be exposed to hazards that are not usually present when working with other staff. It will be ensured that extra precautions are implemented to safeguard the health and safety of lone workers. Should lone working be required the Company will carry out a suitable and sufficient risk assessment for lone working activities, provide a safe system of work, provide appropriate information and training and make adequate precautions for all lone working staff.

Lone Working within the Building:-

The following control measures shall be implemented:

1. Ensure that a telephone is available to call for help if needed.
2. Ensure that keys are secured and not accessible to visitors.

3. In the event of an incident the Line Manager should be called as soon as practical after the event.
4. When staff are working alone within a building outside office hours, as a matter of routine they should:-

Ensure that all windows and doors are secured to prevent unauthorised access, so that the working environment is as safe as possible.

On leaving the building, ensure that all windows are closed and doors locked.

Staff working alone, away from the office must advise his/her line manager of the following:-

- What site is going to be visited.
- Who is going to be visited
- A contact telephone number, if possible.
- The time of the appointment.
- The likely or estimated time of the visit.
- The time of expected return.

If not returning to the depot/ office, provide the line manager with details of the next site location or the time when due to arrive home. If involved in a car accident or breakdown, the employee shall inform their line manager as well as the Emergency Services, if necessary.

19. Language Policy (employees whose first language is not English)

Health and safety risks will arise on a daily basis and we are fully committed to ensuring the health and safety of all employees, along with any other people who may be affected by our work activities. Engaging employees who do not speak English to a suitable and appropriate level to enable them to work safely, presents an increased level of risk. It is important, therefore, that employees/ workers are able to understand the relevant health and safety requirements.

It is a legitimate aim to ensure that employees fully understand the risks surrounding their role and the actions they must take to avoid these risks, so that they can carry out their role effectively and safely. We have a duty of care to all our employees and this includes a duty to provide comprehensible health and safety information. It is our intention to fully comply with these duties, and we will therefore take the following measures:

1. Where appropriate, as part of the interview process, or on the first day of employment, managers will hold a conversation with employees/ workers to assess whether they speak English to the necessary standard. This conversation will cover issues that are relevant to the employee's role, including basic instructions they will need to understand and the steps they will need to take to comply with health and safety requirements. The questions within the conversation shall be to a set template (see form MAP/SMS/F1/1.14/LA/001).
2. Where applicable, and shortly after commencing employment, employees will need to undertake and pass the one-day CSkills Health and Safety Awareness course. This course will only be provided in English, and it is expected that employees will have a suitable understanding of the English language which will allow them to understand the content of this course.

20. Noise

We are committed to controlling the risks that work may bring to the hearing of employees in accordance with the Control of Noise at Work Regulations. Where there is deemed to be a significant risk from noise, that cannot be easily controlled at source, and that the use of proper hearing protection for short duration may not suffice, then measures will be taken to assess the exposure to noise formally.

In seeking to control risks from noise the hierarchy of control principles to follow is:

- Control through elimination - switch noisy equipment off, relocate work to a less noisy area or wait till another time when there is less/no noise.
- Substitute noisy equipment for less noisy equipment, have it serviced if appropriate.
- Isolate the source of noise - install sound reducing materials/structures at source.
- Limit time exposed to noise.
- Use personal protective equipment.

Measuring Noise

Noise is measured in decibels (dB), which is a logarithmic scale, which means that every 3dB increase means a doubling of 'sound pressure energy' is experienced by the ear. Measurements are usually taken specifically for the frequency range that affects human hearing - usually marked as dB(A), and the Control of Noise at Work Regulations has established three Action Levels and corresponding actions that employers must undertake:

The First Action Level - 80dB(A)

'Typical guidance' - you cannot hold a normal conversation at 3m separation.

1. Assess the risk.
2. Inform employees/persons affected.
3. Make adequate hearing protection available and inform persons affected how they can get it and how to use it.

The Second Action Level - 85dB(A)

'Typical guidance' - you cannot hear someone clearly at 2m separation.

Mandatory

1. Do all that is reasonably practicable to reduce exposure, other than providing hearing protection, (see above hierarchy). If noise is still above 85db(A) ensure hearing protection is worn.
2. Inform employees/persons affected.
3. Make adequate hearing protection available and inform persons affected how they can get it and how to use it.
4. Provide noise refuges for exposed workers.

Monitor employees' weekly noise dosage, taking into account quiet periods, ear defenders used and peak noises. *N.B. Damage to hearing from excessive noise is irreversible and can build up over a long period (e.g. many years) and may give no obvious immediate symptoms other than those given as a guide above.*

Refer to the Anderson MAP Noise Policy MAP/SMS/NP/F1/1.8

21. Vibration

Vibration is often associated with noise but is difficult to measure. Excessive exposure through the use of hand-held tools and machinery can cause hand arm vibration syndrome (HAVS) - a painful condition affecting blood circulation, nerves, muscles and bones in the hands and arms. It is more commonly known as Vibration White Finger (VWF).

In its efforts to reduce the risk of exposure to vibration the Company will ensure that:

- Avoid use and try to carry out the work without the use of vibrating tools.
- Vibration levels will be obtained for all purchased and hired plant.
- Carry out a risk assessment on the exposure to vibration.
- Ensure the right tool for the job is issued.
- Ensure all tools have been maintained, sharpened and anti-vibration handles fitted where applicable.
- Provide job rotation work breaks to reduce exposure.
- Ensure all employees are instructed in the precautions to take to reduce the effects of vibration such as, keeping hands warm and exercise their fingers.
- Tools and equipment shall be selected (hired or purchased) on the basis that they are designed and constructed to reduce the risk from vibration.

Refer to the MAP HAVS Policy / Process Procedures MAP/SMS/HAVS/F/1.7

22. Electrical Services, Tools and Equipment

The design and installation of electrical power systems is a matter for specialists. The competence of an Electrician or an Electrical Contractor shall be checked before electrical works start on site. They should be members of at least one of the following: The Electrical Contractors Association; Chartered Electrical Engineers; National Inspection Council for Electrical Installation Contracting. All works undertaken by Electrical Engineers/Contractors, must comply with relevant Regulations and Approved Codes of Practice, The Electricity at Work Regulations. The Low Voltage Electrical Equipment (Safety) Regulations, The IET Wiring Regulation (Code of Practice), etc.

Procedures where working with Electricity:

- Before work starts contact the local Electricity Company and the Client to obtain all appropriate Service Drawings and advice regarding existing services.
- Existing services should be made dead where dangers could arise from the electric due to building operations. It is illegal to work on live electrical systems unless there is no other way in which work can be done.
- All appropriate warning notices/signs should be displayed on live equipment/cables.
- Electrical equipment/cables should not be sited where it could be a hazard or be damaged.
- Electrical equipment/cables should be checked regularly to ensure that it is maintained in good order. All electrical equipment found not in good order, must be taken out of service immediately.
- Where a high voltage is taken, the user must provide adequate substation facilities and appoint trained duty holders to operate the equipment and supervise its maintenance, alteration, repair or

extension as may be necessary. Safe systems of work must be adopted, and these will usually include the use of permit to work procedures.

Statutory Regulations

Statutory Regulations to be complied with are The Electricity At Work Regulations which came into force on the 1st April 1990 and The Electricity Safety, Quality and Continuity Regulations. The BS 7671: Requirements for Electrical Installation (referred to as IET Regulations, 18th Edition) are not statutory regulations, except in Scotland. They are issued by the Institution of Electrical Engineers and Technology and are designed to provide for the safety of electrical installations in and about buildings generally. Compliance with the IET Regulations will, in general, satisfy the requirements of the Electricity At Work Regulations, the Electricity Supply Regulations and the Building Standards (Scotland) Regulations.

These Regulations apply to all electrical equipment and systems and require that such installations must not give rise to danger; should be suitably insulated and protected and provide for the installation to be isolated, or cut off, or the current reduced in the event of a fault. The Regulations also require equipment and installations to be properly identified and labelled. The Regulations create duties for employers, the self-employed and employees and cover all aspects of electrical work, requiring that persons who work with electricity are competent.

Portable Electrical Equipment covers equipment that may be connected to a fixed mains or locally generated supply with a flexible cable, plug and socket. Examples include electric drills, extension leads, portable grinders, kettles, breakers (kangos) etc. The electrical supply to the equipment is assumed to be a voltage that can give a fatal electrical shock to a person ie more than 50V ac or 120 dc. PEE shall only be used for its intended purpose and in the environment, it was designed and constructed for. In addition, the equipment shall be used in accordance with the manufacturer's instructions.

The main hazards associated with this equipment include:-

- Electric shock.
- Unguarded machinery.
- Tripping.
- Fire.

Monitoring and Control

Company Managers will ensure that:

- Any temporary electrical supply is installed and tested as planned.
- The requirements of the Construction Phase Health and Safety Plan are implemented.
- Sub-contractor's equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site. Evidence of recent inspection and testing of all electrical equipment should be available before the equipment is used.
- Immediate action is taken against any person or sub-contractor abusing or incorrectly using electrical equipment on site.
- Power cables are installed clear of access ways and preferably above head height.
- Festoon lighting equipment is secured above head height. Where festoon lighting equipment is installed, it must not be of the screw on pin contact type. Only properly constructed sets with moulded on fittings will be used.
- Portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.
- Only authorised persons are permitted to repair or alter electrical equipment.

- Arrangements are made for immediate action to be taken to have defects remedied by a site electrician or hire company, as soon as they are reported.
- Cable connections are properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables.
- Only 110V equipment (or less) will be used on site.
- The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping or similar hazards.
- Electrical supplies will be protected by residual current and other such protection devices.
- Maintenance work on electrical equipment should be undertaken with the equipment 'dead' and the supply cable disconnected where appropriate. Where 'live' work or testing is required for fault finding then this must only be undertaken by an authorised competent person who must apply the relevant control measures to prevent danger.
- Equipment is not lifted or pulled by the cable, the connections may become broken and create a hazard.
- Other control measures identified on the risk assessment must also be implemented.

In view of the risks from damaged or faulty electrical equipment, an appropriate maintenance system has been established. This includes servicing in accordance with the manufacturer's instructions. The maintenance regime shall include visual inspection, testing, repair and replacement.

User Checks (Visual)

Users shall carry visual checks before and during use and this shall include the following:

- Damage to the cable sheath
- Damage to the plug, for example the casing is cracking, or the pins are bent
- Inadequate joints, including taped joints in the cable
- The outer sheath of the cable is not effectively secured where it enters the plug or the equipment (obvious evidence would be if the coloured insulation of the internal cable cores were showing).
- The equipment has been subjected to conditions for which it is not suitable eg it is wet or excessively contaminated.
- Damage to the external casing of the equipment or there are some loose parts or screws.
- Evidence of overheating (burn marks or discolouration)
- These checks shall also include extension leads.

Any faults shall be reported to the Line Manager and the equipment taken out of use. This shall be undertaken by marking the equipment "faulty" and removing the plug. Subsequent repairs or replacement shall be undertaken by MAP Plant or the hire company.

Formal Visual Inspections

Formal visual checks shall be undertaken by a competent person and should include the checks listed above and the following:

- Removing the plug cover and ensuring that a fuse is being used (eg not a piece of wire)
- Checking the cord grip is effective.
- Checking that the cable terminations are secure and correct, including earth where appropriate and there is no sign of internal damage, overheating or ingress of liquid or foreign matter.

The pattern of faults shall be recorded on the weekly inspection sheet and reviewed to ensure the correct selection of equipment, whether further protection is necessary or if the equipment is being misused.

Combined Inspection & Test

A combined Inspection and test shall be undertaken to a frequency detailed on the table below. This shall be undertaken in accordance with the manufacturer's instructions by a competent person, typically employed by MAP Ltd or the Hire Company.

The inspection carried out in conjunction with testing shall include checking the following:

- The correct polarity of supply cables
- Correct fusing
- Effective termination of cables and cores
- That the equipment is suitable for the environment.

Maintenance and Test Records

A written weekly inspection shall be undertaken by the competent person /Manager and a record of the combined inspection and test shall be recorded by MAP Plant or the Hire Company.

Frequency of Inspection & Testing

The frequency of inspection and testing has been undertaken by an assessment taking into consideration the following:

- Type of equipment and whether it is handheld or not.
- Manufacturers recommendations
- Initial integrity and soundness of equipment.
- Age of equipment
- Working environment in which the equipment is used or likelihood of mechanical damage.
- Frequency of use and the duty cycle
- Foreseeable abuse of the equipment
- Effects of any modifications or repairs to the equipment
- Analysis of previous records of maintenance and inspections

The table below indicates the frequency of inspection and testing

The table below gives guidance on suggested frequencies of user checks, planned formal visual inspections and combined visual inspection and testing of portable electrical equipment: -

Equipment/application	Voltage	User check	Formal visual inspection	Combined inspection and test
Battery operated power tools and torches	Less than 25v	No	No	No
25v Portable hand lamps (confined or damp situations)	25v Secondary winding from transformer	No	No	No
50v Portable hand lamps	Secondary winding centre tapped to earth (25v)	No	No	Yearly
110v Portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear. (construction site)	Secondary winding centre tapped to earth (25v)	Weekly	Monthly	Before first use on site and then 3 monthly
230v Portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use and then monthly

(construction site)				
230v Equipment such as lifts, hoists and fixed floodlighting (construction site)	230v Supply fuses or MCB's	Weekly	Monthly	Before first use and then 3 monthly
RCD's	Fixed**	Daily/every shift	Weekly	*Before first use and then 3 monthly
Equipment in site offices	230v office equipment	Monthly	6 monthly	Before first use and then yearly
Equipment in head office	230v office equipment	Monthly	6 monthly	Before first use and four yearly (static)
* Note: Residual Current Devices (RCDs) need a different range of tests to other portable equipment and equipment designed to carry out appropriate tests on RCDs will need to be used.				
** It is recommended that portable RCDs are tested monthly.				

23. First Aid

The provision of first aid shall be subject to a risk assessment. Trained First Aid personnel shall be available on each site and in the offices throughout the day. The names of First Aid staff are posted at strategic points. 'Appointed' members of staff are responsible for the care and maintenance of first-aid boxes and assisting by such actions as calling the emergency services, assisting the First Aid attendant and reporting to the Health and Safety Department.

If a medical emergency should occur when a First Aid attendant is not on duty, the Manager concerned will call the emergency services, e.g. doctor, ambulance, etc.

24. Occupational Health Surveillance / Monitoring

MAP is committed to promoting best practice in Occupational Health and has access to an Occupational Health Service Provider to deliver an Occupational Health Service.

The strategy includes the following:

- Screening and Surveillance
- Rehabilitation
- Health promotion and education

The health surveillance includes the following monitoring:

- HAVS (Hand Arm Vibration Syndrome)
- NIHL (Noise Induce Hearing Loss)
- Dermatitis
- Lung Function/ Diseases
- Stress
- Vision

Prior to the implementation of the occupational health programme the HR Manager shall:

- Consult with Management
- Send an introductory letter to all employees
- Carry out MAP consultations on site
- Make available individual consultations on site.

The health surveillance shall be carried out at mobile units on sites or at a medical centre. This will include checks on the persons medical history, height, weight, body mass index, blood pressure, skin, pulse, urine analysis, review of noise exposure, past, present and hearing problems, lung function, vision screen, musculo skeletal review and assessment and HAVS assessment.

The results of the tests shall be provided to the employees and HR which reviews the responses in relation to the job function. In the event that an employee is diagnosed with particular symptoms, further

advice shall be sought from a doctor and a specific risk assessment undertaken by the Health & Safety Dept.

In addition, a confidential employee assistance programme is offered to assist with issues such as relationships, legal issues, personal crises, illness, family crises, personal life and money.

Please refer to the Health Surveillance Procedure MAP/SMS/OHP/001

25. Reporting of Accidents

All accidents, no matter how minor, must be reported to the Manager concerned who will inform the Health & Safety Department. All accidents, no matter how trivial, are to be entered into the Accident Book and form MAP/SMS/AF/001 with near misses recorded on form MAP/SMS/NM/001 and dangerous occurrences recorded on form MAP/SMS/DO/001.

Specified Injuries, or Specified Dangerous Occurrences, or Accidents resulting in an absence from work of over seven days, must be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The Health & Safety Department will notify the appropriate authority and report such incidents by the quickest possible means and/or on Form 2508 Injuries and Dangerous Occurrences or Form 2508a Diseases, and forward it to the authorities. Accidents resulting in an absence from work of over 3 days do not have to be reported to the HSE but are recorded internally within the accident statistics.

All reportable accidents and any other accidents that are deemed of a serious nature shall be investigated by the Health & Safety Dept using the Accident report Form. This shall identify the cause of the accident and actions to prevent a re-occurrence.

The accidents statistics shall be collated which shall include over three-day injuries, over seven-day injuries, specified injuries, dangerous occurrences and non-reportable injuries.

Please refer Accident Investigation Procedures MAP/SMS/AIP/F1/1.11/001

26. Consultation Procedures

Under the appropriate legislation, MAP has a clear commitment to liaise and consult on health and safety matters with employees at all levels. The Director/ Managers are responsible for ensuring that personnel under their control are consulted on any matter of a health and safety nature, particularly where people could be injured or suffer damage in any way. This could range from the 'start-up' of a new project to the introduction of a new process or equipment, training, toolbox talks and task briefings.

27. Contractor & Suppliers

All Contractors & Suppliers of services to MAP will ensure that the following rules are observed:

The contractor or consultancy shall complete the "Health & Safety Pre- Qualification Questionnaire- Consultants & Contractors". The completed questionnaire shall be assessed by MAP or the Health & Safety Dept/ MAP together with the sample documentation. Upon receipt of the satisfactory information the contractor/consultant shall be approved. The contractor shall be placed on the approved list and this shall be reviewed annually or in the event of poor performance.

The contractor will ensure that all persons under their control or instruction act responsibly and in a manner, which ensures that no avoidable and unacceptable risk is created.

Where processes are to be carried out which have an unacceptable risk attached to them the following shall apply:-

The contractor will inform the Company sufficiently in advance to allow them to plan and execute steps to reduce the risk.

The contractor shall ensure that any risk is minimised.

A permit to work will be required in any high-risk area/process.

Contractors shall: -

Familiarise themselves and their personnel with the work site and any hazards, which may be encountered.

Conduct their activities in accordance with safe practices, taking precautions to protect the work site, all employees, and others who may be affected by their activities.

Comply with the MAP Health and Safety Rules and Health & Safety Policy, or their own if accepted by MAP.

Ensure that no work shall be sub-contracted without the approval from MAP Management. Upon approval contractors shall be vetted by ensuring they have the necessary skills, knowledge and experience to undertake the proposed work.

Provide a suitable method statement taking into consideration the items on the method statement checklist /section 6.0.

Upon request, provide relevant information on a weekly basis to the MAP.

Ensure the most appropriate working platform is provided while working at height. Ladders/ Stepladders shall only be used for short duration work while maintaining 3 points of contact and be justified by a risk assessment produced by a competent person.

Comply with all occupational health and safety laws applicable to the work being undertaken.

Provide their own personnel with suitable personal protective equipment at their own (the sub contractor's) expense, in accordance with the COSHH and risk assessments. The minimum level shall include safety footwear (laced ankle boots with midsole protection), high visibility vest, with relevant company logo and hard hat. (only manufacture's approved helmet liners can be used). All workers coming into contact with hazardous substances such as mortar/ cement/concrete shall wear gloves.

Keep their employees within the areas designated for the work being undertaken and the access to it.

Engage on the contract, only such persons that have the necessary skills, knowledge and experience in the performance of their trade or tasks and hold the relevant CPC/SCS card.

Not commence any work designated as 'High Risk' without the appropriate 'PERMIT TO WORK' being issued.

Ensure that where such requirements are necessary CDM Regulations are complied with.

Be aware that they are not relieved of any of their duties and obligations under Statute or Common Law.

Be aware that any breach of the Health and Safety Rules or legal requirements may lead to suspension at the sub contractor's own expense or termination of the Contract.

Never smoke on site and only smoke within designated smoking areas.

Not to use radios or phones to play music on site.

Not interfere with anything provided in the interest of Health & Safety e.g. scaffold.

Ensure no workers are under the influence of alcohol or drugs. The contractors shall ensure all workers are aware that random alcohol and drugs tests may be undertaken and co-operate fully with this exercise.

Report accidents immediately to the Site Manager and in the event of a serious accident undertake an accident investigation by a competent person.

Ensure no reversing without a banksman.

Ensure no vests are worn.

Ensure the creation of dust is prevented and if this is not reasonably practicable, reduced via suppression or local exhaust ventilation, with the appropriate filters. All operatives, where applicable shall wear appropriate respiratory protective equipment, be clean shaven and be "face fit" tested (see section 7 Hazardous Substances- Dust Management).

Ensure electrical equipment shall be 110v and receive a portable appliance test at a frequency not exceeding 3 months.

Be aware of the Construction Logistics and Community Safety CLOCS: Standard for construction logistics and will promote all suppliers/contractors/ delivery companies to work to this standard.

Contractors Supervision Guidelines

The contractor shall provide supervision based on their own assessment of their activities and the level of competence of employees/workers. The table below details minimum standards, and further supervision may be required depending on a number of factors including risk, quality of supervision provided, task etc. Typical supervisory qualifications include the Site Management Safety Training Scheme (SMSTS) and the Site Supervisors Safety Training Scheme (SSSTS). Other similar training courses may be accepted. The level of supervision shall be discussed and agreed at the pre-start meeting.

Low Risk Trades			
Specified Trades:	Painting (low level)/ Cleaning/ Fencing/ Insulation/ Soft Landscaping & other unspecified, similar low risk trades		
Number of Operatives on Site	Up to 5	Up to 10	Up to 20
Requirement	Visiting SSSTS	1 x SSSTS	2 x SSSTS
Medium Risk Trades			
Specified Trades:	Brickwork/ PCC Beams/ General Carpentry/ Hard Landscaping/ Electrical/ Hoarding/ Logistics & other unspecified, similar medium risk trades		
Number of Operatives on Site	Up to 5	Up to 10	Up to 20
Requirement	1 x SSSTS	1 x SSSTS + visiting SMSTS	1 x SMSTS + 1 x SSSTS (normally one non-working)
High Risk Trades			
Specified Trades:	Ground Remediation/ Demolition/ Piling/ Groundwork/ Civil Engineering/ PCC Floors/ RC Frame/ Scaffolding/ Any trade acting as Principal Contractor & other unspecified, similar high risk trades.		
Number of Operatives on Site	Up to 5	Up to 10	Up to 20
Requirement	1 x SSSTS + 1 visiting SMSTS	1 x SMSTS (normally one non-working)	1 x SMSTS + 1 x SSSTS (normally one non-working)

The following qualifications are acceptable alternatives to the SMSTS qualification:

- Construction Industry Scaffolders Record Scheme (CISRS) 'Scaffolding Supervisor'
- Certificate of Competence for Demolition Operatives (CCDO) 'Demolition Manager'
- NEBOSH National Certificate in Construction Health & Safety
- IOSH Managing Safely in Construction

28. Maintenance

The maintenance of plant and equipment is the responsibility of the company Managers, all electrical equipment is safe and that appropriate Portable Appliance test certificates and safe operating instructions comply with the Electricity at Work Regulations.

All the building and maintenance materials that are used are safe and conform to the standards that are laid down. The installation, repair, and maintenance of all equipment and buildings are carried out in accordance with approved practice, safety regulations and manufacturers or supplier's recommendations and instructions.

Contractors and sub-contractors working on sites, or within Company premises and surrounds, are made aware of the safety policy of the Company and that they meet their own statutory duties and responsibilities. Workshops and storage areas are to be kept in a safe and secure condition.

Planned Maintenance Procedure - Plant, Site Tools & Associated Equipment

All equipment shall be subject to a planned maintenance regime, in accordance with the manufacturer's instructions. Alternatively, the maintenance team shall undertake an assessment and base the maintenance regime on the type of equipment, usage and hours.

Maintenance, checks and inspections of equipment shall be undertaken to ensure they do not deteriorate over time, break down and ultimately fail. The maintenance shall be undertaken by a competent person who is familiar with the equipment and has the knowledge and experience to detect and repair existing or potential faults.

All mobile plant and equipment shall have "pre use" checks, undertaken on site, and any defects reported to a supervisor, who in turn shall contact MAP/ hire company to arrange repair/replacement. This shall be undertaken by a trained and competent operator with only maintenance undertaken that has been explained within the training provided.

The frequency of maintenance shall be in accordance with the manufacturer's instructions and taking into account the risk and severity of failure. Maintenance periods will also be set based on historic information, hours and the type of use. These periods will be agreed and set by a competent workshop fitter. General tools shall receive a service or inspection from a competent person at a frequency not exceeding 3 months. The frequency shall be detailed on the MAP Plant/ hire company schedule for each piece of equipment. The maintenance undertaken shall be recorded. This shall be used for reviewing the frequency of inspection, based on a risk assessment approach.

The manufacturer's instructions or Hire Association Europe (HAE) leaflet obtained and distributed to the Site Management.

The equipment shall be serviced in accordance with the manufacturer's instructions. It may detail the frequency of maintenance / service, based on a daily usage and this criteria shall be taken into consideration by the Site Management. Should the "usage" be exceeded within 3 months, (General Tools), the Site Management shall arrange for the equipment to be returned to MAP/ hire company for maintenance to be undertaken. This shall be highlighted on the PUWER – Weekly Inspection Report Form MAP/SMS/PUWER/F4/4.1.

Site Electrical tools shall be PAT tested prior to dispatch to ensure the equipment has 3 months prior to the next PAT test.

All manufacturers' instructions shall be available to Site Managers via Doc Hosting. These in turn shall be available to all operators.

The maintenance records shall be reviewed following detailed examination of the faults and wear on the maintenance sheet, completed by the MAP Fitter.

Example of the most common equipment used:

Plant/Equipment	Daily Maintenance (Operator)	Weekly Maintenance (Operator)	Monthly Maintenance (Fitter)	Comments
Husqvarna Disc Cutter	Cleaning: External Cleaning Cooling air intake General Inspection: Functional Inspection General Inspection Throttle Lockout Stop Switch Blade Guard Cutting Blade	Functional Inspection Vibration Damping System Muffler Drive Belt Carburettor Starter	Cleaning Spark Plug Fuel Tank Functional Inspection Fuel System Air Filter Drive Gear, Clutch	(based on daily usage)
Circular Saw	Cleaning: External Cleaning Functional Inspection Guard Blade Leads, Plug, Switch Main Body Riving Knife	Cleaning: External Cleaning Functional Inspection Guard Blade Leads, Plug, Switch Main Body Riving Knife	Functional Inspection Adjustments for accuracy Remove and check carbon bushes	
110v Drill	Cleaning: External Cleaning Functional Inspection Leads, Plug, Switch Main Body Chuck	Functional Inspection Leads, Plug, Switch Main Body Chuck	Functional Inspection check carbon bushes	

The manufacturer's literature shall be available to those undertaking the maintenance and updated as and when revisions become available.

Examples of Plant Services and Maintenance Schedule

Forklifts	Excavators/ 3CX/	Dumpers	Chains/ Strops/ Concrete Skips/ Block Grabs/ST99 Equipment	Cable Avoidance Tool/ Signal Generator/Rotating Laser/ Eye
Road Tax 6 Monthly Load Test 4yr Load Test 12 Month Service	Road Tax 12month Load test 4yr Road Test 12-month Service 3-month Inspection	Road Tax 12-month Service 6-month inspection	6-month Inspection	12-month calibration

6 Monthly Inspections	Calibrations 12 Months
Chains/Strops Concrete Skips Muck Skips Block Grabs ST99 Equipment	Cable Avoidance Tool Signal Generator Rotating Lasers Eye

Certificates Needed to Set Up Schedule Maintenance

Test	Certificate Required
6 Month Test/ 12 Month Test Road Tax Tracker Details	Certificate of Conformity Tax Disc Serial Number (Black Booklet)

29. Asbestos

MAP Plant Ltd work on both brown and green field sites and therefore there is a potential to discover asbestos containing materials.

In the event that work will be required to existing structures or contaminated ground a thorough demolition and refurbishment survey in accordance with HSG 264, by approved consultants shall be undertaken. A soil investigation report shall be provided including a chemical analysis identifying any asbestos containing materials, when excavating in soil. All samples shall be assessed by an approved, UKAS approved laboratory.

The guidance document CAR-SOIL "Interpretation for Managing and Working with Asbestos in Soil and Construction & Demolition Materials" shall be followed. The Joint Working Industry Group decision support tool shall be used to assess the classification of asbestos "Non Licensable/ Notifiable Non Licensable Work, / Licensable work". This shall then dictate the control measures required in accordance with the Control of Asbestos Regulations. The licensed asbestos shall be removed by a licensed contractor in accordance with Control of Asbestos at Work Regulations (CAWR). In all cases the contractor shall have the necessary skills, knowledge and experience and be approved. The notification to the HSE shall be made in accordance with the CAWR.

Should licenced asbestos containing materials be present and require removal an approved, licensed asbestos removal contractor shall be appointed. This shall be in accordance with the Control of Asbestos at Work Regulations with a site specific Plan of Work and Risk Assessments in place. The asbestos removal contractor shall notify the HSE with at least 14 days' notice on the Form ASB5 in the event that the type of asbestos is notifiable eg Sprayed Coatings, Asbestos Insulation Board, Insulation etc.

Relevant details on all asbestos risks will be communicated to all affected employees and other parties before works commence. Suitable supervision shall be in place and training provided to employees that are affected. All removal works within buildings shall be carried out before employees enter the work area and a four stage clearance test obtained to confirm the area is suitable for re-occupation.

Should employees be in a position that they are likely to work within existing buildings built prior to the year 2000 or where a site is suspected of containing asbestos containing materials, asbestos awareness training shall be provided in accordance with HSE guidance.

Action if Asbestos is suspected

1. All work stopped in the area.
2. Site management must be consulted immediately.
3. A "Demolition & Refurbishment" Asbestos Survey to be carried out (Old Type 3)
4. HSE to be notified if licensed asbestos is discovered.
5. All licensed asbestos containing materials to be removed from site by a licensed contractor.

30. Smoking

Smoking shall not be allowed in any enclosed workplace or vehicle. The company shall display "no smoking" signs in all workplaces and vehicles. Where applicable, external smoking areas shall be provided. Where smoking shelters are provided these shall not be substantially enclosed.

31. Fire Prevention & Evacuation Procedures

Emergency Procedures and Fire Precautions

The company shall comply with the following fire regulations for properties under their control:

The Fire Safety (England) Regulations 2022
The Regulatory Reform (Fire Safety) Order 2005
The Fire Safety Act 2021
Section 156 of the Building Safety Act 2022

The designated "Responsible Person" shall undertake a fire risk assessment and carry out the duties as stipulated within the regulations:

The company management shall arrange the provision of the following facilities that will be described in the Project Fire Plan/ Fire Risk Assessment.

Fire Extinguishers

- Check weekly to see that they are in their proper position, have not been discharged or have lost pressure (if fitted with an indicator).
- Annual inspection by a competent person.
- When applicable extinguishers shall be tested by discharge, undertaken in accordance with the manufacturer's instructions by a qualified engineer.

Fire Alarm

- Provide a fire alarm system that is sufficient to warn all personnel on site of the occurrence of a fire or emergency. This may be a simple alarm sounded on site or a more sophisticated electronic system in large or multi storey structures.

Fire Detectors

Detectors will be required in large or multi storey buildings, particularly in connection with refurbishment. If provided the following management arrangements are appropriate:

- Regular visual inspection.
- Annual test by competent person.

Emergency Lighting

Emergency lighting shall be provided and comply with the following:

- Monthly test of self contained luminaries for sufficient time to check all luminaries.
- Six monthly test of self-contained and central battery systems for a continuous period of one hour.
- Three yearly test of full duration.

Emergency Procedures - Fire and Evacuation

- New employees should be instructed in fire procedures during their initial induction.
- Every six months all staff should receive instructions in the requirements of the emergency procedure.
- Instructions include - discovering a fire, hearing the fire alarm, the assembly point, calling the fire brigade, making safe power supplies etc, use of fire alarms and fire extinguishers and means, routes for escape.

Evacuation Drill

- The evacuation drill should be regularly reviewed and if necessary the Fire Plan updated and brought to the attention of all operatives.

Emergency Exits

- All staff must ensure that emergency exits and routes are clear and unlocked. The checks should be undertaken daily preferably at the start of the working day.

General Fire Precautions

- Fire extinguishers must not be removed from their designated positions unless being used to fight a fire.
- Fire check doors must not be propped open.
- Fire instructions notices must be displayed in appropriate positions.
- Persons who smoke must do so in the designated safe areas and ensure that spent matches and cigarette ends are placed in ash trays and properly extinguished.

32. Emergency Procedures

Regulation 8 of the Management of Health and Safety at Work Regulations requires employers to prepare procedures for serious and imminent danger arising to employees and others whilst at work such as fire or explosion. In addition, the employer must nominate a sufficient number of competent persons to implement procedures to evacuate the premises. This generic emergency plan gives a framework for the development of such procedures to match individual site circumstances.

Scope

This emergency plan outlines procedures to be adopted in the event of any of the following incidents occurring:-

- Fire
- Explosion or Risk of Explosion
- Chemical Spillage
- Fuel/Oil Spillage
- Serious Accident
- External Situations

Responsibilities

The company is responsible for providing adequate information and necessary training to enable all personnel on site to discharge their responsibilities under this plan.

Contractors' supervisors are responsible for ensuring that their personnel understand the requirements of this plan, in particular their assembly points and roll-call requirements.

All personnel on site have a responsibility to understand and comply with the requirements of this Plan and undertake NO ACTION that will endanger themselves or others.

Company Manager/ Area Manager or a competent nominated deputy will undertake the duties as specified within the plan.

Security

The possibility of potential emergency situations arising from arson, sabotage or vandalism should not be overlooked. Vigilance on site of all personnel is required to prevent such situations occurring.

In particular:

- Vulnerable areas should be kept locked and secured when unmanned.
- Access routes and roads must be kept clear of obstructions and parked vehicles.
- Security arrangements to control pedestrians and vehicles on site must be complied with.
- Non bona-fide personnel on site should be challenged about their presence and if necessary reported to security and or the police.

- Ensure that boundary fencing is maintained in good condition - defects should be reported to site manager for immediate attention.

Emergency Evacuation Procedure

Dependent on the type and nature of each incident described above, or for any other reason, a full evacuation of the premises may be required.

The incident controller once in command of the circumstances of the Incident will: -

- Sound the evacuation alarm.
- Ensure that all relevant emergency services have been summoned.
- Instruct a suitable competent person to undertake a roll-call of personnel at the Assembly point with each supervisor of personnel accounting for the people under his/her supervision including visitors.
- Establish an incident control centre at a convenient safe venue and from there liaise with the relevant authorities and emergency services to manage the incident and the search for any missing or trapped personnel.
- Ensure, where appropriate, and if it is safe to do so, that unnecessary plant and equipment is shut down.
- Ensure, through the nomination of a competent person that the emergency services are directed through a safe access route to the incident. Also, that they are provided with any necessary information to deal with the incident e.g. plan of site, COSHH data sheets and assessments etc.
- Ensure that no personnel re-enter the site until advised by the emergency services that it is safe to do so.
- If appropriate, barrier the area of the incident to prevent unauthorised access and contamination of a possible investigation by management and the enforcing authorities.
- Inform the management reporting line of the incident and where appropriate the safety adviser and the enforcing authorities.
- Prepare a preliminary incident report.
- Where portable fire-fighting appliances have been used ensure that they are replenished as soon as possible for future operation.

Emergency Incidents

Fire

Anyone discovering a fire should:

- Raise the alarm by contacting the incident controller or by appropriate other means such as a manual 'break glass' button.
- Advise the incident controller of the size, type and location of the fire and any other relevant information.
- Tackle the fire, if they are trained and competent and it is safe to do so, without endangering themselves.

The incident controller will, acting on the information supplied call the emergency services, and if necessary, implement the emergency evacuation procedure.

Explosion or Risk of Explosion

In the event of an explosion or the imminent risk of explosion (e.g. from a leaking LPG or Welding Gas Bottle) any personnel becoming aware of the situation must inform the incident controller IMMEDIATELY and warn adjacent personnel to proceed to their assembly points via a safe route.

The incident controller will immediately contact the emergency services and invoke the emergency evacuation procedure.

Chemical Spillage

In the event of a chemical spillage the person discovering the spill will immediately inform the incident controller and if possible, identify to him the chemical(s) involved and any injured personnel. He must also warn adjacent personnel to proceed to their assembly points via a safe route.

The incident controller will immediately contact the emergency services informing them of the nature of the spillage, the chemical(s) involved and have available the relevant COSHH data sheet and the COSHH risk assessment.

If appropriate, the incident controller will invoke the emergency evacuation Procedure.

Fuel/Oil Spillage

A person becoming aware of a fuel/oil spillage should immediately contact the incident controller advising him of the location and hazards generated by the incident.

The incident controller will then determine how the spillage is to be dealt with, with reference to the relevant COSHH assessment/ Spill Kit Procedure and if necessary, by summoning the appropriate emergency services or specialist services.

If appropriate, the incident controller will invoke the emergency evacuation Procedure.

Serious Accident

In the event of a serious accident occurring (e.g. collapse of structure) the incident controller must be informed immediately.

The incident controller will call the emergency services to deal with the Incident and treat the resultant casualties and if the hazards remaining warrant it, he will invoke the emergency evacuation procedure to evacuate the site.

External Situation

Where there is a possibility of a major incident arising from adjacent premises it may be necessary to evacuate the site.

When such circumstances arise the incident controller will liaise with emergency services called to the external incident and take their advice as to the continuation of work on site.

In the event of an evacuation of the site being necessary the incident controller will invoke the emergency evacuation procedure.

Action by Other Personnel

Unless nominated to undertake specific duties by the incident controller, all OTHER PERSONNEL on becoming aware of an emergency situation or hearing the evacuation alarm, will: -

- If safe to do so, shut down plant and equipment and render it safe, and then follow a safe route to their assembly point taking NO ACTION that will endanger themselves.
- Report their presence at the assembly point to their supervisor and assist the supervisor in accounting for any missing personnel.
- First aid personnel and others with relevant specialist training should then report to the incident controller and render any assistance as directed by the incident controller. First Aid "Grab Bags" should be positioned at exits and these should be taken by first aiders, providing this does not delay their exit.
- Account for staff and visitors under their control to the nominated person undertaking the roll-call. Any missing personnel should be reported to the incident controller for the emergency services to locate.

Emergency Plan Folder

The INCIDENT CONTROLLER should have available for easy reference an emergency plan folder, the contents of which should include:-

- 1) A copy of the emergency plan
- 2) Site plan drawings
- 3) Location of emergency equipment
- 4) Information and data sheets on high risk materials e.g. chemicals stored or brought onto site
- 5) Competent personnel e.g. first aiders
- 6) Records of alarm testing etc.
- 7) Directory of organisations on site.

33. Welfare Facilities

Site Offices

Wherever 'construction work' as specified in The Construction (Design and Management) Regulations is undertaken, then there is a statutory requirement to provide welfare facilities. Schedule 2 describes the facilities that are required in varied circumstances. It shall be the Clients and Principal Contractors duty to ensure these are suitable.

Planning Procedures

- The welfare requirements for the site will be planned to meet the requirements of the Construction (Design and Management) Regulations.
- Welfare requirements shall be established as soon as possible, certainly before any demolition or construction work commences.
- Where welfare facilities are to be shared between different contract organisations, arrangements and procedures for the proper use and maintenance of those facilities must be developed and communicated to all parties sharing the facilities, and recorded in the Construction Phase Health & Safety Plan.
- The Construction Phase Health & Safety Plan will be kept on site, and where guidance is needed the safety department should be contacted.

Monitoring and Control

- Management will ensure that all planned welfare facilities required for the site are provided and that they are maintained to the required standard.
- Where the company has arranged to use facilities provided by another contractor, the Manager will ensure that they comply with statutory requirements and will also report to the contractor's management any deficiencies or failures to maintain them to the required standard.

Sanitary conveniences

- Rooms containing sanitary conveniences shall be adequately ventilated and lit.
- Sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.
- Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room the door of which is capable of being secured from the inside.

Washing facilities will be provided:

- In the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and
- In the vicinity of any changing rooms provided.

Washing facilities will include:

- A supply of clean hot and cold, or warm water, (which shall be running water so far as is reasonably practicable).
- Soap or other suitable means of cleaning.
- Towels or other suitable means of drying.
- Rooms containing washing facilities shall be sufficiently ventilated and lit.
- Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.

Drinking water

- Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.
- Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

Accommodation for clothing

- Accommodation for clothing shall include or allow for drying clothes.
- Coat hooks shall be provided for each person

Facilities for changing clothing

- The facilities for changing clothing shall be separate facilities for, or separate use facilities by, men and women where necessary for reasons of propriety.

Welfare Facilities - Short Term Sites

Where short-term work is to be carried out on a site where the provision of huts or mobile units is not reasonably practicable, the minimum of equipment to be carried in vehicles is:-

Drinking water container.

- Means of boiling water (taking into account requirements for safety and ventilation if LPG is used).
- Hand cleanser in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective clothing.
- Adequate first aid equipment

34. Housekeeping

All members of staff have a responsibility to ensure good housekeeping at all times. Neat and tidy work practices not only reduce accidents, also make for a more pleasant and productive working environment.

Premises: Cleaning is the responsibility of the Company and arrangements are made for the disposal of perishable waste on a daily basis. Other office waste will be stored in designated areas and removed on a regular basis.

Storage and Safe Stacking: The storage of materials will be confined to designated areas where stacking must be carried out in a safe manner.

Gangways: All gangways, emergency escapes routes, and fire exits must be kept clear at all times.

Sites: Site Managers are responsible for ensuring that sites are kept as clear and safe as possible at all times. Storage containers must be properly loaded, stacked and left locked when unattended. Site Offices, Rest Rooms and Kitchen areas must also be kept as clean as possible and secured when unattended. Site clutter must be kept to a minimum and materials on site must be properly stacked.

35. Safety Rules

Following Risk Assessments in any office or on site, staff will be issued with appropriate Safety Rules for that particular area. It is most important that Managers ensure that those Safety Rules are implemented fully at all times. The wilful ignoring of these rules will result in disciplinary action being taken and could lead to dismissal.

Copies of Safety Rules shall be displayed, where appropriate.

36. Safety Notices and Signs

Statutory Notices and general safety posters/signs must be displayed at the entrance of designated areas as required by the Safety Signs Regulations.

Safety Notice Boards within the office premises shall consist of the following:

Health & Safety Law Poster, Employers Liability Certificate, Route to the nearest hospital and contact details, Fire evacuation procedures, Nominated First Aiders and Fire Marshals, Workplace First Aid Guide Poster, Safety Policy Statement, Environmental & Quality Statement, Safety Committee Meeting Minutes, Traffic Management Plan.

37. Health and Safety Policy, Organisation and Arrangements

The Health & Safety Department will regularly review the policy, organisation, and arrangements for health and safety and inform management of any necessary changes.

38. Pressure Systems

All pressure systems shall be designed and installed for its intended purpose by a competent person and in accordance with Pressure Systems Safety Regulations. This shall include sufficient written information concerning its design, construction, examination, operation and maintenance.

A competent person shall be selected and be responsible for drawing up or certifying schemes of examination and carrying out examinations under the scheme. This shall include the nature and frequency of examinations.

The pressure system shall be operated within safe operating limits and only by suitably trained personnel who have access to the operating instructions. Additional training shall be provided if the job or operation changes or skills have not been used for a while.

Suitable protective devices shall be fitted to the vessel or pipework such as safety valves or other electronic devices. These shall be adjusted to the correct settings with the warning signs noticeable by sight or sound. All devices shall be in good working order and only altered by an authorised person.

The pressure equipment shall be properly maintained by a competent person and to a predetermined schedule.

39. Gas Systems & Appliances

All work on gas systems shall be undertaken in accordance with the Gas Safety (Installation & Use) Regulations by an approved contractor who are registered with the Gas Safe Register.

Any gas appliance, installation pipework or flue installed at any place of work shall be maintained in a safe condition so as to prevent risk of injury to any person. This shall be to an ongoing programme of regular/periodic maintenance and examinations in accordance with the manufacturer's instructions. Suitable records shall be maintained of all maintenance and examinations, in particular the annual safety checks.

The person installing the system shall be competent and ensure any work on a gas fitting/ storage vessel complies with appropriate standards and is done in a manner that avoids danger to any person. Measures shall be in place to ensure the system is protected from damage, corrosion or blockage through a foreign body. The installation shall be suitably supported and placed or protected as to avoid any undue risk of damage.

Where necessary no person shall carry out work in relation to a gas fitting without using a suitable bond to maintain electrical continuity.

Emergency procedures shall be in place in the event of an escape of gas and the emergency control shall be located in a secure location at or near the entry point of the building.

40. Personal Protective Equipment

Personal Protective Equipment shall be used in accordance with the Personal Protective Equipment at Work Regulations. PPE shall be supplied and used at work wherever there are risks to health and safety which cannot be adequately controlled by other means. PPE shall be considered as a last resort over other control measures.

PPE shall bear the CE and or the UKCA mark to show conformity with the European Standards and UK Standards. Suitable personal protective equipment shall be specified within the risk assessment.

The employee shall receive sufficient information, instruction and training in the use of the PPE and it must comply with the following:

- Have been designed to protect the user against the type of hazard that will be present.
- Be available at all times that it is needed.
- Be adjusted properly where necessary.
- Fit the wearer properly and be compatible with other PPE.
- Be worn during the periods of risk.
- Be treated with care and returned to its storage after use, where this is necessary.
- Be inspected and maintained as necessary.
- Be replaced when it becomes defective.
- With respect to respiratory protective equipment a face fit test must be undertaken on the individual.

The relevant standards of PPE are detailed within the document "PPE Schedule" MAP/SMS/F1/1.17/001

The minimum PPE requirements for working on site are as follows:

- Hard Hat
- Safety Footwear (laced ankle boots with midsole protection- no rigger boots are allowed)
- Hi visibility vest

Gloves and safety spectacles shall be carried, should these items be required.

It is recommended that long trousers are worn at all times on construction sites. It, however, is recognised that during periods of hot weather, trousers can become uncomfortable in the heat. Shorts therefore can be worn in circumstances where there are no significant hazards that may cause cuts or abrasions, no exposure to hazardous substances e.g. wet concrete, no kneeling and no risk of a heat injury e.g. undertaking hot works. The company and contractors shall prepare a risk assessment in the circumstances that an employee wears shorts on site. The shorts shall be no shorter than knee length.

Only designed/ manufacturers approved helmet liners shall be worn under hard hats, when necessary (no hats or hoodies shall be worn under hard hats). All PPE shall be issued free of charge and the employees shall sign to acknowledge receipt. Any defects shall be reported to the Line Manager.

41. Temporary Works

Temporary works are used in a variety of different applications which include earthworks, structures and foundations e.g. tower crane bases. Temporary works shall be designed by a competent person and be co-ordinated on site by the Temporary Works Co-ordinator. For each contract the Temporary Works Co-ordinator/ Supervisor shall be appointed in writing by the Designated Individual. The temporary works shall be undertaken in accordance with the temporary works procedure with the main elements consisting of the following:

- Appointment of a Temporary Works Co-ordinator.
- Preparation of an adequate design brief.
- Completion and maintenance of a temporary works register.
- Production of a temporary works design.
- Independent checking of the temporary works design.
- Issue of a design/ design check certificate, if appropriate.

Please refer to the Temporary Works Procedure MAP/SMS/TWP/F1/1.12 for full details of the arrangements.

42. Vehicle Workshop

Introduction

Every year over 2,000 accidents in workshops are reported to the Health and Safety Executive.

It is not possible to foresee every situation of danger or to eliminate every known hazard. However, it is responsibility of the employer under the Health and Safety At Work Act, & The Management of Health and Safety Regulations, to reduce risks to the employee so far as is reasonably practicable.

Good Housekeeping

- Keep floors and working areas free from excessive grease and oils.
- Spillages must be cleaned up at once and dressed with absorbent materials.
- Keep toilets and other welfare facilities clean at all times.
- Remove all redundant packaging.

Electricity

All electrical equipment should be examined by a competent person and certified safe for use or withdrawn from service pending repair or replacement.

However, items can get damaged or develop faults between inspections. Particular care should therefore be taken to follow the guidelines below:

- All mains voltage electrical tools or equipment must be operated from a residual current circuit breaker socket, protected sockets or plug. All trailing cables should be protected I.E armoured cable.
- Regularly check that cables are free from kinking and fraying.

Avoid the following:

- Long trailing cables across doorways and across the workshop.
- Multiway adaptors.
- Ensure equipment not in use is disconnected, when making adjustments or during inspections.
- Always use the correct rated fuses.

- Ensure you know where the mains isolator switch is located.

Working on Construction Sites

- Whilst working on sites always report to the manager.
- Obtain information regarding defective machines or plant.
- Can the work be carried out safely on site? If not notify your manager.
- Only use hydraulic jacks and axle stands on a hard, suitable surface.
- **Do Not** weld or flame cut on site unless a hot works permit has been obtained from the site manager.
- Always wear a Hi Visibility jacket.
- Always wear suitable head protection.
- Always wear safety footwear.
- When heavy contamination is likely always wear disposable coveralls and gloves should be worn.
- Only smoke in permitted areas.
- Always wash your hands prior to eating and drinking.

43.0 Driving Company Vehicles.

The company is committed to providing a safe place of work, in particular, when driving company vehicles. This policy will apply to all vehicles driven by company employees in pursuit of their prescribed duties. In addition, the commercial vehicles shall be subject to the relevant policy, with those vehicles registered with the Fleet Operators Registration Scheme (FORS). Please refer to the FORS Policy & Procedures Folder.

Company line management are responsible for implementing this policy which will cover the following areas:-

Vehicle Safety
Loading and unloading
Vehicle maintenance
Transporting of hazardous materials
Carrying of passengers
The use of mobile phones in transit
Driving licenses
Driving hours
Vehicle checks prior to use

Safe System of Work.

The following points will assist in ensuring safe systems at work when driving company vehicles:

- All vehicles and equipment must be maintained to the manufacture's recommendations or other specified service criteria.
- All HGV drivers must stay within the driver's hour's law.
- Drivers must take regular breaks when driving a long distance.

- Drivers must not use mobile phones when driving, except where 'hands free' facility is fitted.
- All drivers must hold the appropriate driving licence for the class of vehicle that they will operate.
- Drivers must carry out all vehicle checks prior to use, any defects found must be reported. The fault should be recorded.
- All defects found must be rectified if unsafe, before the vehicle is used.
- The driver will be responsible for the cleanliness of the vehicle including the inside; unauthorised items must not be allowed in the vehicle.
- The driver will be responsible for the safe loading of his/her vehicle, any overloading, overhanging items, uneven loads can affect the stability of the vehicle when travelling and endanger the other road users.
- Some vehicles are bulky and may have restricted rear visibility. The driver must request the assistance of a banksman to assist in reversing or manoeuvring in pedestrianised areas (ENSURE THEY STAND ON YOUR SIDE SO YOU CAN SEE THEM)
- No unauthorised passengers may ride in the vehicle. Employees may only ride within the vehicle on seating provided. Riding on the rear or on any other part of the vehicle is strictly forbidden.

Records to be maintained.

Service and inspection and defects, to the vehicle.
Copies of licence must be kept in employee's personal file.

- Training Records.
- Maintenance files.

Vehicle Breakdown Recovery.

The company is committed to a safe means of breakdown roadside assistance. This shall be provided by a competent person/company.

Commercial Vehicle Handbook & Policy

The driving of commercial vehicles shall be subject to the Commercial Vehicle Handbook & Policy the driving of vehicles under the "Cash for Car" scheme shall be subject to the Cash for Car Policy. In addition, the vehicle drivers risk assessment. Driving shall be avoided if possible by undertaking conference calls or other means of communication.

All drivers shall complete the 6 monthly vehicle check sheet and record the annual eyesight test (reading a number plate at a distance of 20m).

General control measures shall include the following:

- All drivers shall hold a valid driving licence and be authorised to drive the vehicle.
- Follow the highway code.
- Plan and schedule the journey.
- Adopt defensive driving techniques.
- Drive carefully to conserve fuel
- Ensure faults are reported and the vehicle is sent to a service in accordance with the manufacturer's instructions.
- Ensure the vehicle is kept clean with the drivers checks completed such as tyre pressure, screen wash, oil levels etc.
- Do not drive when tired or under the influence of drugs or alcohol.

44.0 Work Stations

Work with display screens does not involve any high risk, however, extensive use of display screen equipment can lead to muscular and other physical problems, eye fatigue and in some cases mental stress. The display screen equipment regulations require that the employer:

- Assess the suitability of workstations and reduce the risk where possible.
- Ensure workstations satisfy the minimum requirements, which are set for display screen, keyboards, chairs, desks, and the working environment.
- Provide the necessary information and training for display screen users.
- Provide users with eyesight test for workstations users free of charge.

Workstation adjustment to suit the employee

Workstations are essentially the responsibility of each user, making sure that the workstation working environment suits each user. This can be achieved by carrying out workstation assessment, by using the VDU workstation assessment form.

General guide notes for VDU:-

- The following guidelines are intended to help employees understand and reduce health risks associated with computer workstations. Since no two bodies are identical, different styles, models, and sizes of furniture and accessories may be needed. Since a wide variety of products are available to suit individual and departmental needs, no specific product recommendations are made here. The best results are usually achieved when the individual is involved in the selection process.
- The work surface should be of sufficient area to accommodate the computer and all associated materials. There should be adequate space beneath this surface for the operator's legs and feet.
- The keyboard and mouse should be directly in front of the operator at a height that favours a neutral posture (58 - 70cm). When placed at standard desk height of 76cm, they are too high for most people. Raising the chair solves this problem for some individuals. An adjustable keyboard holder with mouse deck is usually the best solution. The objective is a posture with upper arms relaxed and wrists straight in line with the forearm. Wrist rests may also help and are built into most keyboard holders. For some people alternative keyboard and mouse designs may need to be considered.
- The monitor should be positioned at a distance of approximately arm's length and directly in front of or slightly to one side of the operator. The top of the screen should be no higher than eye level. A monitor placed on top of the computer can easily be lowered by relocating the computer. Stackable monitor blocks can be used to achieve the desired height. Adjustable monitor arms enable easy height adjustment for workstations with multiple users.

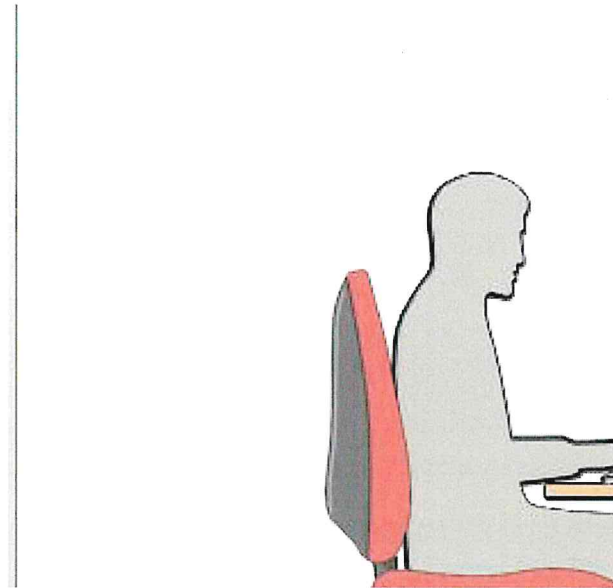


Figure 2 Seating and posture for typical office tasks

- A well-designed chair will favourably affect posture, circulation, the amount of effort required to maintain good posture, and the amount of strain on the back. An adjustable seat back is best for support in the lumbar region. The user should be able to adjust seat height and seat pan angle from a seated position. Armrests are optional.
- Additional accessories can improve operator comfort. Document holders can minimize eye, neck and shoulder strain by positioning the document close to the monitor. A footrest should be used where the feet cannot be placed firmly on the floor. Task lamps will illuminate source documents when room lighting is reduced.
- Glare should be eliminated through methods that include reduction of room lighting; shielding windows with shades, curtains or blinds; positioning the terminal at a right angle to windows; and tilting the monitor to avoid reflection from overhead lighting. Glare screens are not normally necessary. All computer users should receive basic training in potential health effects that may result from poor posture and work habits, early warning symptoms, workstation adjustment, and other self-help protective measures. Supervisors should receive similar training to easily recognize problems and know what corrective measures to take.

45.0 Employment of Young Persons

Young Persons - Definition

A young person means a person who has passed the appropriate school leaving date but has not reached the age of 18 years.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risk, due to their immaturity and lack of experience.

The Line Manager shall undertake the following when a Young Person is employed:

- Assess the risks to the young person (under 18 years of age) before they start work;
- Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;
- Address specific factors within the risk assessment;
- Provide information to parents/guardians of school age children about the risks and the control measures to be adopted;
- Take account of the risk assessments and determine whether the young person should be prohibited from certain work activities except where it is necessary for their training;
- Suitable supervision shall be provided by a competent person.

A register of all young persons employed is to be maintained.

46.0 Stress

MAP are committed to protecting the health, safety and welfare of its employees. It is acknowledged that workplace stress is a health and safety issue and the company recognise the importance of identifying and reducing workplace stressors.

The management shall be responsible for the implementation of the stress policy and sufficient resources shall be the provided.

This policy shall apply to everyone in the company.

Definition of stress

Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, whereas stress can be detrimental to health.

Policy

- The company shall undertake a risk assessment to identify all workplace stressors and include practical control measures to reduce the risks from stress. These risk assessments will be regularly reviewed.
- The company shall consult with Safety Representatives and where applicable Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The company shall provide training for all managers and supervisory staff in good management practices.
- The company shall provide an employee assistance programme where advice on stress issues can be obtained. If necessary, confidential counselling for staff affected by stress caused by workplace factors shall be provided.
- The company shall provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Responsibilities

Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Health & Safety Dept

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Monitor and review the effectiveness of measures to reduce stress.
- Provide management with changes and developments in the field of stress at work.

Human Resources

- Give guidance to managers on the stress policy.

- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employees

- Raise issues of concern with the Line Manager or H & S Dept.
- Follow the control measures within the risk assessment.
- Accept opportunities for counselling when recommended.

Safety representatives

- Safety Representatives shall be consulted on any changes to work practices or work design that could precipitate stress, workplace surveys, risk assessments and anonymous data.

47.0 Wellbeing Policy

Introduction

MAP recognise the importance of the well-being of all employees and interested parties. The principal of creating a positive working environment is paramount to ensure employees feel comfortable, supported and valued in their place of work. It is recognised that managers play a key role in the way that they manage and interact with their teams to facilitate well-being. This shall be created by the management setting realistic targets, recognising positive results, maintaining good lines of communication and providing support on a continual basis. It is recognised that employees that are happy in the workplace are more productive and this shall be encouraged with good engagement.

It is estimated that one in four people experience a mental health issue in any given year and it is the intention to reduce this figure by the implementation of this procedure and training managers to foster wellbeing and sustaining good mental health.

It is the intention to remove the stigma and discrimination traditionally associated with mental ill health and actively encourage people to talk about it. (evidence shows that people experiencing the early symptoms of mental ill health and feel able to talk, particularly in the workplace, helps prevent the problem escalating into a full-blown illness).

Training

Wellbeing within the workplace shall be explained at induction stage together with a short online training course. Information shall be provided within the Health & Safety handbook describing the main principals and responsibilities. Various “tools” shall be explained at this stage to promote wellbeing. These shall include voicing concerns, names of mental health first aiders, promoting healthy eating, encouraging exercise, resilience training such as mindfulness, cognitive behavioural therapy, counselling etc. All Directors and Managers shall receive Mental Health Awareness training and selected Managers shall receive the 2-day Mental Health First Aid training.

The Management of Wellbeing

MAP recognise the Health & Safety Executive Management Standards and shall follow the six key areas:
Demands

- Provide employees with adequate and achievable demands in relation to the agreed hours of work.
- People's skills and abilities shall be matched to the job demands.
- Jobs are designed to be within the capabilities of employees.
- Employees' concerns about their work environment are addressed.

Control

- Where possible, employees have control over their place of work.
- Employees are encouraged to use their skills and initiative to do their work.

- Where possible, employees are encouraged to develop new skills to help them undertake new and challenging pieces of work.
- Encourage employees to develop their skills.
- Employees have a say over when breaks can be taken.
- Employees are consulted over their work patterns.

Support

- This procedure is followed to adequately support employees.
- This procedure is followed to enable and encourage managers to support their staff.
- This procedure is implemented to enable and encourage employees to support their colleagues.
- Employees know what support is available and how and when to access it.
- Employees know how to access the required resources to do their job.
- Employees receive regular and constructive feedback.

Relationships

- Promote positive behaviours at work to avoid conflict and ensure fairness.
- Employees share information relevant to their work.
- Procedures are followed to prevent or resolve unacceptable behaviour.
- Procedures are implemented to enable and encourage managers to deal with unacceptable behaviour.
- Employees are encouraged to report unacceptable behaviour.

Role

- As far as possible, the different requirements placed upon employees are compatible.
- Information shall be provided to employees to understand their role and responsibilities.
- As far as possible, the requirements it places upon employees are clear.
- Systems are in place to enable employees to raise concerns about any uncertainties or conflicts they have in their role and responsibilities..

Change

- Provide employees with timely information to enable them to understand the reasons for proposed changes.
- Ensure adequate employee consultation on changes and provides opportunities for employees to influence proposals.
- Employees are aware of the probable impact of any changes to their jobs. If necessary, employees are given training to support any changes in their jobs.
- Employees are aware of timetables for changes.
- Employees have access to relevant support during changes.

Management

Management plays a key role in the wellbeing of the workforce and shall promote good management techniques and styles which promote wellbeing, as detailed above.

Managers shall look for the early signs of mental ill health with a view to prevent these becoming a mental health issue. These may include the following:

Missing deadlines or forgetting tasks, erratic or unacceptable behaviour, irritability, aggression, tearfulness, complaining about lack of management support, complaining about the workload, being withdrawn, increased consumption of caffeine, cigarettes, inability to concentrate, loss of confidence, increased errors/ accidents, taking on too much work, working too many hours. Physical signs may include constant tiredness, sickness absence, headaches, difficulty sleeping, weight loss/ gain, lack of care over their appearance, gastrointestinal disorders and rashes.

Management shall review working hours and patterns, accidents at work, staff complaints, staff sickness levels, staff turnover and exit interviews to indicate mental health issues that may exist within the workplace. This information will help to establish the effectiveness of the well-being policy and any actions that may be necessary.

Managers shall practice non-judgemental listening by demonstrating acceptance (respecting the persons feelings) genuineness (showing that you accept the person) and empathy (the ability to place yourself in the other persons shoes).

Managers shall be aware of certain triggers such as the pressure of ongoing change at work, longer or more intense hours, high demands and poor support.

Managers that intend to have a meeting or discussion with an employee regarding a concern, shall undertake the following;

- Agree a mutually convenient time and location.
- Allow them to bring a trusted colleague or friend.
- Allow the person to talk freely and comfortably without being judged and in complete confidence.
- Ask open questions to discuss the cause for concern and possible options going forward (please refer to the Wellness Recovery Action Plan, if applicable and appropriate for the situation)
- Re-assure the person and ensure an "open door" approach is adopted going forward.

Mental Health First Aiders

An assessment has been made with regard to the numbers of Mental Health First Aiders throughout the company and the significant findings are as follows:

One per regional office. (less than 25 employees)

The Mental Health First Aiders shall follow the information, instruction and training provided and follow the Mental Health First Aid Action Plan "ALGEE":

	Mental Health First Aid Action Plan
A	Approach- Plan where, when and how. Express your concern for them. Respect confidentiality and dignity. Assess- for any crisis i.e. suicide, self-harm, panic attack, psychosis. Assist with any crisis – use your Mental Health First Aid skills, consider your own safety. Contact emergency services, if necessary.
L	Listen & Communicate non -judgementally- ask how the person is feeling and for how long: use empathy to engage. Park any judgements.
G	Give Support & Information- Offer emotional support, hope for recovery and outline what help is available. Offer practical help. Do not offer advice.
E	Encourage Person to Seek Appropriate Professional Help- explain what's available and give options. Do not pressure or push, respect right to refuse help unless at risk of harming self or others.
E	Encourage other Support- explore who in their life can offer support. Family, friends, support MAPs, and how they can help themselves i.e. mindfulness, exercise, avoiding drugs/ alcohol etc.

Recruitment

A prospective employee shall not be discriminated against on the basis of any mental health condition whether or not it is classed as a "disability". The company shall follow the Equal Opportunity Policy with regard to recruitment.

Wellness Recovery Action Plan

When appropriate, Managers shall discuss the use of the "Wellness Recovery Action Plan" WRAP which shall be used to identify what measures are useful to maintain wellbeing, what causes issues and the support needed from management. The completion of the WRAP gives ownership of the practical steps required to stay well. In addition, the process shall encourage an open dialogue between manager and employee. The WRAP shall be explained to new starters at the induction, sending out a clear message that pro-active management of the wellbeing of the workforce matters. In situations where an employee has been off work due to a mental health problem the WRAP shall be used to structure conversations around what support is necessary and what reasonable adjustments might be useful to consider. The WRAP shall be treated as a live document so adjustments can be fed back as necessary.

Employee Support Tools

Employees shall have access to a number of information sources to assist with their well-being. These include the contact details /websites within the "helpful resources" below:

Employees shall consider activities outside of the workplace to maintain a positive attitude such as regular exercise, gym, yoga, pilates, walking, undertaking hobbies, volunteering etc.

Upon seeking support regarding a mental health issue, it shall be suggested the employee contacts the Human Resources Department. Upon a review of the options available, and the employee's agreement, a total of 8 No "one to one" counselling sessions could be offered to assist the employee. This arrangement shall be arranged in the strictest confidence.

Return to Work/ Reasonable Adjustments

In the event that an employee has experienced time off work as a result of a mental health condition, reasonable adjustments shall be considered with their Line Manager. Options to consider shall include a phased return to work, re-arranging responsibilities, allowing the employee greater control over how they plan and manage their time and workload, home working, time off to attend therapeutic sessions, change in shift patterns, altered working hours, allowing time to make calls to professionals, desk move, mentor or buddy, time to exercise, additional training or consideration to a different role. Any reasonable adjustments shall be regularly reviewed with the Line Manager.

Benefits

The benefits of improved mental health include compliance with legislation, reduced grievance and discrimination claims, demonstrates good corporate responsibility, reduced staff turnover, reduced sickness absence, reduced presenteeism, better staff morale, more engaged, committed staff and skills retention.

Helpful Resources

General

Construction Industry Helpline <https://www.constructionindustryhelpline.com>

info@lighthouseclub.org 0345 605 1956

Mates in Mind- <https://www.matesinmind.org/>

Samaritans- jo@samaritins.org

Mind's Guide to Workplace Mental Health – www.mind.org.uk

Mental Health First Aid England – <https://mhfaengland.org/>

Health in Construction Leadership - www.healthinconstruction.co.uk

Health & Safety Executive – www.hse.gov.uk

In Crisis

<https://www.nhs.uk/conditions/suicide/>

<http://www.supportline.org.uk/problems/suicide.php>

<https://www.rethink.org/about-us/our-mental-health-advice/crisis-contacts>

Relationship & Family Issues

<https://www.familylives.org.uk/>

<https://www.childcare.co.uk/information/help-and-advice>

<https://www.citizensadvice.org.uk/family/>

Financial & Debt Advice

<https://www.stepchange.org/Howwecanhelpyou/Debtadvice.aspx>

<https://www.nationaldebtline.org/>

<http://www.debtadvicefoundation.org/>

<https://www.moneyadviceservice.org.uk/en/articles/beginners-guide-to-managing-your-money>

General Advice, Employment & Careers

<http://www.acas.org.uk/index.aspx?articleid=2042>

<https://www.gov.uk/pay-and-work-rights>

<https://nationalcareersservice.direct.gov.uk/>

Definitions:

Mental Health: We all have mental health, just as we all have physical health, and how we feel can vary from good mental wellbeing to difficult feelings and emotions, to severe mental health problems.

Mental wellbeing: Mental wellbeing is the ability to cope with the day-to-day stresses of life, work productively, interact positively with others and realise our own potential.

Poor mental health: Poor mental health is a state of low mental wellbeing where you are unable to realise your own potential, cope with day-to-day pressures of life, work productively or contribute to a community

Mental Health Issues: We all have times when we struggle with our mental health, but when these difficult experiences or feelings go on for a long time and affect our ability to enjoy and live in the way we want to, this is a mental health problem. You might receive a specific diagnosis from your doctor or just feel more generally that you are experiencing poor mental health.

Common Mental Health Issues: These include depression, anxiety, phobias and obsessive – compulsive disorder OCD. These make up the majority of the problems that lead to one in four people experiencing a mental health problem in any given year. Symptoms can range from the comparatively mild to severe.

Work Related Stress: is defined as the adverse reaction people have to excessive pressure or other types of demand placed on them at work. Stress, including work-related stress, can be a significant cause of illness and is known to be linked with high levels of sickness absence, staff turnover and other issues such as increased capacity for error. Stress is not a medical diagnosis, but severe stress that continues for a long time may lead to a diagnosis of depression or anxiety, or more severe mental health problems.

Appendix:

Wellness Action Plan
1. What helps you stay mentally healthy at work? (for example, taking an adequate lunch break away from your desk, getting some exercise before or after work or in your lunchbreak, light and space in the office, opportunities to get to know colleagues)
2. What can your manager do to proactively support you to stay mentally healthy at work? (for example, regular feedback and catch ups, flexible working patterns, explaining wider organisational developments)
3. Are there any situations at work that can trigger poor mental health for you? (for example, conflict at work, organisational change, tight deadlines, something not going to plan)
4. How might experiencing poor mental health impact on your work? (for example, you may find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches)
5. Are there any early warning signs that we might notice when you are starting to experience poor mental health? (for example, changes in normal working patterns, withdrawing from colleagues)
6. What support could be put in place to minimise triggers or help you to manage the impact? (for example, extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns, consider reasonable adjustments)

7. Are there any elements of your individual working style or temperament that is worth your manager being aware of? (for example, a preference for more face to face or email contact, a need for a quiet reflection time prior to meetings or creative tasks, negotiation on deadlines before they are set, having access to a mentor for questions you might not want to bother your manager about, having a written plan of work in place which can be reviewed and amended regularly, clear deadlines if you have a tendency to over-work a task, tendency to have a particularly high or low energy in the morning or in the afternoon)		
8. If we notice early warning signs that you are experiencing poor mental health- what should we do? (for example, talk to you discreetly about it, contact someone that you have asked to be contacted)		
9. What steps can you take if you start to experience poor mental health at work? Is there anything else we need to do to facilitate them? (for example, you might like to take a break from your desk and go for a short walk, or ask your line manager for support)		
10. Is there anything else that you would like to share?		
Employee Name:	Employee Signature:	Date:
Managers Name:	Managers Signature:	Date:

48.0 Record of Revision.

<i>Date of Revision</i>	<i>Changes Made to: Policy Statement</i>	<i>Changes Made to: Organisation</i>	<i>Changes Made to: Responsibilities</i>	<i>Changes Made to: Arrangements</i>	<i>Changes Distributed to:</i>
28.03.2023	N/A	N/A	N/A	Section 7- Dust Management – Items removed. Section 10 – Underground Services – Text re-written Section 11 – Excavations- Text re-written Section 13- Permits removed and text re-written.	All MAP Employees
12.09.2023	New Logo added	New Logo added	GCEO responsibilities added	None	All MAP Employees
19.09.2023	Darren Carter added to signature	None	Darren Carter, Director responsible for H & S	Page – Sentence referring to transition removed	All MAP employees
21.12.2023	None	Organisational Chart updated	None	31. Fire Regulations included 43. Reference to FORS included.	All MAP employees.
19.01.2023	Logo updated	Logos updated	None	None	All MAP Employees
03.12.2024	None	AGS removed from H&S dept. Organisational chart updated.	AGS removed from H&S Dept	AGS dept removed from H&S Dept. Section 43- Company Car Drivers Policy, updated to Commercial Vehicle Handbook & Policy.	All MAP Employees