



# ALL ACCESS GROUP LIMITED

## HEALTH AND SAFETY POLICY

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## 1. Policy

### **ALL ACCESS GROUP LIMITED** **Company Health & Safety Policy**

#### **The Policy**

This policy applies to All Access Group Ltd and the subsidiary companies set out below:-

- All Access Limited
- All Access Scaffolding Limited
- All Access Services Limited

Employees / sub-contractors employed by all of the above must comply with the terms of this policy.

#### **Commitment to Safety**

This policy has been prepared and issued to all employees/sub-contractors employed by the Company, to ensure that everyone is aware that All Access Group Limited (the Company) are committed to preventing accidents and ill health on sites and work places where they are employed.

#### **Statement of Intent**

The company will continue on a regular basis, to revise and update the existing arrangements regarding the Management of Health, Safety and Welfare at Work in line with current and existing Legislation as it effects All Access Group Limited operations.

It is the Policy of the Company that its operations will be conducted efficiently, promote and conduct safety issues to the highest standard. It is to this end that the Company Health & Safety Policy reflects that high standard of safety to be a Management objective, which will be pursued with the same degree of vigour as any other Management discipline.

All persons employed by All Access Group Limited, however employed and in whatever capacity, are expected to co-operate with the Company in carrying out this Policy and must ensure that their individual work, so far as is reasonably practicable, is carried out without risk to themselves and others.

The Company Management have responsibility for Health, Safety and Welfare issues, and to whom reference should be made in the event of any difficulties arising from the implementation of this Policy. The Safety arrangements and effectiveness of this Policy will be monitored by the Company Management. To assist in this respect a co-opted Safety Advisor will be used when necessary to give advice on the requirements of the relevant Statutory Provisions and Safety matters generally with regard to the Company's operations.

Signed:  .....

Date: September 2016

Mr Samuel Berry – Managing Director

**Next Review Date:** September 2017

### **Objectives of the Health & Safety Policy**

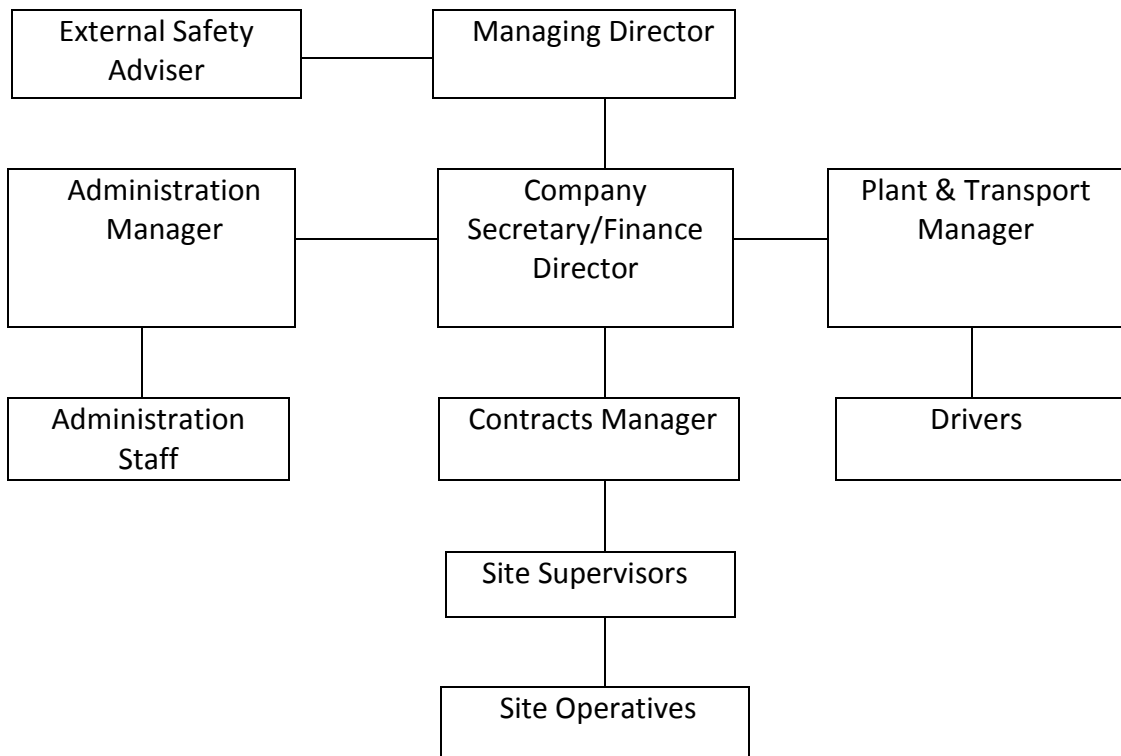
The Company define the Objectives of the Safety Policy as achieving the following goals:

- ❖ The implementation, effective operation of all activities and regular updating of the Health & Safety Policy will cultivate a healthy and responsible attitude to safety in general.
- ❖ To reduce and prevent accidents, injury, dangerous occurrences and serious incidents directly affected by Company operations.
- ❖ To reduce and prevent damage to plant, equipment, and property of the Company and other persons (companies).
- ❖ To always comply with existing and future legislation, which covers Health, Safety and Welfare matters.
- ❖ To promote Safety awareness, and Safety training.
- ❖ To observe safe and effective working practices at all times.
- ❖ To encourage co-operation of Clients, in achieving the objectives of the Health & Safety Policy.
- ❖ To consult with Employees of the Company to achieve the objectives of the Health & Safety Policy.
- ❖ To provide adequate and sufficient resources to continue the provision of the maintenance of plant, equipment and safe working conditions of employment.
- ❖ To provide adequate and sufficient resources to be pro-active in accident prevention, investigation of accidents and reduction of incidents of dangerous occurrences and near misses.

### **Implementation of Health & Safety Policy**

- ❖ The Managing Director shall be overall responsible to oversee the general Policy on Health, Safety and Welfare.
- ❖ The Company Management shall have full authority and responsibility to co-ordinate, assess and implement the Health & Safety Policy.
- ❖ The company Management shall where necessary issue practical and effective working codes of practice and advisory notes relevant to all safety activities.

## Management Structure of All Access Group Limited



## 2. Organisation

### General Considerations for Health, Safety and Welfare

1. A copy of the Health & Safety Policy is to be issued to every Employee and sub-contractor. To be issued to Clients, Customers and any other party as necessary.
2. It is the duty of every Employee of All Access Group Limited to co-operate with the successful implementation of this Health & Safety Policy and require the Management of Health, Safety and Welfare to be an integral part of their everyday duties.
3. This Health & Safety Policy will be revised and updated on a regular basis as required by:
  - a) Statute
  - b) Change in Employment conditions
  - c) The Management
4. All Employees shall be required to attend any Training relating to Health, Safety or Welfare issues, as necessary.
5. All Employees shall be actively encouraged to submit suggestions and ideas which will promote safety awareness in effective management of Health, Safety and Welfare issues.

### **Employers General Safety Duties**

- ❖ Under the Health and Safety at Work Act 1974, employers have a duty to take reasonable care to avoid injury or harm to their Employees or Others who may be affected by their work activities.
- ❖ The relevant sections of the Act are as follows:

### **Section (2.1) General duties of Employers to their Employees**

- ❖ It shall be the duty of every Employer to ensure so far as is reasonably practicable, the Health, Safety and Welfare at work of all his Employees.

### **Section (3.1) General duties of Employers to persons other than their Employees**

- ❖ It shall be the duty of every Employer to ensure so far as is reasonably practicable, the Health and Safety of others who may be affected by their work activities.

### **Section (6) Duties of Designers, Manufacturers and Suppliers of articles and substances for use at work**

- ❖ It shall be the duty of every Employer to ensure so far as is reasonably practicable, that articles and substances for use at work are safe and without risk to health.

### **Section (9) Duty of Employers not to charge for things done or provided in pursuance of specific requirements**

- ❖ No Employer shall charge any employee in respect of anything done or provided in order to comply with specific requirements of Statutory Legislation.

### **Other relevant Legislation**

- ❖ Social Security Act Regulations 1985 (as amended 1996) (accident book B1 510)
- ❖ Lifting Operations and Lifting Equipment Regulations 1998
- ❖ Provision and Use of Work Equipment Regulations 1998
- ❖ Management of Health and Safety at Work Regulations 1999 (as amended)
- ❖ Manual Handling Operations Regulations 1992 (as amended)
- ❖ Personal Protective Equipment at Work Regulations 1992 (as amended)
- ❖ Noise at Work Regulations 2005
- ❖ The Work at Height regulations 2005 (as amended)
- ❖ Construction, Design & Management Regulations 2015
- ❖ Control of Asbestos Regulations 2012
- ❖ Control of Substances Hazardous to Health Regulations 2002
- ❖ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013



### **Employees General Safety Duties**

- ❖ Under the Health and Safety at Work Act 1974, employees have a duty to take reasonable care to avoid injury to themselves or to others affected by their work activities. Employees are also required to co-operate with their Employers and others in complying with statutory requirements and shall not interfere with or misuse anything provided to promote Health, Safety and Welfare as required by Statute or Company Rules.

The relevant sections of the Act are as follows:

### **Section (7) It shall be the duty of every Employee whilst at work:**

- ❖ To take reasonable care for the Health and Safety of himself and others who may be affected by his/her acts or omissions at work.
- ❖ As regards any duty imposed upon him by his Employer or any other person, by or under any of the relevant Statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirements to be complied with.

### **Section (8) Interference and misuse**

- ❖ No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of Health, Safety or Welfare in pursuance of any of the relevant Statutory Provisions.

### **Safety function of all Company members**

#### Director

Overall accountability, responsibility and implementation of the Company Health & Safety Policy shall be that of the director.

#### Company Management

Day to day implementation and accountability to activate the Health & Safety Policy is the responsibility of Company Management.

#### Site supervisors/Foreman.

To be accountable to the Company Management and, responsible for Health & Safety of individuals under their supervision whilst on site as the Companies appointed person.

#### Chargehand Scaffolders

To be accountable, and responsible to the Site Supervisor/Foreman in the first instance. To carry out satisfactorily their individual duties, and to act as the appointed person when, engaged in any Company activity in control of his own gang.

#### Scaffolders

To be accountable to the Charge-hand Scaffer in the first instance, and to any other nominated representative of the Company. To carry out their individual duties with regard to safety.

#### Scaffolders Mate / Labourer

Their safety function and accountability are identical to the Scaffer in all respects.

### **Duties**

#### Company Management & Supervision.

- ❖ Will be aware of, and implement legislative requirements in so far as they affect operations under their control. Working to the NASC SG4:15 Guidance for the safe erection, dismantle and alteration of scaffolding.
- ❖ Scaffolds should be built to the TG20:13 NASC Guidance/BS EN 12811-1.
- ❖ Keep themselves fully conversant with the requirements of the Company Health & Safety Policy, in house safe working practices and other instructions affecting Health, Safety and Welfare.
- ❖ At quotation stage should be aware of circumstances and conditions which may influence works to be undertaken by the Company.
- ❖ Formally confirm with existing and prospective Clients any unusual or abnormal circumstances which may affect plant, equipment or property connected with actual or proposed works.
- ❖ Ensure that operatives under their supervision are issued with the relevant Risk Assessment and Method Statement.
- ❖ Any incident/accident is reported and recorded as per Accident/incident Reporting Procedures.
- ❖ To ensure all works will be controlled with protection of the public and other persons in mind.

#### Chargehand Scaffolders

- ❖ To co-operate with and implement any instruction issued to them by the Company management.
- ❖ To be aware and implement the requirements of the Health and Safety at Work Act 1974, and apply knowledge of all Legislation and Codes of Practice involving scaffolding as they affect the works in progress. (SG4:15 + TG20:13)
- ❖ To be aware of and implement the requirements of the Company Health & Safety Policy and in house safe working codes of practice that may be issued, including Risk Assessments/Method Statements.
- ❖ To liaise with Clients and other trades foremen where necessary to enable safe progression of scaffolding operations.
- ❖ Any Charge-hand Scaffolders who observe or has evidence of misuse or abuse of scaffolding by others, shall notify the Client and their immediate supervisor or manager.
- ❖ Any incident/accident associated with scaffolding operations which involves injury or damage must be reported as per Company procedure and relevant legislation.
- ❖ Responsibility for safe storage of scaffolding materials so as not to cause a hazard to others.
- ❖ Due regard must be observed at all times in respect of safety of the Public and others.
- ❖ Ensure where scaffolding work is to be carried out that the access and egress is good, and the work area is segregated for the protection of others.

#### Scaffolder

- ❖ To adhere to the Company Health & Safety Policy
- ❖ Authorised to carry out scaffolding works as directed by the charge-hand Scaffolders.
- ❖ To adhere to the Risk Assessment/Method Statement issued for the Scaffolding works.

### **Depot / Yard Safety Policy (including any location)**

Depot/yard manager/foreman/maintenance manager or equivalent.

#### **Accountability**

- ❖ The designated depot line management will be accountable and responsible to the directors of the Company, Line Management and the co-opted Safety Advisor generally to carry out the Health & Safety Policy of All Access Group Limited to implement any safety instruction and company practice to actively promote safety in any premises or working area belonging to or under the control of All Access Group Limited.

#### **Authority**

- ❖ The authority is given to the depot manager/foreman to issue safety instructions to effectively promote safety awareness to yard associated staff and any person who may be affected by the company's operators.
- ❖ Responsible for monitoring all machinery, equipment, and ancillary items used by the Company under direction of the yard/depot manager.

#### **Responsibility**

- ❖ Responsible for the storage and loading/unloading procedures of all materials, however packaged and carry out safe Handling Methods, including the loading/unloading of vehicles or any supplier vehicle under the control of the Company. Hand rails should be fitted to lorry trailers and secure access provided.
- ❖ To carry out any yard safety inspection with the safety manager at regular intervals.
- ❖ Responsible to report to any person in authority any defective plant, equipment or related items which in his/her opinion are defective. Items will be clearly marked and isolated for any serviceable action.
- ❖ All yard staff and drivers are accountable and responsible to the yard foreman/manager in the first instance and to any member of staff in authority designated by the Company to comply with the Health & Safety Policy of All Access Group Limited.
- ❖ To carry out any reasonable safety instructions issued or given verbally by the yard foreman/manager.

#### **Scaffolders Mate/Labourer**

- ❖ To adhere to the Company Health & Safety Policy.
- ❖ To organise, raise and lower scaffolding materials as required by the scaffolding team.
- ❖ To adhere to the Risk Assessment/Method Statement for the scaffolding works.

### **Depot Office**

All office staff, however employed

- ❖ All office staff shall be directly answerable to their immediate superior for carrying out their respective duties and any safety instructions in a safe manner.
- ❖ The offices within the depot and external areas of the depot shall be kept to a high standard of cleanliness with regard to housekeeping. The access ways shall be kept clear of any stored materials, in particular fire exit routes and fire escape routes.
- ❖ The canteen, toilets and store areas shall also be kept to a high standard of cleanliness.
- ❖ All instances of accidents, however caused, shall be reported to your immediate superior and recorded as laid down in the accident reporting procedure. This includes illness and injury.

### **Inductions**

- ❖ All new Employees will receive the Company Induction prior to commencement of work.

### **Consultation with employees.**

- ❖ Legislation requires employers to hold consultation with employees and to recognise the rights of employees, union safety representatives and safety committees. We will comply with the relevant legislation as a minimum standard.

### **Liaison with fellow employers. (Consultation)**

- ❖ We recognise our duty under the current consultation regulations, to communicate with fellow employers to ensure that information about hazards and control measures are shared. This will be carried out by feedback from tool box talks.

### **Control & Co-ordination of Contractors.**

- ❖ It is our general policy where practicable not to employ sub-contractors. However, where specialist sub-contractors are employed, the control of any such sub-contractors activities must be strictly covered by the terms of their contract.
- ❖ The management shall make reasonable enquiries of all sub-contractors to ensure they are competent, trained and have the necessary resources to undertake the work.
- ❖ A sub-contractor questionnaire will need to be completed.
- ❖ All sub-contractors will be subject to the company's monitoring arrangements to ensure compliance with the relevant policies/procedures.

### **Communication of information.**

- ❖ Essential information and feed-back, the tool box talk medium can be used to help disseminate essential health & safety information throughout the organisation.

### **Notice Boards**

- ❖ A notice board for posting of health & safety information and updates must be within common areas of the site/yard/office accommodation and welfare facilities.

### **Formal communication**

To ensure the effective communication of important information All Access Group Limited uses the following systems:

- Work instructions
- Memo's
- General notices
- Safety bulletins/alerts
- Safe start briefings/tool box talks

Safety bulletins are a system for communicating up to date information on health and safety matters. Important issues such as incident/accident learning to be shared will be compiled and issued to all employees as necessary.

Copies of written information should also be posted on the notice boards. For personnel with access to the company's computer system, this information can be sent electronically.

Certain formal communications may require the recipient to sign an acknowledgement slip that they have received, read and understood the contents of the communication.

## **3. Planning and implementation.**

### **Risk Assessment/Method Statements**

- ❖ In line with legislation (Management of Health and safety at Work Regulations) 1999 (as amended) Risk Assessments and Method Statements are produced and issued for all scaffolding related works, including yard duties. These are produced by trained competent Managers/supervisors.

### **Manual Handling**

- ❖ It is the policy of All Access Group Limited to comply with the law as set out in the Manual Handling Operations Regulations 1992 (as amended)
- ❖ Manual handling operations will be avoided as far, as is reasonably practicable where there is a risk of injury.
- ❖ Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- ❖ All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- ❖ Good lifting techniques will be demonstrated using Tool Box Talks and pre-start briefings.
- ❖ Manual handling training should be undertaken. (NASC SG6)

### **Control of Substances Hazardous to Health.**

- ❖ Arrangements are being developed to assess the effects of any substances identified as being hazardous to health and the adoption of relevant control measures, as required by the Control of Substances Hazardous to Health Regulations.
- ❖ All suppliers of materials are required to provide all relevant health and safety information (COSHH Safety Data Sheets) about their products to form the basis of the COSHH risk assessment. This information is to be requested for each product before procurement stage, so that consideration can be made for the use, handling and storage of the substance as per COSHH Regulations.

- ❖ The COSHH assessment must be carried out by an appointed competent person, usually the Safety Consultant.
- ❖ Information should also be supplied for First aid treatment should there be any incidents.

#### **Regulation for Noise at Work**

The Company will take practical care with the following:

- ❖ The type of plant and machinery which may be used.
- ❖ The hours during which works may be carried out.
- ❖ The level of Noise and hours during which noise may be emitted, and to reduce to the lowest levels achievable.
- ❖ The company shall be bound by all regulations covering noise abatement zones as laid down by local authorities. Adhere to codes of practice issued by the client or local authorities and HSE in relation to noise control.
- ❖ The Company will provide information, instruction, training and adequate supervision to enable all Employees to avoid environmental damage and, therefore have a positive contribution to the health of the environment.
- ❖ Noise assessments will be carried out as necessary and recorded.

#### **Electrical, Pneumatic, Petrol or Diesel Powered Hand Tools**

- ❖ All electric tools will be 110v where possible.
- ❖ All power tools shall be regularly inspected and maintained.
- ❖ All power tools shall be suitably identified.
- ❖ Electrical hand tools and associated accessories shall be regularly inspected and maintained by a competent person. Records should be kept.
- ❖ All electrical tools will be earthed.
- ❖ All guards and any other safety device associated with the tool shall be regularly maintained, inspected, serviced and used properly.
- ❖ All cable will be in good condition throughout its entire length and properly insulated at its point of connection to the appliance.
- ❖ Where a lead is damaged the appliance shall not be used.
- ❖ No cable or lead must trail or lay in water or conductive substance.
- ❖ All damaged cable leads, circuitry, armoured cable or similar shall only be repaired by a qualified competent person.
- ❖ In testing or fitting plugs to appliances, the colour codes shall be followed, only competent, trained authorised persons to carry out this work.

#### **Asbestos.**

All Access Group Limited does not currently undertake scaffolding operations involving work with asbestos, e.g. structures for use as enclosures for asbestos removal or encapsulation.

- ❖ Breathing in asbestos fibres can eventually lead to a number of diseases. These include: Asbestosis or Fibrosis (scarring) of the lungs, Lung Cancer, Mesothelioma (a Cancer of the inner lining of the chest wall or abdominal cavity)
- ❖ There is no cure of asbestos related diseases.

- ❖ Asbestos based materials such as asbestos insulation, asbestos coatings and insulation board, may be found in many buildings constructed before 1985.
- ❖ Asbestos may also be contained within reinforced plastics, mastics and sealants, along with millboard, insulation of electrical equipment and fibreboard.
- ❖ In addition, certain textured coatings, decorative plasters, paints, asbestos rope and cloth could contain asbestos.
- ❖ If you come across any hidden or dusty materials which you suspect may contain asbestos, **STOP WORK**, report it to your supervisor and do not restart work until testing has been carried out and it is confirmed safe to continue.
- ❖ General Asbestos awareness training is still carried out within the company.

#### **Drivers of Company Vehicles**

All authorised drivers of company vehicles will ensure that:

- ❖ The vehicle is roadworthy.
- ❖ The requirements of the Road Traffic Act and Highway Code are observed.
- ❖ The vehicle is not used for anything it is not intended or insured.
- ❖ Maintenance and servicing is carried out as per the vehicles servicing schedule.
- ❖ Driving licences are current, valid and appropriate to the class of vehicles to be driven.
- ❖ Only All Access Group Limited authorised drivers are permitted to drive vehicles.
- ❖ Any incident involving collision with a person, animal or other vehicle is reported.  
DO NOT ADMIT LIABILITY.
- ❖ All loads are within the rated capacity of the vehicle.
- ❖ Overhanging loads have a triangle affixed.
- ❖ Clear reversing signals to be given.
- ❖ Tapered cones to be used whilst unloading with warning signs in place.
- ❖ Driving is always conducted with due regard for other road users and pedestrians.
- ❖ Any deterioration in the Health of the driver that might affect his competency with regard to driving is reported to management.
- ❖ Minor repairs to vehicles shall be carried out by drivers e.g. fan belts, light bulbs & broken mirrors.
- ❖ All major defects must be reported to management.

#### **Alcohol and Drugs Policy**

All employees:

- ❖ You must not report for work if you are unfit through alcohol or illegal substances.
- ❖ You must not consume any alcohol or illegal substances whilst at work.
- ❖ You must not be in possession of any illegal substances whilst at work.
- ❖ Guilty offenders will be subject to disciplinary action which could lead to instant dismissal.



### **Time Keeping and Attendance**

- ❖ Employees are expected to attend work punctually and to be ready to commence work at the agreed time and continue to work to the agreed finishing time.
- ❖ Where employees arrive late or wish to leave early, they must advise the office of the reasons.
- ❖ Employees are expected to attend work, and notify the company of any absence in accordance with terms contained within your contract of employment.

### **CIS Sub-contractors**

#### **Duties**

Sub-contractors who provide a service to All Access Group Limited shall conduct their undertakings as required by the Company Health & Safety Policy for Employees.

- ❖ Sub-contractor labour will be under the direct supervision of All Access Group Limited.
- ❖ All sub-contractors must be Competent and Trained and CISRS/CITB card holders with current Health and Safety test.
- ❖ Sub-contractors shall co-operate with the HSE and assist in any way possible.
- ❖ Any accident, incident or dangerous occurrence must be notified to the Management of All Access Group Limited.
- ❖ Sub-contractors shall co-operate fully with any investigation of incidents which may be initiated by All Access Group Limited. All Access Group Limited liability insurance covers CIS sub-contractors working for the Company.
- ❖ Sub-contractors shall co-operate fully with any investigation of incidents which may be initiated by All Access Group Limited. All Access Group Limited liability insurance covers CIS sub-contractors working for the Company.

### **General Public Safety (Protection of Others)**

- ❖ The general public is defined for the purpose of this Health & Safety Policy as any person who is not employed by the Company:
- ❖ Employees of neighbouring businesses;
- ❖ Visitors to Company and neighbouring business premises;
- ❖ Pedestrians and road users;
- ❖ Any persons who could be affected by Company activities on site locations.
- ❖ General public areas must be kept free from any unsafe obstructions and activities that could be a hazard e.g. re-texturing of granite paving slabs using oxy-acetylene torches and scaffolding works. Where general public areas have to be guarded-off due to the nature of work, all necessary temporary safeguards must be provided and adequate control measures put in place. Areas of possible danger to the general public, must be safely guarded-off and appropriate warning notices displayed. Those that could be affected by the works must be notified in advance wherever possible so that where necessary, their normal safety arrangements can accommodate additional safety provisions necessary for the safe use of temporary works.
- ❖ When pavements could be affected by the works all appropriate signs and guards must be displayed. Temporary walkways for pedestrians must be at a safe distance from the work. The walkways should be defined with red and white continuous rigid guard-rails and toe boards or hoarding. Where temporary pedestrian walkways have to be located in roads, red and white



secured road timbers should be used instead of toe boards and all appropriate road signs/lights and cones must be displayed. Where pavements are required for closure, the Company's Safety Consultants and the Local Highways Department/Local Council must be informed so that all appropriate precautions and controls are taken. Note: Pavements are used by mothers pushing prams, children, blind and disabled persons as well as ordinary pedestrians and they must all be considered when diverting/closing pavements.

- ❖ Trespassers safety must also be considered so they are protected from danger. There is a particularly strong liability towards children who may be 'attracted' onto Company premises or site works after working hours. The precautions to exclude children depend on circumstances. If it is reasonably foreseeable that a child might gain access, the precautions, which have been taken, are not sufficient. Every reasonable precaution must be taken to keep trespassers out of Company premises and sites. Considerations must be given to safeguard trespassers should they gain entry, e.g., Guard dogs must be under control. Machinery, plant and equipment should be left immobilised (disconnected/locked off) and in a safe condition. Access to scaffolds removed or blocked off.
- ❖ Third Parties and Visitors: The Company has a responsibility not to jeopardise any person's safety. This covers not only Company Employees, but also the Client's Employees, Sub-Contractor's Employees, Visitors and persons making deliveries, etc.
- ❖ Where third parties or visitors are allowed onto Company Premises or site locations, they should be made aware of safety standards and any special hazards. They should be accompanied by a responsible person and provided with protective clothing/equipment where appropriate.
- ❖ Site working areas must be suitably guarded/cordoned-off and appropriate safety signs displayed, particularly scaffold working platforms where the protection preventing persons from falling has been temporarily affected, at the base areas where hoists are being erected, areas where persons could be struck by hoist platforms and areas of potential fall of materials, etc.

#### **Construction (Design & Management) Regulations 2015:**

- ❖ All Access Group Ltd has an understanding of the Regulations and understands the duties of:
  - The Client
  - The Designer
  - The Principle Contractor
  - Contractors and the self employed
- ❖ All Access Group Ltd is often engaged as contractors as defined by the Construction (Design and Management) Regulations 2015 and as such will comply with the Regulations as applicable, in particular we will:
- ❖ Comply with any reasonable directions issued by the Principal Contractor, and with any rules in the Construction Phase Health and Safety Plan that are relevant.

- ❖ Submit any relevant risk assessments and method statements as required.
- ❖ Plan, manage and monitor our work to ensure that it is carried out without risks to health and safety.
- ❖ Inform the Principal Contractor of any incidents without unreasonable delay.
- ❖ Provide relevant information for the Health and Safety file.
  - ❖ All Access Group Ltd realises that the provision of training and information to operatives on site is vital, and as such will ensure that:
- ❖ All operatives are trained and competent to carry out the tasks to which they are assigned.
- ❖ No operatives will begin work until they have received basic information, such as the site induction from the Principal Contractor, and the contents of relevant sections of the Construction Phase Health and Safety Plan.

## 4. Arrangements.

### Personal Protective Equipment

- ❖ The head, eyes, hands, feet and ears are all very vulnerable to injury. Equipment to prevent such injury will be made available.
- ❖ All operatives are required to wear suitable safety footwear whilst at work on sites or in company workplaces.
- ❖ Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn.
- ❖ Ear and eye protection will be worn where required.
- ❖ Respiratory protection will be worn where required.
- ❖ Safety harness and lanyard must be worn and used at all times by scaffolders whilst on sites/scaffolds.
- ❖ Gloves should be worn, especially where rats are present, (Weils disease), pigeons (Psittacosis) and also for handling boards and tubes.
- ❖ Safety helmets must be worn on sites at all times.
- ❖ All issued PPE must be kept in good condition and inspected each day before used. If found defective, exchange for new via your supervisor/manager.
- ❖ Personal protective equipment is issued free. Please look after it.
- ❖ If PPE is misused or damaged through misuse, the Company may charge for replacement.
- ❖ Dust masks should be used as necessary, ensure the correct masks are provided and that face fit testing has been carried out.

### First Aid

- ❖ First aid equipment will be available and first aid boxes will be replenished as and when necessary.
- ❖ First aid and training will be carried out as and when necessary.
- ❖ All company vehicles shall have a first aid kit supplied and fully stocked.

### Fire Safety

- ❖ The Regulatory Reform (Fire Safety) Order 2005 employers to undertake a formal Risk Assessment.
- ❖ The **Responsible Person** will ensure that suitable & sufficient safeguards are in place
- ❖ All fire extinguishers will be regularly checked in line with current legislation.
- ❖ All fire points, fire exits and assembly point will be clearly signed. The Health & Safety (Safety Signs & Signals) Regulations 1996 (as amended).
- ❖ Fire drill should be undertaken at 6 month intervals and a record kept.

### Company / Personal Property

- ❖ Where the company makes provision of secure storage, an operative is responsible for ensuring the safe keeping within that place of tools and issued safety equipment.
- ❖ The company accepts no responsibility for loss or damage to personal effects brought onto company premises. Provision for indemnity in this respect must be made with your own insurers.
- ❖ An employee is not permitted to remove any company property without prior management approval.

#### **Welfare.**

- ❖ Welfare facilities are provided within the Yard/office facility, including a canteen with hot and cold water, microwave oven and fridge.
- ❖ Toilets are provided and are fully stocked and cleaned on a regular basis. Soap, hand towels and toilet tissue is provided.
- ❖ Drying room with lockers, seating and heating is provided.
- ❖ Please keep all welfare facilities clean and leave as you would expect to find them.

## **5. Measuring performance.**

#### **Accident Reporting Investigation**

- ❖ All accidents/incidents are to be reported to Mr S. Berry, who will record the given information into the Accident Book. B1 510 in line with the Social Security Act 1985 (as amended 1996).
- ❖ All reporting of accidents/incidents and Dangerous Occurrences and subsequent investigation will be carried out in line with the current legislation, which is The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- ❖ Mr S. Berry with the help of the staff and any witness's will carry out an investigation into the causes of any accidents in accordance with the procedures.
- ❖ Any accidents, which do not result in physical harm, will be reported and investigated in the same manner.

#### **Statutory Bodies**

- ❖ The Company will liaise where necessary with such Bodies as the Health and Safety Executive (H.S.E.) and the Environmental Health Officers (E.H.O.)

#### **Near Miss Reporting**

- ❖ All incidents not resulting in injury (i.e. near misses and RIDDOR Dangerous Occurrences) must be reported and investigated. In addition employees all have a duty to report any hazards identified so that an assessment can be made to eliminate or control the risks arising from the hazard.

#### **Proactive Monitoring**

- ❖ The purpose of proactive monitoring is to ensure that the established performance standards are being adhered to and to help prevent an accident or ill health. The primary objective of the hierarchy monitoring is not just to identify failures in the form of unsafe acts or conditions, but also to measure success and recognise positive good behaviour.

#### **Hierarchy Monitoring**

- ❖ All members of the line management within the operational hierarchy of the organisation (Director down to first line supervision) shall undertake health and safety inspections at a predetermined frequency. Hence the term Hierarchy Monitoring. The inspection shall observe workplace operations and be carried out using a checklist format to record the findings.
- ❖ Frequency of monitoring:
  - Director – quarterly.**
  - Manager – quarterly.**
  - Supervisor – monthly.**
  - Foreman – monthly.**

- ❖ Copies of the **monitoring** reports should be sent to the company office, where appropriate copies will be issued to the persons responsible for completing remedial actions. All corrective remedial actions remain open until closed out as complete.

#### **Independent Monitoring**

- ❖ Independent monitoring is similar to the hierarchy monitoring but may be carried out by an independent Health & Safety Consultant. This monitoring is reported directly to the Managing Director.

## **6. Reviewing Performance.**

#### **Integrated Review Meetings**

- ❖ To achieve excellence in health and safety performance we need to regularly evaluate our performance in order to maximise learning and take appropriate action, to ensure continuous improvement.
- ❖ Health & safety is integrated into the following review meetings:
  1. An agenda must be set and minutes of the meetings taken to record findings and actions.
  2. The agenda of each meeting must include the following items, accident performance + significant issues raised from formal monitoring and auditing.

#### **Safety Management Review**

- ❖ In addition to the integrated review meetings a quarterly safety management review meeting should be held with the Senior Management and Safety Consultants to monitor implementation and development of the Safety Management System and overall performance.

#### **Auditing**

- ❖ Annual internal audit of the Safety Management Systems should be carried out. All line management are required to fully co-operate with the audit.
- ❖ A written report should be prepared following each audit by the Auditor. The report will detail: the scope of the audit undertaken, findings and conclusions of the audit and recommendations.

## 7. Action Management.

To help monitor implementation of the Safety Management System and outstanding actions a Management Action Plan should be developed.

### ALL ACCESS ACCIDENT REPORTING POLICY

#### 1. General statement

It is our policy that all workplace accidents will be reported in our accident book/forms. This/these will be kept in the following locations: the main office. Apart from being a legal requirement, this enables us to investigate the more serious accidents to ensure that they do not re-occur. Therefore, staff will be expected to abide by the following procedures in the event of an accident.

#### 2. Legal position

The law on accident reporting is covered by the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**. These Regulations set down requirements for reporting certain types of accidents to the enforcement authorities and how this is to be done.

#### 3. Reporting of accidents

All accidents will be recorded as soon after the event as possible. This may be done by the injured employee or a colleague. If a visitor has an accident, then the employee whom they are visiting is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. If this is the situation, they are responsible for making the report. Due to data protection requirements, the completion of personal details will need to be made by a member of All Access Management. Therefore, the form should be forwarded to them as soon as possible. Should the accident need to be reported to the enforcement authorities, the relevant form F2508 will be completed by S. Berry or Pat Jackson.

#### 4. Offsite accidents

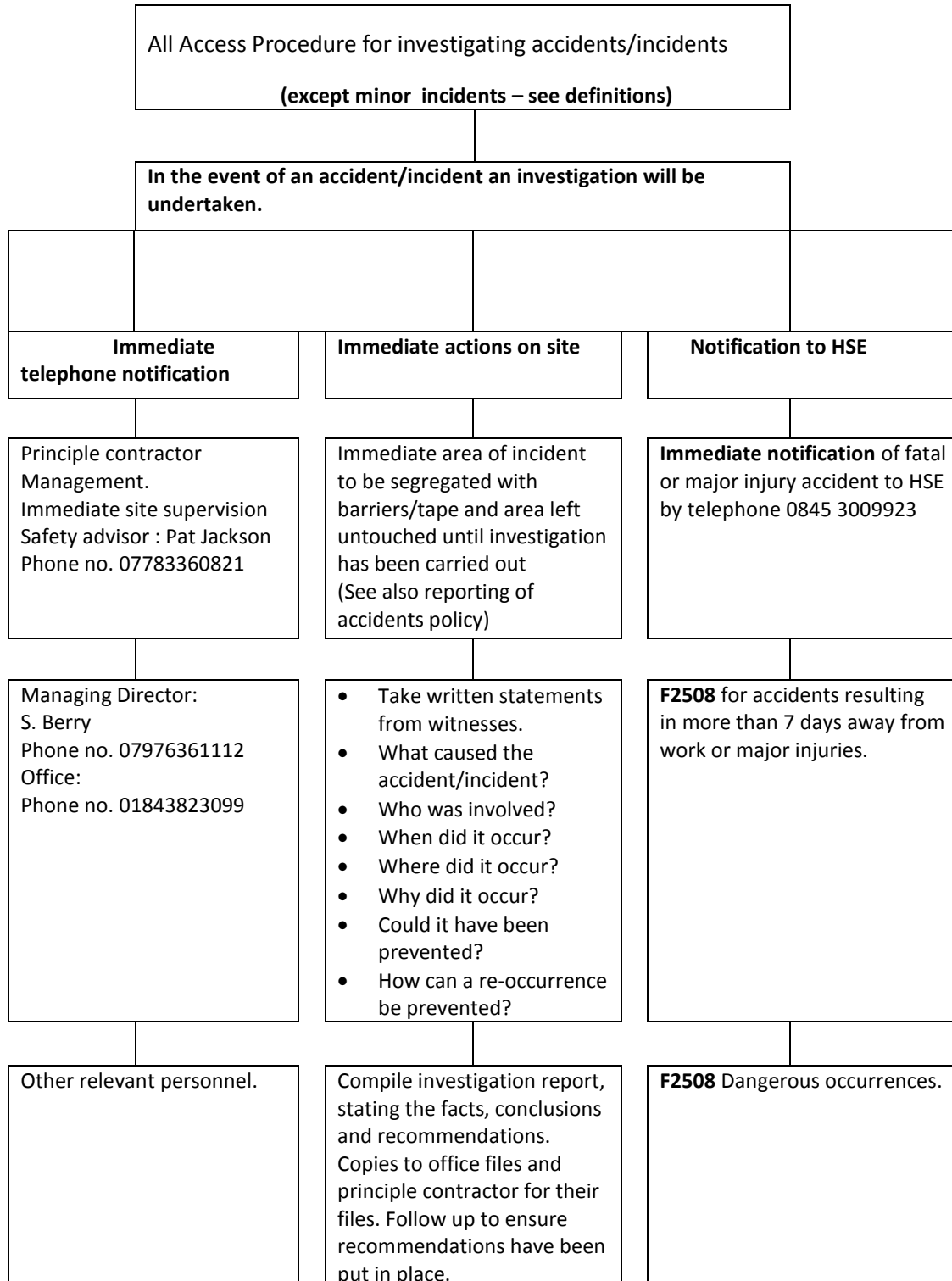
If an employee is working on third party premises, details of any accident should be reported in their accident book as well as ours. This is because host employers have duties under RIDDOR to report any reportable accidents which may occur to our staff should an accident take place on premises which they are responsible for. Employees should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not work-related.

#### 5. Employee duties

We expect all employees to assist us in complying with our legal duties under RIDDOR. This means that employees are expected to have due regard for their health and safety and that of their colleagues. If safe systems of work have been introduced, staff will be expected to follow them, along with any instructions. All employees are expected to report accidents in a timely manner. In the event that an employee fabricates or exaggerates an accident, we reserve the right to bring disciplinary proceedings which could result in dismissal.

## 6. Accident investigation

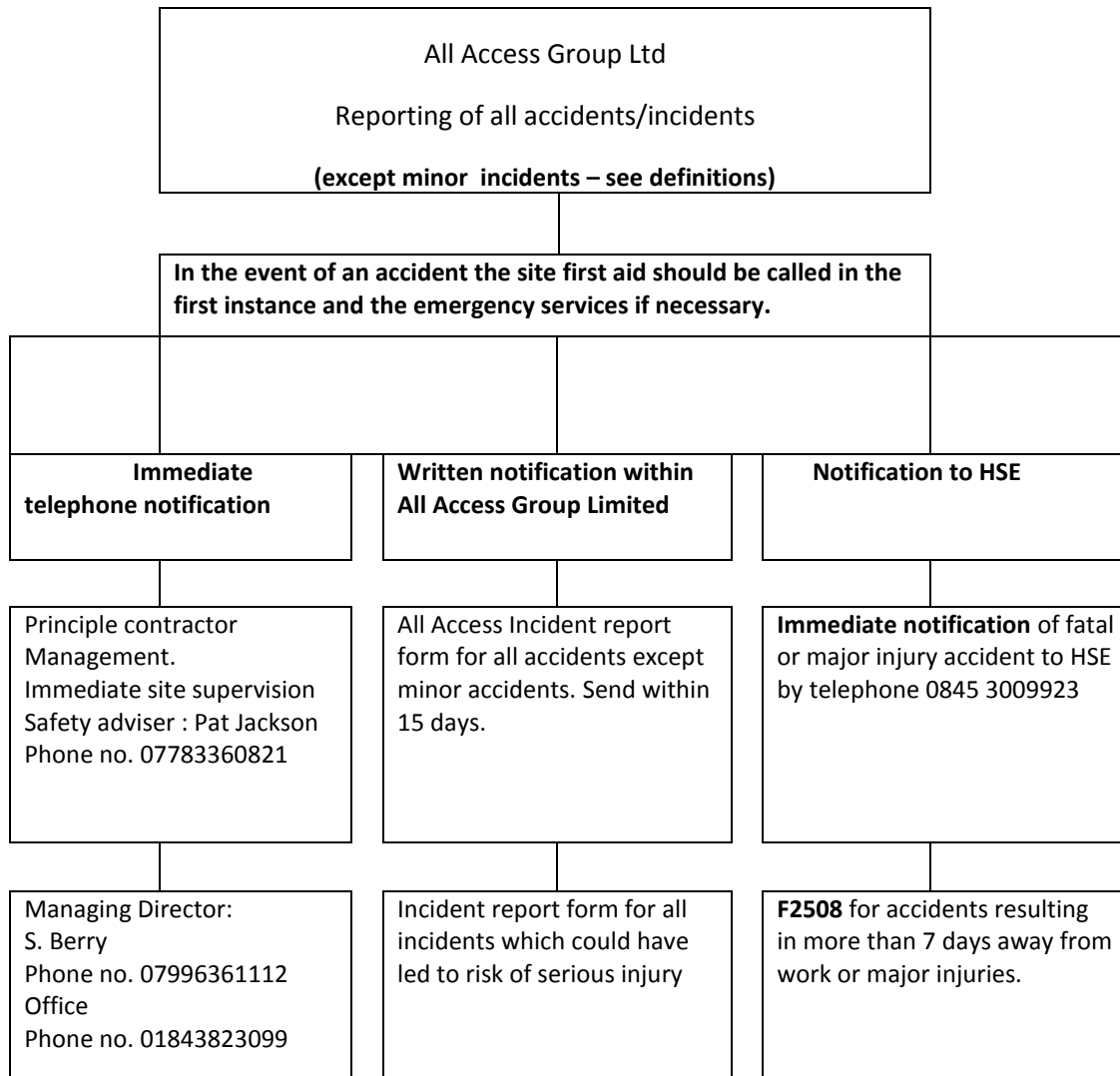
Unless the accident is trivial, it will be investigated by the manager of the relevant area, to the appropriate extent. This will help us ensure that the accident is not repeated. Where necessary, remedial measures will be introduced and monitored. Details of such accidents will be discussed at our health and safety meetings.



**Definitions :**

- Accidents – all accidents which result in any loss of working time are reportable within All Access Group Limited except for minor accidents (where first aid is carried out on site for cuts, abrasions etc. with no further time lost, but these will be entered into the accident book BI510)
- Incidents – any event which on another occasion could lead to risk of serious injury to an All Access employee, other contractor or member of the public and should be reported to help prevent reoccurrence.
- The following are classed as Dangerous Occurrences –
  1. The collapse, overturning or failure of any load-bearing part of any lift or hoist, crane, derrick, MEWP, cradle or fork lift truck
  2. Any incident in which plant or equipment either:
    - a) comes into contact with an un-insulated electric line in which the voltage exceeds 200 volts, or
    - b) causes an electrical discharge from such electric line by coming into close proximity to it
  3. Electrical short circuit or overload followed by fire or explosion causing a plant to be stopped for more than 24 hours or which had the potential to cause death.
  4. The partial or complete collapse of any scaffold which is more than 5 metres high resulting in a substantial part of the scaffold falling or overturning, or erected over or adjacent to water where there would be a risk of drowning to a person falling from the scaffold. (once the scaffold is handed over it would be the users responsibility to report to the HSE)

NB: A dangerous occurrence must be reported by a responsible representative of those who control the premises where, or in connection with the work being undertaken.





Other relevant personnel.	Copies to office files and principle contractor for their files.	<b>F2508</b> Dangerous occurrences.
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NB: A dangerous occurrence must be reported by a responsible representative of those who control the premises where, or in connection with the work being undertaken.

## 8. Environmental Policy

The Managing Director is responsible for communicating the environmental policy to all members of the Company. The environmental policy statement shall be brought to the attention of all employees.

### **Environmental Statement**

Protection of the environment is the responsibility of every employee in the Company. It is the duty of each employee to observe working practices and to maintain equipment so that at all times work proceeds in a manner that does not harm the environment.

This policy shall be reviewed annually by the Board of Directors and also as legislation or client demands change.

The Company will ensure that it does not cause statutory nuisances as defined by the Environmental Protection Act 1990. This includes the emission of smoke, gas, fumes, dust or odours from a site which is prejudicial to the environment.

The Company will ensure that all work in progress when completed will not damage the environment.

All practicable means will be used to prevent the effects of our work on the environment with regard to any materials used.

The Company shall be bound by the Control of Pollution Act 1974 (as amended) and related legislation, which regulates the control of noise with regard to the work in progress.

Where applicable, the Company will take every practical care with the following:

1. The hours during which the work might be carried out.
2. The level of noise and hours during which noise may be emitted, including any specified points on the site under the direction and control of All Access Group Limited.

The Company shall be bound by all regulations covering noise abatement zones as designated by the local authorities. They will also adhere to codes of practice issued by the Client or local authorities in relation to noise control.

The Company will provide training, instruction, information and supervision when necessary to enable all employees to avoid damage to the environment and therefore have a positive contribution to the health of the environment.

The Company shall comply with the Health and Safety at Work Act etc 1974 as detailed in the Company Safety Policy.

S. Berry (Managing Director)

Signed: 

Date: September 2016

## 9. ALL ACCESS SCAFFOLDING CONTRACTORS TRAINING POLICY

### 1. General statement

We are committed to ensuring that all our staff will receive adequate training in order to be able to carry out their duties safely and without risk to themselves or others. We aim to achieve this by providing induction training for all new employees. This will also be given to other workers, such as agency temps who may spend time with us. Where necessary, we will provide training for existing staff. The need for training will be determined by the requirements of the individual employee's job role.

### 2. Legal position

Providing adequate training to our staff is a requirement of the **Health and Safety at Work Act 1974**. It is also required by other more specific legislation which relates to the use of machinery, handling activities, hazardous substances and the wearing of personal protective equipment. The test of adequacy is based on providing sufficient training to ensure that employees can carry out their duties without compromising either their health and safety, or that of their colleagues and visitors.

### 3. Procedures

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

- All new employees will receive induction training. This is based around our Health and Safety Induction Checklist which covers key areas such as fire safety, first aid and any workplace hazards. A signature will be required from the employee to confirm that they have understood the contents. A copy of this form will be kept on their personnel file
- This training will also be provided to other groups who will be working on our premises. This includes agency temps, work experience students, contractors and volunteers.
- Some training is a statutory requirement, e.g. for manual handling activities. However, where this is not the case, a risk assessment will be used to determine whether any training is necessary in order to carry out the job role safely. The specific needs of the individual will also be considered at this time. Other training needs will be identified during the annual appraisal process.
- Where an employee's job involves the operation of tools or machinery, on-the-job training will be provided by All Access. It is the responsibility of the employee's manager to ensure that this is carried out. This training will also be given if an employee changes jobs

If new machinery or equipment is purchased, further training is likely to become necessary. If so, this will be arranged before the new machinery is put into use.

- If certain training is needed and it cannot be provided in-house, then the individual employee and their manager will need to identify a suitable course. Staff will be expected to find the most cost-effective training available. All reasonable expenses, such as travelling will be reimbursed.

#### **4. Employee duties**

Employees are expected to cooperate with us fully with regard to attending health and safety training courses. We expect that all reasonable effort will be made to attend a course, but if this isn't possible, that we will be notified well in advance. Should any employee fail to attend a course which is a legal requirement without good reason, we retain the right to treat it as a disciplinary matter.

#### **10. Health Surveillance & Screening**

Exposure to certain substances requires regular health surveillance to be carried out, to identify any hazardous effects. Health surveillance will be undertaken where identified in the COSHH risk assessment. In addition certain pieces of legislation also require health surveillance i.e. the Control of Asbestos at Work Regulations and the Control of Lead at Work Regulations.

All new employees must complete a pre-employment medical questionnaire, which is contained in the application form.

The partners or manager must vet the medical questionnaire. Any medical conditions identified should be referred to the relevant manager for advice.

Driver/Plant Operator medical checks to be carried out as recommended by the Ministry of Transport for Large Goods Vehicle drivers.