



oneway
BUILDING YOUR FUTURE

HEALTH & SAFETY POLICY

(Health & Safety Management System)

Version: October 2020

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One Way Health and Safety Policy Document

As an employer, One Way is required by the Health and Safety at Work etc Act 1974 to prepare and, as necessary revise a written statement on general policy with respect to the health and safety at work of its employees. This statement includes the organisation and arrangements, which are, for the time being, in place to implement the policy. It is also brought to the attention of all Company employees. The Company Health and Safety Policy will be reviewed at least annually, when a change in legislation deems it necessary or following an event that may dictate the need for an interim review e.g. major accident or incident. One Way and its divisions undertake to carry on their business in a manner which will provide safe and healthy working conditions for their employees, contractors and those affected by our operations.

Overall Aims

One Way aim to reduce the number and severity of accidents and loss incidents to as low a figure as is reasonably practicable, but we are aiming to at least halve the number of injury accidents occurring within the Company over each five-year period. Our ultimate target is a zero accident rate.

The health and safety of members of the public and other companies' employees who may be affected by our work will also be safe guarded. Our employees will be provided with the training, information and guidance they need in order to fulfill their duties safely, with minimal risk to themselves or others. In addition, the Company will ensure compliance with all the statutory requirements placed upon it by the relevant legislation relating to occupational health and safety. We will make use of any published guidance on best practice. Specifically, the One Way will:

- Ensure that all main Board Directors act to ensure that management of health and safety is taken into account during board deliberations in line with the guidance published by the HSE
- Set out clear lines of responsibility for occupational health and safety matters throughout their company;
- Ensure that sufficient resources are provided within the company to ensure compliance with the relevant guidance and legislation;
- Implement, monitor and review safe systems for hazardous work at all locations;
- Ensure that risk assessments are carried out for work activities so that the hazard levels arising from that work can be analysed, eliminated or reduced
- Arrange for regular inspections to be made of all places of work;
- Maintain all places of work in a safe and clean condition, free of health risks;
- Provide any necessary information and advice to employees and contractors, and maintain adequate induction schemes;
- Set up and maintain systems for the recording and investigation of accidents, loss incidents, and dangerous occurrences. Statistics will be reviewed and discussed at Board level. Any trends will be identified and acted upon;
- Ensure that site managers hold all relevant statutory documentation. It must be available for inspection by any member of the workforce or by members of any enforcement agency;
- Co-operate fully with the enforcement bodies and their representatives while they are carrying out their duties on any of the companies sites;
- Ensure that systems are in place so that all tiers of management can exchange information with sub-contractors and others who may be affected by the Company's activities
- Ensure that the training needs of the Company's employees are met. Records of training will be kept.

- Appoint a competent person(s) as occupational health and safety advisers to provide advice and guidance to One Way and their agents as required.

Summary of Duties: Managers and Supervisors

Managers and supervisors within One Way are required by the company to perform their duties in a professional manner. This requirement extends to their approach to the occupational health and safety of all company employees and others who might be affected. As the company's agents, they have a responsibility to the people working in the area under their control. They will have the necessary training, knowledge and experience to allow them to carry out their duties in a competent fashion.

While carrying out their daily duties, they should be aware of the risks and hazards associated with the activities under their control. They are required to behave responsibly, setting a good example to the people under their control, and should not accept poor work practices.

They should maintain an acceptable level of site monitoring and act immediately to deal with any situation that could pose a threat to the safety or health of workers or others including emergency situations.

They will provide regular reports and feedback to the relevant Divisional Directors regarding the Health & Safety performance of the business, its suppliers and subcontractors.

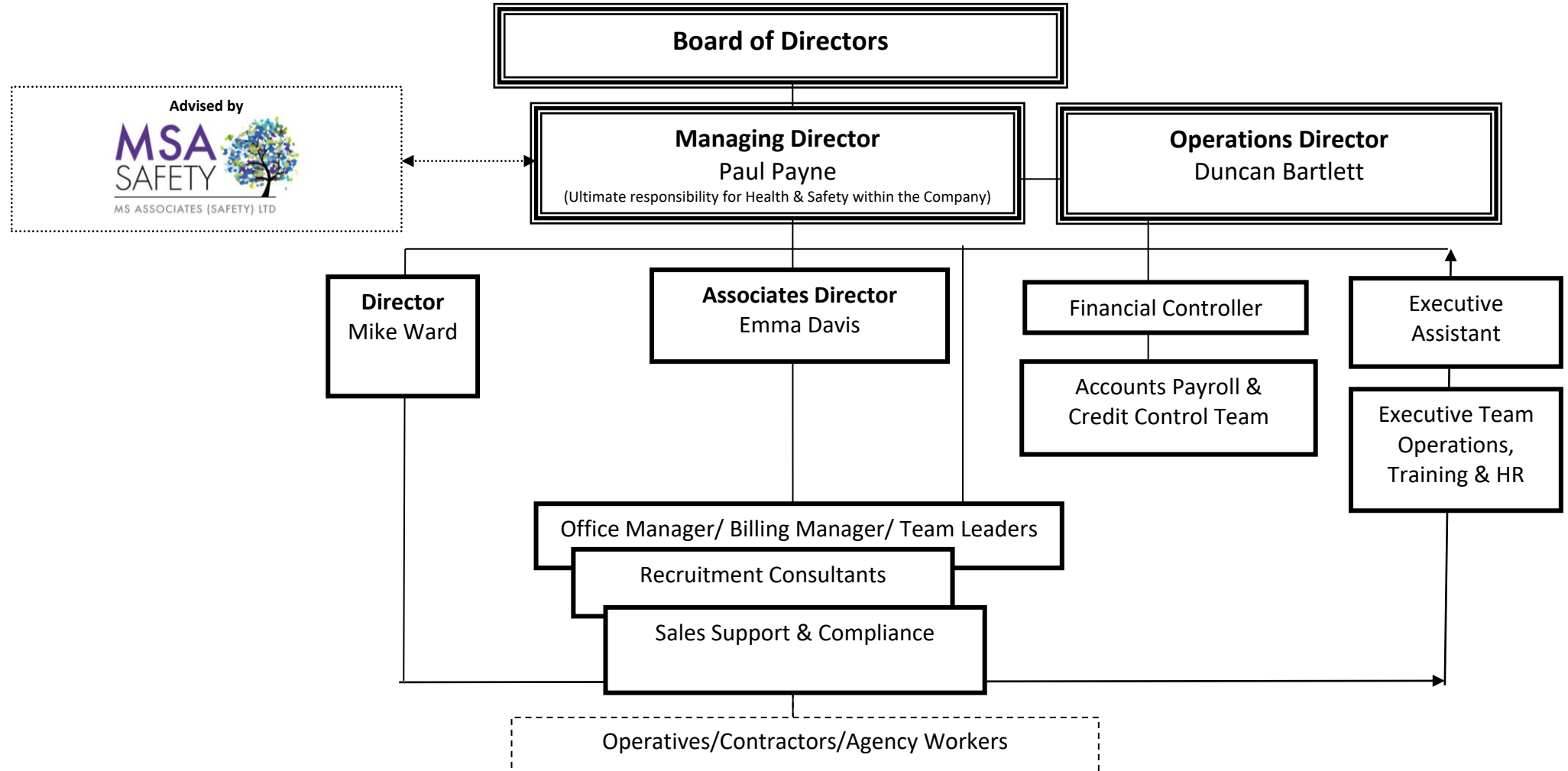
Summary of Duties: Employees & Candidates

Employees must recognise that they will have a legal duty for their own safety and for the safety of other people with whom they work. Within One Way employees at all levels are encouraged to question the safe systems and procedures that apply to their workplaces. They should report potential hazards to their line manager without delay.

Workers should consider the safety aspects of a job at all times and must not use inferior or makeshift equipment. They should not take short cuts to get the job done quickly if it entails unacceptable risk. If any instruction or rule appears impractical or irrelevant it should immediately be brought to the attention of the line manager. They should not be penalised by line managers for raising points of issue.

Employees should not accept inferior work practices or working conditions. Safety rules and procedures are drawn up for the benefit of employees and should be followed at all times. Failure to follow safety rules and requirements could lead to disciplinary action being taken against employees, supervisors or managers. Plant, machinery and the working environment can present hazards to workers, and all employees must be aware of the risk potential of their workplaces. This will be achieved through adequate training, regular monitoring by line managers and through reinforcing visits from the Company Safety Consultant, MSA Safety Ltd.

ORGANISATION OF SAFETY RESPONSIBILITIES:



Members of the management teams reporting to each of the Divisional Directors have defined duties and responsibilities for health and safety. This in no way diminishes the overall responsibility for health and safety of the relevant Divisional Director. There should be an exchange of ideas within and across the different Divisions through the development of Company policies and procedures. External advisers and consultants, enforcement bodies and other specialists or company audit teams will have input from time to time.

The responsibilities that are common in each Division are laid out below. Each division is at liberty to develop separate policies to address particular issues of concern to them, but these will run alongside the overall Company policy statements. The greatest burden of duties is put onto line managers i.e. site managers and supervisors, as they are most closely involved with the day-to-day running of their operations. Divisional directors must ensure that adequate resources are available to the line managers so that they can comply with the law, abide by the requirements of this policy, and work towards achieving best practice. An outline of the general duties of line managers is given below. These are intended as a guide only, but as a minimum they will:

1. Ensure compliance with all aspects of the Company Health and Safety Policy, and with relevant legislation;
2. Carry out regular inspections of working areas and equipment to establish if any faults exist. Faults will be rectified or reported for action;
3. Liaise with the Company Safety Consultant, MSA Safety Ltd;
4. Ensure that all the necessary protective equipment required for a particular task is worn by those involved;
5. Ensure that site inspections are carried out on a regular basis and where appropriate with the Company Safety Consultant, MSA Safety Ltd;
6. Determine the need for job specific safety based training for employees. Any recommendations should be discussed with the Company Safety Consultant, MSA Safety Ltd so that the training can be arranged;
7. Recognise, identify and remedy hazards (in conjunction with safety manager as appropriate);
8. Control Contractors undertaking work at a site for the company. (Sub-contractors are to be treated as employees for the purposes of health and safety.)
9. Carry out adequate induction training for sub Contractors and employees new to a task. (This applies particularly to young people and includes those engaged in temporary work.);
10. Keep all statutory documents accurate and up to date. (They must be available at all times for examination by authorised persons.);
11. Following Company accident reporting procedures.

The risk assessment approach taken in legislation and guidance will be used as the main tool for reducing or eliminating the risks to safety and health arising from operations controlled by One Way. General rules are set out for hazardous activities but the exceptions to the norm have to be dealt with through a measured assessment of the dangers associated with the job. Advice and guidance is available as required from the Company Safety Consultant, MSA Safety Ltd, but the responsibility for carrying out the assessments will remain with the line managers. Training will be provided if required.

All Employees' attention is brought to the wording Section 7(1) of the Health and Safety at Work etc. Act 1974 which states: "It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work". In other words, they should not allow a situation to develop where they know risks may be present and where other people or themselves could be injured.

General Issues

A manual of guidance for all employees on occupational health and safety matters will be drawn up and revised from time to time. All elements of the company will be provided with a copy of the guidance manual.

One Way will promote a positive health and safety culture by demanding competence at all levels. This will commence at the recruitment stage when all new staff, including those taken on temporarily, are to be adequately instructed and trained. We will also expect our supply chain and contractors to buy into our approach to Health & Safety and adopt the positive safety culture we promote among our employees. This will be achieved through robust procurement arrangements and strong management at contracts and site level.

The company must ensure that all employees have the skills needed to work to acceptable standards. People undertaking particularly dangerous work will be assessed so managers can be comfortable that these individuals have the necessary training, knowledge and experience to carry out their duties safely. Advice and guidance will be provided as necessary. Suggestions for methods of improving management of health and safety will be welcomed.

Safety Meetings will be held on site with the Company Safety Consultant, MSA Safety Ltd, to monitor progress and discuss any foreseeable problems that might arise.

Regular communications meetings will be held at head office which will be chaired by the Directors of the company and attended by all company employees so that health & safety matters can be discussed and information exchanged.

This forum will also be used to update employees on new legislation likely to impact on their ability to carry out work in a safe manner

Managers and supervisors will exercise close and effective supervision over contractors at all Company sites, whether they are carrying out major works or minor tasks. The complexity of the work will set the level of detail to be covered at any pre-start meetings that are held. Site managers must ensure that contract personnel report to the responsible person in charge before work starts and that their presence on a site is recognised and recorded.

Contractors must work to at least the standards laid down by One Way. Any information relevant to the task in hand must be provided on demand if required by management. Any contracting company where five or more people are employed must provide a copy of their health and safety policy. In all cases, electrical testing and lifting equipment registers for plant to be used on a Company site must be produced along with pertinent information required under the relevant regulations. Where necessary, risk assessments and method statements must be provided to site management by the contractors prior to work commencing.

In all instances where a significant level of risk to employees or members of the public is identified, a method statement must be drawn up to cover the measures to be put into place so that risks are reduced. Visitors will only be allowed on site if they have a legitimate right to be there and must be accompanied at all times. They must be made aware of the site rules.

This policy will be reviewed every year or more often if circumstances dictate. It should be taken as an indication of the importance that One Way attaches to occupational health and safety management within One Way.

Signed:



Paul Payne, Managing Director

Date: Oct 2020

Policy Development History

Revision Ref.	Date of Last Revision	Revised By	Next Scheduled Formal Review
August 2008	August 2008	Original Edition	August 2009
New Format	Draft for comment October 2010	MST (MAS): Re-format and consolidation due to changes in company.	Dec 2010
-	October 2010	Updated to address issues raised as part of 2012 CHAS submittal and Consolidate	March 2011
HSMS - V1	March 2012	Development of Health & Safety Management System	March 2013
	October 2013	Internal Review & Update	October 2014
V3.0	December 2014	MST Review & Update	October 2015
V4.0	June 2015	MST Update, CDM 2015, CLP changes to CHIP	June 2016
V5.0	July 2016	Update to adjust regional office references, roles and technical review	July 2017
V6.0	June 2017	Org chart update and link check, minor amendments.	June 2018
V7.0	June 2018	Link check, Update COSHH ref to EH40 amendment, minor alts for new adviser (MSA).	June 2019
V8.0	June 2019	Change address, link check, update chart.	June 2020
V9.0	Oct 2020	Chart changes, Addition of infection control policy	Sept 2021

NB: See also Document Control

Organisation & Responsibilities

Our organisational chart can be found on Page 4 of the Health and Safety responsibilities for the following personnel including but are not restricted to the items contained in this section of the policy.

1. Operations /Managing Directors
2. Recruitment Consultants
3. Company Accountant/Payroll
4. Operatives
5. Office Staff (*general*)
6. Fire Wardens
7. Health and Safety Co-ordinator
8. Health & Safety Consultant

NB. You are reminded that failure to comply with any other provisions of this policy will be viewed as serious misconduct.



1. Operations/Managing Director

- Having a full knowledge of the company's duties under the Health and Safety at Work Act 1974 and ensuring that this policy is consistent with the company's undertakings. His responsibilities extent to all operations and staff and includes the proper delegation of responsibilities to subordinate staff.
- Ensuring that there are sufficient resources to meet the company's health and safety obligations.
- Setting an example by wearing suitable protective clothing, equipment and observing safety precautions and practices.
- To ensure that only properly trained staff are provided to construction organisations.
- To ensure that suitable training is provided to all staff and operatives which is commensurate with their duties including CSCS cards for all staff visiting construction sites.
- To ensure a suitable pool of candidates are available to fill vacancies and / or bookings
- To recruit quality candidates through planned candidate strategy, including, advertising, promotional activities, exploiting all existing resources within the office in order to fill vacancies / bookings
- To assess the suitability of candidates for registration including Health & safety credentials, status and competences.
- To register, interview, test and reference candidates
- To obtain accurate job descriptions, and flexible person specifications
- To maintain regular candidate contact during posting to monitor performance and H&S.
- To brief candidates prior to interview and gain post interview feedback
- To ensure the client clearly understand and will implement the requirements in relation to risk assessment and Health & Safety management.
- To fully investigate candidates' suitability against client requirements
- To fully inform candidates about prospective positions
- To follow up on interviews arranged and manage the post interview process
- To ensure all candidates and clients are aware of payroll process.
- To complete all relevant office administration in line with company procedures
- To ensure that all company procedures are adhered to on time
- To maintain and update all required registers and reports including adapt
- To keep the manager / Sales Director informed about any developments, trends or problems relating to clients, prospects or team members
- To project a professional image in all aspects of personal presentation
- To assist with ad - hoc projects, campaigns and assignments as required
- To develop and demonstrate a good knowledge of other desks
- To provide support to other parts of the company as directed
- To adhere to company policies, systems or procedures and codes of practice to which the company subscribes including all H&S requirements.
- To make recommendations to your office manager concerning potential improvements to company Health & Safety procedures and standards

2. Recruitment Consultants

- Having a full knowledge of the company's duties under the Health and Safety at Work Act 1974 and ensuring that this policy is consistent with the company's undertakings. His responsibilities extent to all operations and staff and includes the proper delegation of responsibilities to subordinate staff.
- Setting an example by wearing suitable protective clothing, equipment and observing safety precautions and practices.
- When engaged in site activities ensuring that they comply with the company's health and safety policy and at the same time complying with the contractors site rules etc.
- Ensuring that only appropriately qualified staff and operatives are provided to contractors and ensuring that such staff and operatives are aware of their responsibilities.
- To ensure a suitable pool of candidates are available to fill vacancies and / or bookings
- To recruit quality candidates through planned candidate strategy, including, advertising, promotional activities, exploiting all existing resources within the office in order to fill vacancies / bookings
- To assess the suitability of candidates for registration
- To register, interview, test and reference candidates
- To obtain accurate job descriptions, and flexible person specifications
- To maintain regular candidate contact



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- To brief candidates prior to interview and gain post interview feedback
- To respond to clients requests within the minimum time possible
- To ensure the client clearly understand and will implement the requirements in relation to risk assessment and Health & Safety management.
- To fully investigate candidates' suitability against client requirements
- To fully inform candidates about prospective positions
- To follow up on interviews arranged and manage the post interview process
- To ensure all candidates and clients are aware of payroll process.
- To complete all relevant office administration in line with company procedures
- To ensure that all company procedures are adhered to on time
- To maintain and update all required registers and reports including adapt
- To keep the manager / Sales Director informed about any developments, trends or problems relating to clients, prospects or team members
- To project a professional image in all aspects of personal presentation
- To assist with ad - hoc projects, campaigns and assignments as required
- To develop and demonstrate a good knowledge and understanding of other desks
- To provide support to other parts of the company as directed
- To adhere to company policies, systems or procedures and codes of practice to which the company subscribes
- To make recommendations to your office manager concerning potential improvements to company procedures and standards
- To perform any other duties as required from time to time by management

3. Company Accountants/Payroll

- Having a full knowledge of the company's duties under the Health and Safety at Work Act 1974 and ensuring that this policy is consistent with the company's undertakings.
- Setting an example by wearing suitable protective clothing, equipment and observing safety precautions and practices if visiting a site
- The Payroll & Accounts controller will be responsible for the smooth running of all payroll duties within the business and dealing with any queries that arise and ensure that all employees and workers are paid on time. Ensure the company accounts are up to date and able to be reported to the company directors at any given point.
- Processing of Timesheets
- Dealing with timesheet queries
- Running weekly & Lunar Payroll
- Reconciling Expenses ready for verification
- Verifying and making payment
- Creating & Importing sales invoice into Accounts software
- Checking and reconciling supplier invoices
- Ensuring customer invoices are sent in a timely fashion
- Inputting Supplier Invoices
- Paying and verifying payment
- Updating Holiday / Absence on Accounts software
- Payroll Year End
- Book Keeping
- Ordering and monitoring of Stationary
- Ordering and monitoring of CSCS deductions
- Reconciliation of Petty Cash
- Reconciliation of VAT return

4. Operatives/Candidates

- Having a full knowledge of his/her duties under the Health and Safety at Work Act 1974 and ensuring that they are conversant with this policy in-so-far as it affects them.
- Co-operating with the client management, including contractors, on health and safety matters and setting an example to trainees etc by wearing suitable protective clothing, operating equipment properly and

observing safety precautions and practices. Operatives will only carry out any task for which they have been properly trained.

- Trainees will not operate any plant or equipment for which they have not been authorised unless they are being supervised by an experienced member of staff for training purposes.
- Following laid down procedures, method statements and risk assessments etc. No unauthorised changes may be made to these documents. Refraining from horseplay or indulging in any behaviour that is inconsistent with working safely. Reporting accidents or dangerous occurrences to the client/ One-Way Representative.
- Informing the site supervisor of any matters that may have health and safety implications.
- Will ensure that he/she uses only the correct tools and equipment for the work in hand and improvisation will be avoided at all times.
- Will maintain any personal protective equipment (PPE) in good order. Advise the Management when such equipment is no longer satisfactory.
- Ensure that any mechanical lifting operation will be carried out in accordance with the agreed lifting plan.
- The use of slings and/or other lifting equipment or plant will be used only for the purpose intended and will not be used as towropes etc.
- Ensure that he/she is aware at all times of the effects of his/her actions on other parties.
- Knowledge of fire/emergency evacuation procedures posted on all notice boards.
- Awareness of first aid arrangements and the identities of First Aiders in working area.
- Report to the Client site manager any condition which may give rise to health & safety concerns including matters which may lead to accident incident or injury to operatives or others

5. All Office Staff (*general requirements*)

- Having a full knowledge of his/her duties under the Health and Safety at Work Act 1974 and ensuring that they are conversant with this policy in-so-far as it affects them.
- Co-operating with the company management on health and safety matters and setting an example to trainees and observing safety precautions and practices.
- Knowledge of fire/emergency evacuation procedures posted on all notice boards.
- Awareness of first aid arrangements and the identities of First Aiders in working area.
- Keep the working areas in good order and clear of obstructions.
- Reporting any potential hazards to the management. Particular attention is drawn to electrical equipment. No unauthorised repairs should be made.
- Office staff should be aware of their duties in respect of manual handling ie. never lift a load which is too heavy. Any heavy or awkward shaped parcel etc. must be assessed and appropriate action taken to ensure that no one is put at risk.
- If display screen equipment is used the operator must ensure that he/she follows the manufactures safety instructions. Where appropriate the employer will arrange for an assessment to be carried out.

6. Fire Wardens

In addition to their general duties as a member of the office staff the Fire Warden will be responsible for:-

- Ensuring that all staff are aware of the fire evacuation arrangements including exits, fire fighting equipment and company procedures.
- Ensuring that fire/emergency evacuation procedures posted on all notice boards.
- Liaising with the centre manager in respect of fire drills etc.
- Ensuring that all areas are kept in good order and clear of obstructions.
- Carrying daily inspections to ensure that all fire exits are accessible and operational. All such inspections must be recorded. Any problems encounter during such inspections must be rectified immediately.
- Ensuring that a visitors/staff record is maintained to ensure that in the event of a fire, an evacuation a role call can be taken.
- Ensuring that no unauthorised electrical equipment is used or any electrical repairs are carried out unless by a qualified person.

7. Health and Safety Co-ordinator (Managing Director, Mr Paul Payne)

The safety co-ordinator will carry out the following duties:

- Liaise with a health and safety consultant, as required.

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- Ensuring that the provisions of this policy are observed by actively monitoring compliance with this document.
- The provision of reasonable allowances in budgets for health and safety measures.
- Setting a personal example and acknowledging suggestions for improvement to health and safety practices where and when appropriate
- Collating accident reports for the Company and producing such information as necessary for the measurement of the company performance.
- Ensuring that significant accidents are investigated and where appropriate work methods are amended to prevent repetition of the incidents.
- When appropriate initiating disciplinary action against management and staff or client at all levels who have failed to comply with their duties under the Health and Safety Policy or statutory requirements.

8. Health & Safety Consultant

- The health and safety consultancy is provided by MSA Safety Ltd who in turn call upon the professional services of specialist consultants.
- The health and safety consultant will provide, when request by the company, a range of services, which may include:
- Liaison with the HSE on behalf of the company.
- Provision of documentation such as policies, etc.
- The provision of a site inspection service.
- Audit reports of the companies' health and safety performance.
- The provision of health and safety training

Management Arrangements

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Placement Procedure (Risk Assessment)

We have a considered and well-developed assessment process which has three primary elements. Firstly, we carry out due diligence vetting and checks on all clients with whom we place candidates, secondly, we vet all candidates on our books by virtue of a pre-engagement questionnaire and evidence based document requests, Thirdly we review all placements both during and post assignment to ensure the candidate performed to the required level and that Clients have met the duties imposed by virtue of the contractual agreement.

Whilst we recognise that agency workers may have limited knowledge of specific client policies and systems we have developed management systems to ensure we only place those individuals that have achieved the required level of competence and have sufficient knowledge, experience and training etc to deliver the assignment successfully to the levels expected by our clients. In almost equal measure we ensure that our client data base includes only reputable, preferably blue-chip companies with appropriate management systems in place to address Health & Safety, Employment Law and other legal obligations.

Client Vetting

Our clients are obligated by virtue of the contract to undertake risk assessments and communicate them to operatives on assignment. We do not risk assess the local workplace before placement however we undertake a number of checks and balances to evaluate our clients before placing an operative/contractor on assignment. These include,

- We request a copy of their up to date insurance certificate and schedule.
- Basic Credit Check to ensure the business is solvent.
- We serve various organisations and where appropriate would carry out a basic check with companies house regarding submission of accounts etc.
- We are registered with “Builders Profile”.
- We ask for evidence of previous H&S accreditation such as CHAS, Safe Contractor, UVDB etc (SSIP or PAS21 compliance).
- We check the HSE prosecutions website for previous convictions and they arise further vetting is engaged in accordance with CDM 2015 Guidance L153 (subject to previous accreditation evidence).

We have a dedicated compliance team who undertake these checks prior to placement. Where clients fail to meet our standards we reserve the right to refuse the assignment and may be removed from our listed of approved clients.

Operative Vetting

Initially all new operatives/candidates must be registered with One Way, they complete our pre-engagement questionnaire and provide references which are checked by our compliance team. We also request copies of qualifications; training courses attended etc and verify their authenticity. This will always include as a minimum the provision of a valid CSCS/CPCS or equivalent card. They will then be required to complete our pre-assignment H&S induction and give instruction about who to report to within One Way, if there are any problems or issues with the placement.

All new registered operatives are added to our database and will be allocated assignments subject to achieving the criteria specified by the client.

Placement & Monitoring Procedure

In practice the following procedure applies to all client enquiries or sales visits.

- An approved client calls in a job requiring a certain individual for certain period of time. If they are not approved they go through our vetting process described in Section 3 before any placement or assignment is agreed.
- One of our consultants registers the job request and takes a full job description, duties required by the client and qualifications/competences necessary, all documents are recorded on our internal database.

- A registered operative is given the full job specification and details and either accepts or declines the assignment.
- Assuming they accept they are sent to site, fully equipped with the necessary PPE as designated by the client.
- The Client is required to provide a local Induction on site via site agent and provide all relevant risk assessments and safe systems of work (method statements) to the candidate.
- By way of monitoring both the Client and Operative are called weekly to make sure there are no issues and all is ok. This monitoring is recorded on One Way data base by our monitoring team in the form of written notes and call logs.
- When an operative finishes an assignment, the contract comes to an end we contact the client to request finishing references and review the assignment service provision. These references are also recorded on One Way data base against both the client and the individuals assigned.

Risk Assessment General

For all office activities under the control of the company, risk assessments will be produced. The results of any such assessments will be conveyed to the employees who are required to follow the instructions contained within that assessment.

Where an operative is working for a client it will be the responsibility of the client to produce the appropriate risk assessment and the operative's responsibility to comply.

Training & Communication

A requirement of modern health and safety legislation is to ensure that there is a properly trained workforce and instructions are communicated on a regular basis to all staff and employees. Where these instructions have an implication for contractors and clients they must also be included.

Typical methods of instruction and communications are as follows:

- a) Notices & Posters.
- b) Office Induction Talk.
- c) Adhoc Health & Safety Meetings

It is the policy of the company to employ a trained workforce and we are committed to the CSCS scheme. All operatives and staff will be CSCS card holders. We will ensure that only trained operatives are allocated to client jobs.

Workforce Involvement is important to the company and we employ a range of approaches to ensure that our staff and the operatives we place with clients are suitably engaged and consulted.

For internal staff we have undertaken regular one to one appraisals which are lead by the individual rather than any specific company agenda and involve a line manager. The appraisals are undertaken 6 monthly with an interim review for newer staff. We also carry out weekly team meetings which involve the team reviewing the weeks work and discussing future obligations targets and requirements. These discussions include consideration for safety.

For candidates we carry out pre-placement inspections of the work place to ensure it is suitable and check with each candidate the placement is appropriate, suitable and effective. In addition to these pre-placement discussion and arrangements we carry out twice weekly after care. This involves undertaking recorded calls to all of candidates placed to ensure they are satisfied with the placement, happy with the location and any relevant Health & safety arrangements. These calls form part of our internal KPI's for each recruitment consultant and are monitored electronically by the senior management team.

Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999, the Company is required to carry out a suitable and sufficient risk assessment for all work activities. Significant risks must be recorded and

communicated to all relevant staff. The assessment will involve identification what hazards are associated with the activity and thereby evaluating the extent of the risks involved and establishing suitable and sufficient control measures. Whenever a work activity alters, then a new risk assessment will be made or previous assessments revised.

The majority of our operations are undertaken by directly employed staff. Our operations mainly involve office work, some vehicle use for travelling and visiting third party sites for sales or monitoring visits, form **OWG_H&S_Doc_003** should be used to carry out an assessment if no general assessment is available for a given situation. General risk assessments a can be found in section 3 of the management folder. These forms are designed to prompt the assessor to identify key risks, assess their impact on the works and identify who will be the primary stakeholder in managing the risk.

For our office operations the designated office manager will complete the HSE online assessment system and circulate findings and action to all staff. The online assessment system can be accessed form this link, <http://records.hse.gov.uk/connect.ti/officeriskassess/view?objectId=23667>.

As detailed above risk assessment for tasks undertaken by candidates placed with third party clients should be provided with relevant assessments by the placement client.

As a general guide a risk assessment should:

- Identify all the hazards.
- Evaluate the risks arising from such hazards.
- Record the significant findings.
- Identify any specific company of employees or individuals who are especially at risk.
- Identify others who may be at risk, e.g. visitors, members of the public.
- Evaluate current control procedures, including the provision of information instruction and training.
- Assess the probability of an accident or incident occurring as a result of uncontrolled risk.
- Record any circumstances arising from the assessment where there is a potential for serious or imminent danger.
- Specify information requirements for employees, including precautionary measures and emergency arrangements.
- Provide an action plan giving information on the implementation of additional controls, in order of priority, and with an appropriate time scale for such implementation.
- Prioritise the protection of the majority rather than the individual.

A check list of general Risk Assessments will form part of the overall safety management folder and will be updated and reviewed on a regular basis. The register will take the form of controlled list of assessed risks. Where new assessments are undertaken or old assessments are reviewed and revised the register will be updated.

Special Assessments

The company recognises that certain specialist assessments are required particularly in relation to, Pregnant or nursing mothers, Young Persons and Fire Safety within our premises. Where these issues are identified within the organisation assistance will be sought in relation to the risk assessment. As a minimum all employees under the age of 18 will be specifically assessed and in addition where the management consider that an employee lacks relevant training, experience and general competence a similar assessment will be undertaken. Individual assessments will always involve direct consultation with the individual to explain the process and agree control measures.

A fire risk assessment will be undertaken for the main office building and each remote site set up (see form **OWG_H&S_Doc_007**) and a copy will be held for regular review in the safety management folder. Forms are held within the safety management folder to deal with other specialist assessments such as Manual Handling and COSHH.

Health and Safety Training & Information

The company has embarked on a program of Health & Safety training at all levels of the organisation. It recognises the importance of training the workforce to allow the company to compete in the market place, develop and grow and to improve personal achievement within the organisation. The company will implement an induction-training program for all new employees and an on-going program of Health & Safety training of both a general and job specific nature. The program for each individual will be formulated based on the individual's roles within the organisation and personal development goals discussed in regular appraisals.

These programs are expressed in the companies training matrix, which will be regularly updated and managed as part of the office management function. New employees will be issued with a copy of this document, a employee handbook and given a brief tour of the offices introducing key members of staff and confirming roles and responsibilities. New Candidate inductions will be conducted by the local manager or designated deputy and recorded in a register, see form **OWG_H&S_Doc_005**.

Please also refer to the company training & Development policy in the employee handbook.

Reporting of Accidents

All operatives and staff have a role to play in reporting accidents efficiently and effectively and the company will actively promote the reporting of accidents that occur in the workplace.

All accidents, be it in the office or on a site, however minor, will be entered into the accident book. It is important that if an accident occurs on site, then it is reported to the project manager who can ensure that the accident is recorded. It is then the duty of the project manager to inform head office of the accident and return the form back to the recruitment consultant for further consideration/investigation where necessary. For major accidents or incidents, including those that may become reportable as dangerous occurrences under RIDDOR project managers should complete form **OWG_H&S_Doc_015**. This incident form should be used as soon as possible and may be used to inform any future investigation.

If the accident is reportable under RIDDOR 2013 then Form F2508 will be filled in and forwarded to HSE – usually online at www.riddor.gov.uk. Advice will be sought immediately to establish whether an accident should be reported or not. Staff should contact the Managing Director or our Safety Consultants, MSA Safety.

Always inform your line manager. Some accidents may be sufficiently severe that a telephone call to the HSE/ICC will be necessary. In such circumstances the consultant advisor will be called for advice.

Accident and Incident Investigation

The Company recognizes that any procedures put in place to help prevent accidents from occurring, are beneficial for the health and safety of all employees and visitors.

In order to learn more from accidents that take place the company will investigate all accidents and near miss incidents involving persons and property other than where the injury is deemed to be minor. The results from an investigation will hopefully prevent further accidents, and may well instigate further procedures to help prevent them. Each circumstance will be different however; accident investigations will usually lead to a change in the risk assessment or even policy arrangements. Investigations will include employee interviews, statements and site visits. Our safety consultant may be called in to assist in this and will investigate all RIDDOR reportable accidents and incidents.

Accident Records

Records will be held on file and where appropriate statistical information will be analysed to establish trends, patterns and repetitive occurrences. Records (accident books and any RIDDOR reports) will be held on file for at least three years and reviewed thereafter to establish the need for longer term archiving. Accidents resulting in loss or injury will be reviewed by the safety committee to establish a review of corrective actions.

Alcohol, Drugs & Smoking Policy

The company considers that individuals under the influence of drugs and/or alcohol present a serious danger to themselves and others around them whilst at work. This is of particular importance in the construction industry in light of the hazards present in the workplace. Employees found to be using alcohol or drugs (which have not been prescribed by a doctor) during working hours, will face disciplinary action and possibly dismissal.

Those employees who are required to take prescription drugs for an illness or ailment are requested to seek the advice of their doctor regarding the possible side effects of any such drug and likely effects in the workplace e.g. drowsiness, loss of concentration. These effects should be reported to your supervisor and you may be required to undertake light duties or abstain from work.

We have a more detailed policy in **OWG_HR_Doc_001 "Employee Handbook"**.

Company Driving Policy & Vehicle Management

Due to the nature of our operations we require that employees drive company vehicles whilst at work to operational sites. The company recognises employees as representatives of the company whilst driving at work and requires that all employees observe the highway-code as a minimum requirement. Company vehicles are maintained under contract however all employees have a duty to ensure that the vehicle is road worthy on a daily basis. Checking of tyres, lights and other essential features of the vehicle is the employee's duty and correct use of the vehicle is also important.

All employees must observe the company rules regarding the conduct of company vehicle users and relevant safety instructions.

Operatives have a duty to ensure that all journeys are properly pre-planned and that the office is aware of your intended destination. Regular breaks are necessary particularly when driving for more than an hour in one continuous driving period. Drinking any amount of alcohol is strictly forbidden and the company does not allow the use of hand held mobile telephones whilst driving. Should telephone calls be made in the car a suitable parking place should be sought and the vehicle should be stationary prior to making the call. Do not overload your vehicle or allow improper use of the vehicle e.g. passengers riding in the van compartment.

Where staff are required to visit construction sites they should observe all local requirements in respect of traffic management, speed limits and parking. They should also be aware that there may be mobile plant or HGV vehicle movements and appropriate care and caution is required.

We have a more detailed policy in **OWG_HR_Doc_001 "Employee Handbook"**.

First Aid

The Company shall provide or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to their employees and others on site if they are injured or become ill at work.

The Company shall ensure that adequate person(s) trained in First Aid shall be present on every site, whether this person is an employee of the Company, or where the client employs this person if the Company makes adequate agreements to share the provision.

Employees and sub-contractors will be informed of the company's first aid arrangements and the identities of trained First Aiders via the induction talk and by the use of notices. Notices will include the name(s) of site first aiders, where attention can be sought and where first aid equipment is held and how to get to the nearest A&E Hospital.

Where employees leave the company premises to carry out work on behalf of the company, they shall be provided with a first aid box suitable for the works that they are to carry out. First Aid boxes and other related equipment will be regularly checked to ensure that all items are fully stocked and that the box is ready for use at all times.

The contents of the first aid boxes will be as recommended in the Approved Code Of Practice under the Health and Safety (First Aid) Regulations 1981.

First Aid training will be provided to Site Foremen to the minimum level e.g. basic life saving training (appointed persons). Other persons may be required to undertake basic life saving first aid training as identified.

Supplier Procurement & Vetting

It is of paramount importance that the Company employ only competent suppliers. Although competence can rarely be guaranteed the Company will endeavour to 'vet' suppliers prior to placing orders to ensure they meet our requirements in respect of health & safety compliance, environmental performance and general good governance.

Prior to any appointment the Operations Director & Principal Finance & Operations Controller will discuss whether the supplier is appropriate and will adopt our approach to corporate responsibility. This will be ascertained by past experience, references, interviews, evidence of qualifications and method statements etc and will be undertaken for contractors who are "new" to the Company during our formal Pre-Let meetings. These meetings will include detailed questioning on the company attitude and outlook to health and Safety, environmental management and supply chain logistics. Suppliers that provided satisfactory replies will be added to our approved register.

Where a supplier is appointed, the terms and conditions of their order require them to comply with the relevant Health, Safety & Environmental matters and to convey this information including policies, proof of accreditation etc, to the Company. Each and every supplier employed by OWG will sign a copy of our standard terms and conditions and return this for our records. The terms and conditions will be regularly reviewed to ensure they remain current and cover the areas we wish to convey.

Suppliers who fail to adhere to our terms and conditions may be removed from our approved list. All suppliers will be reviewed annually to ensure they still meet our standards and where this is not the case their ongoing status on our list will be reviewed.

Consultation with Employees

The company understands the importance of consulting with employees on matters of health & safety and will undertake to do so on a regular basis. All employees will attend regular staff meetings and any concerns raised will be feed back through the team leader for appropriate action. Where issues are repeatedly raised without satisfactory resolution the matter will be raised at the regular management meetings for discussion. Regular management meetings will always include health & safety as an agenda item and would typically include a review of risk assessments, accidents, training and relevant procedures. All employees attend appraisal meetings with managers which provide a further outlet to raise concerns and address issues relating to Health & Safety.

Personal Safety & Lone Workers

All staff are reminded of their general duty to look after their own health & safety, that of others they work with and the public at large. Horseplay and generally irresponsible behaviour will not be tolerated on company premises or third party sites. Be aware of your surroundings at all times particularly when you are alone in the office, on site or travelling to and from site. Ensure that you are able to communicate quickly and easily with your manager and always notify a member of staff or office reception of your intended destination and approximate time for return.

In addition we are keen to promote good safety practice in the home and encourage employees to keep safety in mind both at work and in the home. Accidents and incidents outside of the working environment account for a significant percentage of "time lost" injuries and this is an additional cost to the business. Many are sporting injuries or as a result of DIY activities. We do not discourage our employees from these important activities but request that safety remains a consideration for employees outside of working hours. Employee's personal safety and that of their family's is important to the business and our long-term objectives for success.

When any person is required to work alone there are a number matters that should be considered:- The company/contractor will carry out a risk assessment of the activity to ensure that the task does not present any additional risk whilst working alone. A check will be made to ensure that the individual is fit to work on his/her own.

Arrangements will be made for periodic visits by the supervisor or a co-worker. The supervisor will ensure there is a method of contact between the operative and his/her office or superior to enable regular communication to take place. Arrangements for regular contact at pre-determined times will be made. If contact is not made the supervisor will ensure that arrangements are in place to investigate the situation immediately. Client to ensure all lone workers have access to first aid and where necessary additional equipment to ensure safety and security.

Mental Health & Stress

We value maintaining personal physical and mental health and encourage employees to recognise the importance of positive mental health.

We all suffer from varying levels of stress both at home and at work from time to time. We understand that individuals have differing tolerances to stress at work however we also believe that it is important for employees to recognise the symptoms or adverse affects as early as possible. If an employee is concerned about their workload, working practices or even a problem outside of the workplace they are actively encouraged to discuss this with a colleague or line manager. We consider that discussing any problem that is adding to stress levels will be viewed with reason and support. Managers general operate and “open door” policy and all employees should be assured that where matters of concern are discussed with line managers they will be treated with the utmost confidentiality.

In extreme cases where internal support is not sufficient we may offer external counselling by a specialist to assess the situation and establish a program for ongoing support.

Further advice on Occupational Stress can be sought from our consultant advisor, the HSE and EMAS.

Health Surveillance

The use of certain products and substance will dictate the need to carry out Health Surveillance for employees. This is intended as a health check to ensure that employees are not suffering ill effects from the working processes or use of such products and substances at work. Risk Assessments will identify where specific Health Surveillance is necessary for example where vibrating tools are used or dangerous substances handled. The duty to provide Health Surveillance is with the employer, we will ensure that adequate health surveillance is provided to our employees and will check that our clients have suitable arrangements for placements. We include within our company induction a brief questionnaire about existing medical conditions. This is intended to establish is any existing conditions affect the individual's ability to undertake the work and to avoid aggravating any pre-existing conditions.

We hold a guidance sheet for health surveillance in our safety management folder and issue basic questionnaires to all staff to monitor the workforce for ongoing health and fitness for work. We will implement the “fit for work” programme for all employees which include a medical questionnaire and some screening. Details of this programme will be held in strictly confidential personnel records. We also offer long serving staff private health care schemes.

Other Policies

We also operate policies to manage Equal Opportunities in employment, Environmental Protection and Working Time Regulations. These appear in the employee handbook which is issued to all directly employed individuals. Some of these polices will also appear within supplier orders to ensure our suppliers and other stakeholders are made aware of our policy requirements.

Safety Arrangements

Work at Height

The Working at height Regulations 2005 require specific arrangements in relation to selection, use and inspection of equipment and places of work at height. Working platforms, edge protection and fall arrest equipment shall be provided and maintained in accordance with the regulations and subject the findings of a risk assessment.

Access equipment should be carefully selected to take into account the following:

- Location and proximity to other hazards e.g. overhead obstructions/cables
- Duration and nature of the work task
- Type and weight of materials
- Number of workers
- Ground conditions
- Other contractors working close by or members of the public
- Weather conditions (this must be continually monitored).

When considering all these factors it is important that the safest access equipment is selected for the given task, in particular the selection of equipment that prioritises general protection measures over individual; that avoids the use of ladders or step ladders in favour of working platforms and that ensures work at height is carried out with minimum risk to those carrying out the work and other affected by the work.

All access equipment should be regularly checked and properly maintained. Scaffolds and other similar structures must be inspected on a weekly basis minimum or following an event that may have damaged the structure i.e. adverse weather conditions. Inspections must be carried out by a competent person and recorded.

As a company we do not generally carry out work at height as most of our operations are office based, low level hop ups or “darlek” steps are used and these need to be assessed for general access to filing or racking, otherwise our exposure is limited. Occasionally staff will visit construction sites and those who visit site should familiarise themselves with the guidance in this policy. See also HSE guidance INDG455, link as follows, <http://www.hse.gov.uk/pubns/indg455.htm>

Candidates on placement should observe the local rules and requirements set out by the client (main contractor).

Control of Substances Hazardous to Health (COSHH)

The purpose of the COSHH regulations is to identify any material or process that may be hazardous and produce an assessment to reduce any risks to the lowest possible level. Employees must comply with these assessments and take precautions that have been deemed necessary.

Products will normally be accompanied by a document known as a “Safety Data Sheet” which provides the information to enable a COSHH assessment to be made. It is important to remember that a “Safety Data Sheet” is NOT an assessment.

Where generic assessments are used it is important to ensure that they are suitable for a specific situation. The assessment must be compared to the specific situation in hand and modified, if necessary, to ensure that they provide protection for the operatives involved and anyone else who could be affect. All assessments should be dated, referenced and signed by the author. In the case of assignments it is the client’s responsibility to ensure these assessments are undertaken and communicated to site operatives and contractors. Assessments should,

1. Prioritise the use of alternatives (less hazardous products) or processes that do present health risks.
2. Keep an inventory of all the chemicals used in production, maintenance, cleaning etc.
3. Identify the point of use for each substance.
4. Whenever possible rationalise the use of chemicals - e.g. only one form of brick cleaner.
5. Obtain information (material hazard data sheets) from the manufacturers or suppliers of each substance.
6. Carry out a COSHH assessment stating control measures required to control or prevent the risk.
7. Monitor the effectiveness of (1-5).
8. Develop and commence a training programme informing users of risks.

9. Any personal protective equipment required during the use of the substance shall be provided and maintained by the company. Employees are required to notify their foremen if the PPE is no longer serviceable. Employees are expected to co-operate with the company and comply with the Regulations.
10. Keep records and documentation on each assessed substance.
11. Keep all chemicals in safe places locked, and marked where necessary.
12. Any chemical identified as requiring special needs other than described above will be stored as per relevant regulations/ manufacturers recommendations.

NB: As of 31st August 2018 the New EH40 is in force and includes new classifications for previously unclassified substances. It is important that you monitor the new listed substances against your current product range. The new EH40 is available here, <http://www.hse.gov.uk/pubns/books/eh40.htm>

General Health Hazards & Labelling

As described above in the section headed COSHH it is essential that all potential health hazards are properly assessed and suitable controls devised to control the risk. Health Hazards come in various forms and modes and it is important that employees and managers are adequately trained to recognise their potential. All Health Hazards fall into three categories, Physical, Chemical and Biological. The following is not an exhaustive list but relevant as a guide,

- Physical hazards include, Noise, Vibration, Heat, Cold and the elements of the earth e.g. Earth, Wind, Water, Fire and Radiation.
- Chemical hazards include, organic chemicals, natural gases, petrochemicals, solvents, fibrous minerals and heavy metals (particularly Lead).
- Biological hazards include, communicable diseases, infections, waste products, micro organisms, Zoonoses and blood borne pathogens.

Infection Control

The recent coronavirus outbreak has brought infection control issues and control measures into very strong focus. Fighting this particular disease has required personal isolation to minimize the spread but like any infectious disease the main control measures have much in common, coughs, sneezes and hand contact are the primary cause of transmission.

To minimise transfer of infectious disease the following general principles apply in almost all circumstances,

- Ensure regular and thorough washing of hands.
- Catch sneezes and coughs in tissues or similar and ensure safe disposal.
- Avoid unnecessary contact with others and try not to share tools or utensils.
- Ensure thorough cleaning of surfaces, door handles and other building features that are regularly touched by staff or visitors.

We will also develop policies and procedures to ensure that distancing and cleanliness are maintained in our offices and that if staff are unwell they isolate for the prescribed periods. We will minimize visitors to the office and use remote means for meetings etc where possible. Some staff will be encouraged and enabled to work from home and we will avoid travel to third party sites where possible. Staff will be issued with additional face coverings and hand sanitizer as necessary during third party visits.

Whilst the above are very general precautions they serve to minimize a large variety of known diseases. Further specific guidance on covid-19 will be retained at our offices. At the time of the review the latest version of the covid-19 guidance for construction is CLC SOP V6. As and when this guidance changes, we will review our risk assessment and include the latest version in our arrangements and ensure suitable communication to staff, contractors and relevant others.

Asbestos

Clients/building owners must provide a copy of their asbestos management plan in accordance with the Control of Asbestos at Work Regulations 2012 and this should explain what asbestos containing material is present within the building and how it is being managed. We must ensure that a plan is in place at each of our operational offices unless it can be confirmed that the building does not contain asbestos e.g. was built post 1999 ban.

Where asbestos management plans and/or surveys are provided any ACM identified within them should be clearly identified and marked. Information about existing ACM's should also be included in inductions to advise all on site of their presence and minimise the risk of accidental contact/disturbance or removal of the material without the required precautions.

All candidates should attend an asbestos awareness-training course, to ensure they are conversant with the types of asbestos and the potential locations where it may be found. Evidence of this training should be provided at the initial assessment.

Under no circumstances should any member of staff or candidate disturb or remove asbestos based materials. No works involving asbestos at a One Way office shall commence until such time as an approved method statement is in place, all personnel have been informed of the method statement and relevant coordination and safety equipment is available and in use. In many cases a licensed contractor will be required for removal however advice should be sought from our safety consultant regarding the need for a licensed contractor as the notification regime changed in April 2012.

All site placements have a role to play in ensuring that **any** suspect material is reported to their supervisor/site manager immediately. If in doubt operatives should cease work powering down tools and equipment and leaving the work area immediately. The area should be temporarily sealed and appropriate signage posted, pending an investigation by a specialist. Operatives must not assume that fibrous materials do not contain asbestos, they must check to confirm.

In the event of an Asbestos incident on site, either the uncovering of a suspected ACM within the building fabric that has not been previously identified during the construction works, or any other incident involving ACM that may have been disturbed, the following emergency procedure will be put into place;

- a. Works in the area will stop immediately and the area will be sealed off.
- b. A sample will be taken of the material by a licensed contractor to confirm its content and from this a risk assessment will be undertaken with assistance from our safety consultants to determine the most appropriate course of action.
- c. If the material has been disturbed with the potential to release fibre into the air, any operative that may have been exposed will proceed to the welfare arrangements and decontaminate themselves, including the removing of clothing. The welfare facilities will need to be sealed and decontaminated by a licensed contractor.
- d. The area where the suspected incident occurred will be sealed and all accesses taped up with Duct tape and signed with Asbestos warning signage.
- e. A licensed contractor will be employed to undertake an air test of the suspected area and provide a certificate of reassurance.
- f. If the air test comes back as positive, or it is confirmed by other means that the material contains asbestos, a sample of the material will be taken for analysis and the licensed contractor will be instructed to undertake decontamination of the area as soon as possible under controlled conditions.
- g. The area will only be re-occupied upon receipt of a certificate of reassurance indicating that the levels within the area are below the action level.
- h. Our Health and Safety Consultants will be consulted to advise on the need to notify the incident.

Our headquarters were constructed in 2004 and contain no ACM (asbestos containing material) we do not therefore have an asbestos management plan for the head office.

Noise & Vibration

There is a statutory duty to control noise and to protect employees and other persons from its effects. Excessive noise can cause permanent damage to the hearing of those exposed to it. Noise is also a source of annoyance and disruption, and may directly or indirectly increase the risk of accidents. Every practicable step will be taken by the company to control noise.

At our offices occupational noise levels are not excessive enough to warrant any protective measures however those on site placement must observe local site rules and PPE requirements where noise protection zones are identified.

Where it is believed that noise may be approaching the first action level (see below), then a competent person will undertake a survey of the area. Results will be kept so that they can be referred to after repeated surveys.

The noise levels set in the revised Noise at Work Regulations will be used for the introduction of control measures as follows, 80 dB(a) protection is provided, 85 dB(a) protection is provide and use enforced, protection zones are marked and signed and management procedures implemented to minimise staff in the affected area.

If employees are liable to be exposed to noise at or above first action level, then assessments will be made and records kept. Where the noise is at or above second action level or peak action level, the noise will be reduced as far as is practicable by means other than ear protectors. All employees will wear ear protectors when the noise is greater than first action level. Rule of thumb guide: If you have to shout to speak to someone at 2 metres, then the noise exposure is approximately 80-85 If you have to shout at 1 metre, then the noise exposure is approximately 85 dB(A).

Noise and its effects are also heavily influenced by levels of vibration. Vibrating plant, machinery and portable tools can amplify the effects of noise but in addition carry with them there own health effects. Hand Arm Vibration (HAV) is a know condition caused by repetitive and continued use of vibrating equipment such as road drills, breakers and in some cases small tools. This can lead to Vibration white finger (loss of hand and finger articulation due to vibration damage) and requires adequate control. Risk Assessments are required to reduce this potential hazard especially for high-risk groups such as those using pneumatic road breakers and other percussive plant. In general affects can be best avoided by mechanizing the operation, where hand held equipment is used ensure hands are kept warm, use up to date well maintained equipment, reduce the time spent using vibrating tools and where this is unavoidable rotate job tasks to dilute the exposure.

We will ensure that subcontractors assess the potential exposure of vibrating tools by establishing the output of the equipment (usually available from the manufacturer, hirer or internet-based data logs) and feed this data into the HSE Calculator. Logs will be maintained of exposure times per operative to ensure that this is kept below acceptable limits i.e. the ELV. Where the contractor does not have adequate records of exposure they will be required to use our site vibration log.

Personal Protective Equipment

Personal Protective Equipment should be used wherever there is a requirement for protection of the individual that cannot be controlled at source. The company will ensure that all employees and operatives arrive on a client's site with all appropriate personal protective equipment.

It is the duty of the employer to supply, free of charge to his employees, all necessary PPE to carry out work activities in a safe manner. This requirement extends to all types of PPE typically:

- a) Safety Footwear (plate soles and toe protection).
- b) Goggles/face shields/glasses to appropriate grade.
- c) Gloves, with appropriate hand protection factor.
- d) Wet weather equipment/clothing.
- e) Safety harness etc.
- f) Safety helmets.

The above list is not exhaustive and subject to local risk assessment.

Employees have a duty to wear the PPE provided as directed by the local management. Failure to follow these instructions may result in disciplinary action being taken. If equipment is defective or inadequate it should be reported to the client and the One Way representative as soon as possible.

PPE must: -

- Be appropriate for the risks involved and the conditions at the work place where the exposure to risk may occur.
- Take into account the state of health of persons wearing it.
- Ensure the ergonomic requirements are met.
- So far as is reasonably practicable, be effective in preventing or adequately controlling the risks involved without increasing the overall risk.
- Be compatible with other risk reducing measures.

The Company will carry out an assessment of site risks before clarifying rules about the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are practicable. Whenever the task or place of work changes, a reassessment shall take place. Records will be kept of all assessments and use of PPE. Employees are required to notify their foremen if the PPE is no longer serviceable.

Typically our main contract site operations will involve a blanket rule for the wearing of hard hats, safety footwear and where necessary hi-vis clothing. This will be confirmed in the site induction and site rules. We will also retain additional spare equipment to issue to visitors or others if necessary. When issued to subcontractor this may be charged to the contract.

Electrical Safety

The Company only permits persons classed as 'competent' under the Electricity at Work Regulations 1989, to work on electrical equipment.

All electrical work carried out on the premises will be in accordance with the latest regulations published by the Institute of Electrical Engineers for Electrical Installations.

Under the Electricity at Work Regulations 1989 there is a statutory requirement to maintain electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire. Testing of equipment will be in relation to its use and environment. Generally office equipment will be subject to an annual test, and equipment used on site to a six monthly test. Any equipment found to be faulty will be removed from service immediately and labelled accordingly. Records will be kept for the life of the equipment.

The Company expects employees to carry out a visual inspection of electrical equipment prior to use and to report all defects for repair before the equipment is used. No employee is to knowingly use defective equipment. These guidelines apply whether the equipment is owned by the company or hired. Any defects will be reported to the local manager for further action.

All employees will receive sufficient instruction in the use of electrical equipment prior to use.

Permits to Work

The Company operates a permit to work for contractors working within its office premises. This enables the Company to be satisfied that a suitable and sufficient risk assessment has been undertaken, and that a method statement has been written and agreed prior to the commencement of work. Once the work is complete, the form is signed off. Permits will be issued by management only.

Manual Handling

Activities in both the office and site environment involve an element of manual handling. Although mechanical equipment should be used whenever practicable, much of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

This company will comply with these regulations by carrying out the following:-

- Avoiding hazardous manual handling operations as far as is reasonably practicable through good design of office layout and delivery routes, getting materials as close to the point of use as possible.
- Plan and design site logistics to minimise the volume, frequency and exposure to manual handling operations through introduction of lifting equipment, modular systems such as palletising and adequate well positioned storage areas.
- Placing the heavier stationary items on low level shelving to reduce the need for lifting.
- Reducing the risk of injury from those operations so far as is reasonably practicable - with particular consideration being given to mechanical assistance.
- Individual assessments will be made where required to assess the suitability of the person for the task.

When the nature of the load or the environment dictates, personal protective equipment will be issued, and will be expected to be used by employees.

As a general rule all office stationary is delivered directly to the One Way offices to a designated storage area for staff to use. Manual Handling of bulk items is prohibited and staff should seek assistance if they are unsure.

On site certain high-risk areas have been identified by HSE for particular scrutiny. One key area is the laying of heavy dense concrete blocks and kerbstones. It is essential that handling of these items is mechanised and where possible reduced by design to avoid manual handling tasks.

Unloading or Stacking of Materials.

When unloading or stacking materials, the following points will be adhered to.

- The vehicle that is delivering the material should not be in a position so as to create a hazard for other contractors or members of the public.
- Suitable protection in the form of barriers or hazard tape will be provided, and a banksman will be present, if the delivery vehicle is to be unloaded from a public highway.
- The route to the point of material storage should be as safe as is practicable, and not made more hazardous by obstacles/excavations.
- Correct machinery and lifting equipment must be used for the task.
- Certain operations will come under the Lifting Operations and Lifting Equipment Regulations 1998. This will require a method statement, risk assessment and appointment of a competent person to supervise the work.
- Materials must be stacked in a manner so that they do not create a hazard. Materials should not be stacked where the ground is unsuitable, in places where children have access, or adjacent to public footpaths etc., where retrieval could be hazardous.
- Materials should be stored flat and be kept bound together where feasible. Pipes must be protected from moving by the use of chocks, stakes etc.
- Roofing materials (particularly trusses) must not be leant against scaffolding as the extra weight may compromise the integrity of the scaffold structure

Portable Hand and Power Tools.

All hand tools should be suitable for their intended use.

Tools should be inspected prior to use to ensure that guards, blades, abrasive wheels, leads and handles etc are in good working order and PAT tested where necessary to ensure electrical integrity.

Tools that are damaged should be repaired or replaced. Cold chisels that have a build up of metal burr should be trimmed to reduce the risk of cuts or flying debris.

Operatives should be trained and conversant with the use of power tools. They should be aware of the general risk involved in the use of power tools including COSHH implications, the generation of excessive noise, the principles of machine guarding and the risks related to vibration.

Machine Guarding and Fencing

Whenever machines require guarding, the Company will refer to BS 5304 - 'safe guarding of machinery' for guidance.

In essence the Company will ensure that measures are taken in order to: -

- Prevent access to any dangerous part of machinery
- Stop the movement of any dangerous part of machinery before any part of a person enters a danger zone.

All guards and protection devices provided shall be suitable for the purpose for which they are provided.

Employees are forbidden to tamper with guards to machinery with the intent to bypass them so that the machine can be operated.

Guards to machinery will be inspected on a regular basis.

Portable tools will be checked regularly to ensure that they comply with current legislation and electrical testing is required on a regular basis.

Mobile Plant.

All operatives shall be trained so that they are competent to drive/ operate any item of plant that they may be required to do so in order to carry out their normal duties. Once the operative has received appropriate training, a copy of the certificate or operator's licence will be kept in the site safety folder on the site.

In order to comply with the Provision and Use of Work Equipment Regulations 1998, all lifting appliances will be inspected by their drivers on a weekly basis, and a note made in either the old F91 Register, or on the weekly plant inspection form.

All defects found on company or hired plant must be reported immediately.

At the end of the work period, all plant shall be left safe, and in places where they are not likely to be hazardous to others, secured and immobilised with the keys kept by a designated person.

Generally, all major lifting operations undertaken on OWG sites will be undertaken under the provisions of a contract lift wherever possible. The contractor undertaking the lift will be responsible for providing evidence of the thorough examination of the supplied lifting equipment, and providing OWG with evidence of statutory weekly inspections as required by the Lifting Operations and Lifting equipment Regulations.

Demolition

No demolition work will be undertaken until such time as the building has been assessed in relation to, potential hazardous contamination, potential hazardous materials in the fabric of the building, potential structural issues relating to the sequence of demolition and the need for temporary support and the potential for hidden services within the fabric.

Typically, we undertake only minor demolition and dismantling operations e.g. breaking out new openings for lift shafts, doorways and windows however the above will still apply to the assessment.

We understand that this is an activity that requires expertise and special training/ experience therefore where more extensive demolition is required a specialist sub-contractor will usually be employed.

We will carry out basic demolition work following an assessment of building by the project manager with the support of project engineers and others with appropriate expertise. We will generally expect client employed representatives to provide such instruction.

Non-English Speaking Personnel

Hazards arising from non-English speaking personnel require that OWG take a robust position on the persons that work on our construction sites. Where possible, we will avoid the use of non-English speaking personnel working upon our construction sites by agreement with our sub-contractor suppliers. This will be discussed within our pre-let meetings. Where this is not possible, we will stipulate that any non-English speaking operative is accompanied by a person who is able to translate the provisions of our site induction process, emergency procedures and contents of the contractors Risk Assessments and method Statements to the non-English speaking operative. The site manager will be responsible for satisfying himself that the non-English speaking operative understands the safety provisions provided upon that premises before he is put to work. If the site manager is not satisfied that the

operative understands the safety provisions particular to that site, nor the contents of the method Statement provided by his employer, he is authorised to prevent that operative from working upon an OWG site without exception.

Additionally, in instances where the Site Manager is satisfied that the translator has adequately communicated the safety procedures relating to that persons activities to the non-English speaking personnel and where they have been authorised to proceed with their operations, a site based risk assessment will be undertaken by the site manager to determine any further controls that may be required. For example multi language safety signage, bilingual instructions etc.

Health and Safety Audits & Safety Inspections of Office locations

Health and safety audits will be carried out each operational location to ensure that the company's high standard of safety is maintained in accordance with this management system and associated documents.

Records of these audits will be kept to ascertain whether standards have changed. Recommendations arising from the audits will be reviewed by management so that a priority can be placed on what actions are to be carried out.

Our Health & Safety Consultant may be requested to carry out inspections or audits of any operational office location. A report will be produced and copied to the relevant manager and the director

Office Safety

The Company is fully aware that accidents can happen in the office, as well as on site, and will endeavour to reduce the risk of such an accident by the following means: -

1. Waste paper bins and packing materials should be removed daily.
2. Management of cables to defined routes, so that they do not present a trip hazard or an over load to a circuit.
3. Training of employees in the correct use of fire extinguishers.
4. Check on lights and lighting levels to ensure they are suitable for the tasks being undertaken.
5. Shelves and storage areas are to be such that stretching and awkward lifting is avoided.
6. Cleaning chemicals kept away from foodstuffs in the kitchen area.
7. All electrical equipment will be regularly PAT tested in accordance with HSE guidance.
8. Where display screen equipment is being used workstation assessments will be carried out and the user trained in health and safety related issues.
9. Trailing electrical leads must be avoided to prevent tripping hazards.
10. Corridors, Fire escapes and Fire doors must be kept clear to ensure easy escape in the event of a fire or other emergency.

Health and safety audits will be carried out at regular intervals in the office areas to ensure that the risks of accidents are kept to a minimum. Office personnel will carry these out, so that areas can be inspected and commented upon by company employees. The Office risk assessment will identify all issues for each location.

Housekeeping

The Company believes that poor housekeeping can be a cause for accidents. This includes spillages, articles left in access ways and inadequate systems for storage of refuse.

All employees are required to maintain access routes and work areas in as clean a state as is reasonably practicable. Waste materials must not be allowed to accumulate except in suitable receptacles.

Storage of paperwork, for example files etc. will be on properly constructed shelving or filing cabinets which will be used correctly – no more than one draw open at any one time – open draws not left unattended.

For our office operations the designated office manager will complete the HSE online assessment system and circulate findings and action to all staff. The online assessment system can be accessed form this link, <http://records.hse.gov.uk/connect.ti/officeriskassess/view?objectId=23667>.

Welfare

The Company will use the Workplace (Health, Safety and Welfare) Regulations 1992 and the guidance from the Approved Code of Practice as a minimum for its standards for the office environment. Facilities will be checked whenever a general health and safety audit is carried out. Should an item of equipment fail to meet the standards the Company will improve the situation as soon as is practicable. In many locations we operate from managed offices with shared welfare arrangements/facilities and these are under the control of the building managers.

Welfare should typically include the following,

- Drinking waters (cartons or piped supply) and marked as drinking water, with cups or supplied from a drinking jet.
- Facilities for heating water and basic food.
- Washing facilities with hot and cold-water, soap and towels.
- Sufficient Sanitary conveniences

All facilities at each location will be regularly cleaned and we will keep the level of provision under constant review to ensure it remains adequate.

Fire Safety

Fire Safety in the office environment will be controlled through the Office Fire Safety Plan. A fire safety risk assessment will be carried out and suitable precautions will be devised to ensure fire safety see form **OWG_H&S_Doc_007**. Information and training will be provided to all staff and key personnel with specific duties within the Fire precautions procedures. We often operate from managed offices and local arrangements will be incorporated into our risk assessment process.

We will carry out fire risk assessments at each of our operational sites in accordance with the Regulatory Reform (Fire Safety) Order 2005 and communicate the associated arrangements and precautions to our staff and visitors.

Fire Equipment

The Company will maintain fire fighting equipment as deemed necessary for its premises, and will inform its employees on which type of fire extinguisher is suitable to tackle the different categories of fire. Servicing of the fire extinguishers will be carried out annually by a specialist contractor.

We will undertake a regular check of local fire safety arrangements using form **OWG_H&S_Doc_008**. This will be completed by the office manager.

Fire and Emergency Drills

The Company will hold a fire drill not less than once every year. Employees will exit the building and assemble at the fire assembly point for roll call. The drill will be recorded in the Office Safety Plan under the Fire Precautions heading.

Visual Display Equipment

The Company will carry out annual assessments on employees and their workstations, taking into account the criteria outlined in the schedule to the regulations, to comply with the Display Screen Equipment Regulations 1992.

The Company will comply with the regulations in that period breaks are made available to DSE users.

Records will be kept of all assessments made on employees and their workstations and will log regular eye sight test undertaken in compliance with regulations see form **OWG_H&S_Doc_013**.

The Display Screen Equipment Work – Guidance on Regulations - provides a comprehensive guide on the Regulations and on how to carry out an assessment. The Company's Health and Safety Consultant will carry out these assessments if required.

Assessment will initially be undertaken by the employee themselves through completion of our DSE Questionnaire. This questionnaire should establish any significant problems and identify areas for improvement. The document can be found in section 8 of the management folder, see form **OWG_H&S_Doc_01**

Monitoring

In order to understand and evaluate the effectiveness of the policy and procedures detailed above the company will arrange for regular proactive monitoring of site and office activities. Inspections and audits will be carried out and reports submitted to the managing directors for consideration. Employees and employee representatives will be consulted regarding the findings of these reports and corrective action will be discussed.

Our consultant safety advisors or one of the Directors will carry out audits and Inspections.

It is regrettable that accidents occur however the company recognise the need to react to these situations in a professional and productive fashion. Reactive monitoring will be undertaken to establish the causes of accidents, incidents and instances of ill-health or dangerous occurrence. Typically our consultant advisor will carry out accident investigations where the accident is reportable under the RIDDOR requirements.

Review

There are many influences on the effectiveness and efficiency of this policy and the company take the view that this document should live and grow with it. External factors such as new legislation or approved guidance may dictate the need for a review of the policy. Internal factors such a change in the operational nature of the company or an accident or incident will also prompt a review.

In order to keep up-to-date with the latest changes in Health & Safety the company will undertake a full review of this policy and procedures document at least once every year. This review will be carried out in consultation with employees and our appointed Health & Safety advisor.

A full review of company documentation in respect of Health & Safety will take place at least once every 12 months. Additional reviews will take place where necessary or dictated by accidents, incidents or changing legislation. We also carry out bi-monthly review meetings with our consultant advisor regarding building maintenance operations, training requirements and accident/incident reports. Meeting minutes are logged and form part of the overall annual review.