

**HEALTH AND SAFETY POLICY**

<p><b>Prepared for:</b></p> <p>GSI Contract Services Limited Unit A9 Bell Lane Office Village Little Chalfont Bucks HP6 6GL</p> <p>Tel: 01494 765671 Fax: 01494 549852</p>	<p><b>Date of Issue:</b></p> <p>1 May 2013</p> <p><b>Current Issue</b></p> <p>1<sup>st</sup> May 2020</p>
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## **INTRODUCTION**

This policy document has been prepared to define the way that GSI Contract Services intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. This act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

GSI Contract Services Health, Safety and Environmental Management Document System is contained within this Policy Document and its associated instructions, Procedures Manual, assessments and guidance documents. The Document System formally communicates the instructions and procedures covering operation and work activities from the Company Directors to their supporting Managers, Supervisors and all other personnel employed or involved in the Company's activities. The Document System has been developed to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company including contractors, visitors and the general public.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

## **HEALTH AND SAFETY POLICY STATEMENT**

GSI Contract Services is fully committed to undertake its business in such a way as to minimise the risk of injury or ill health to people, damage to property or the environment.

GSI Contract Services has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Company, its employees or as a result of GSI Contract Services activities.

GSI Contract Services fully accepts their obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that minimise the risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or tenants or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.

Employees are required to cooperate with the Company not only to ensure their personal safety but also to ensure they are not prosecuted for breach of legislation nor have disciplinary action taken against them by the Company for breach of company rules.

The Company will communicate the Health and Safety Policy to all employees, and it will be freely available to customers and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This policy, supported by Instructions, Procedures and Organisational Arrangements is to be applied to all activities carried out by the Company.

All Directors, Managers, Supervisors and Foremen will enforce this policy. The Managing Director is personally responsible for the health and safety performance of the Company.

Signed: 

Date: 1<sup>st</sup> May 2020

**For and on behalf of GSI Contract Services**

**Graeme Waugh & Spencer Coomes, Joint Managing Directors**

## **ENVIRONMENTAL POLICY STATEMENT**

GSI Contract Services acknowledges its contribution, as a consumer of resources to the growing global environmental burden and recognises its responsibility to future generations by undertaking business practices that promote sustainable development.

Our Environmental Policy shall earn the confidence of employees, shareholders, customers and the general public by demonstrating our commitment to comply with relevant environmental legislation and minimise pollution, resource use and waste through the continual improvement of performance in all areas of the Company.

GSI Contract Services recognises the need to operate in a manner that reflects good environmental management. We will:

- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Use products that have a negligible environmental impact where appropriate options exist.
- Reduce our consumption of resources (energy, materials and packaging).
- Minimise waste through a commitment to reuse or recycle, where feasible.
- Identify routes for the storage, transfer and disposal of controlled waste under Duty of Care.
- Regularly monitor and review our environmental performance.

It is our duty to ensure that good environmental management is practised in all projects that we are involved in and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all company employees, and it will be freely available to customers, shareholders and the general public.

All Directors, Managers, Supervisors and Foremen will enforce this policy. The Managing Director is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this.

*Signed:*



*Date:* 1<sup>st</sup> May 2020

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**For and on behalf of GSI Contract Services**  
**Graeme Waugh & Spencer Coomes, Joint Managing Directors**

## **SECTION 1: ORGANISATION**

### **General Organisation**

Arrangements for health, safety, welfare and the environment will be organised by GSI Contract Services.

The Joint Managing Directors have overall responsibility for health, safety and the environment.

The Joint Managing Directors have appointed Foresight Safety Ltd to assist in monitoring the Company's Health, Safety and Environmental Policy and for dealing with related health, safety, welfare and environmental matters.

Constructive suggestions to improve health, safety, welfare and environmental awareness in the Company are welcomed from any employee.

### **General Responsibilities**

Directors and management are responsible for the implementation of the Company's Health, Safety and Environmental Policy and determining the Company's policies on health, safety, welfare and environmental matters, including revision of this policy.

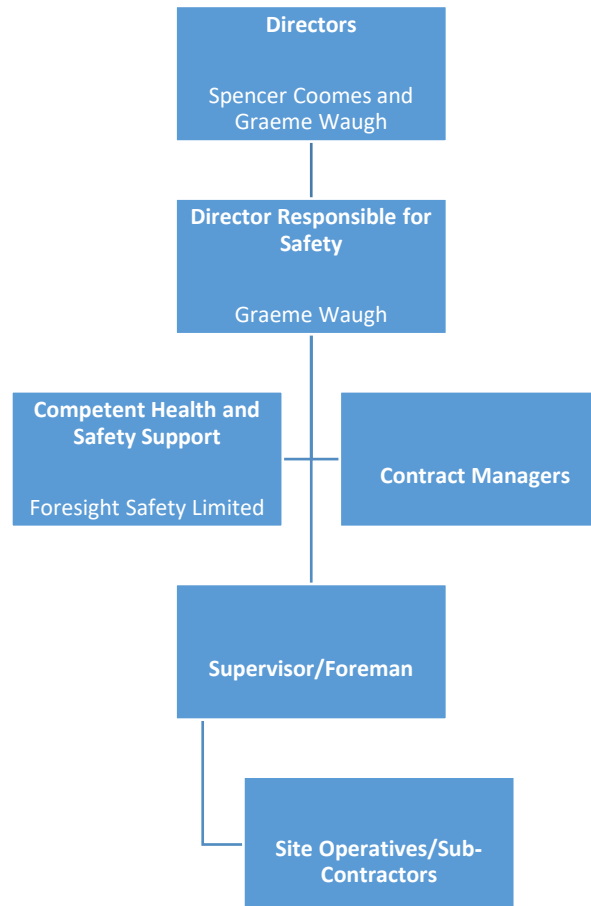
All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions, as well as protection of the environment from their work activities.

Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control. These Supervisors, supported by an appointed Safety Advisor, will monitor compliance with the requirements and provide advice on health, safety, welfare and environmental matters.

### **Consultation**

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

## GSI Contract Services Organisational Chart



Duties are listed in following Responsibilities section.

## **SECTION 2: RESPONSIBILITIES**

### **Responsibilities of the Joint Directors**

- Have overall responsibility for health, safety and the environment within the Company.
- Ensure that sufficient resources are made available to meet health, safety and environmental needs within the Company.
- Appoint competent persons to assist with the management of health, safety and the environment within the Company.

### **Responsibilities of the Director Responsible for Health and Safety**

- To ensure that the Policy supported by its Instructions, Procedures and Organisational Arrangements are implemented on a day to day basis.
- To bring to the attention of the Health and Safety Committee any matter which may have an adverse Health and Safety effect on the Company policy its employees or sub-contract employees.

### **Responsibilities of Contract Managers/Assistant Managers**

- To ensure employees have knowledge of their health, safety and environmental responsibilities while undergoing their tasks and do not take unnecessary risk.
- Employ best practice as defined by the Company and the industry on the site at all times with regard to issues such as housekeeping, welfare, etc.
- Set a personal example and carry out your own work in a safe manner, e.g. take precautions when working on or near public roads and use personal protective equipment issued by the Company to protect health and safety.
- To ensure that other people, including visitors and members of the public are not placed at risk as a result of the Company's activities and that when the Company is in control of the premises, ensure that others who visit the premises to carry out work are provided with a safe place of work and safe access/egress to their work.

### **Responsibilities of Working Supervisors/Foremen**

- Set a good example to other employees, by following company instructions, guidelines and arrangements when working.
- Ensure workplaces are inspected prior to use.
- Monitor waste disposal procedures.
- Ensure Method Statements and Risk Assessments are being correctly implemented and others are using control measures identified.
- Ensure the correct Personal Protective Equipment is being worn and used correctly.
- Ensure any plant and equipment is used in a safe manner on site.
- Liaise with the Principal Contractor's Site Manager and "Client Name" operatives on health and safety issues.
- Ensure that work is being carried out without risk to the health and safety of others that may be affected by our works.



## **Responsibilities when acting as Contractors and Designers under CDM 2015**

The company generally works as a subcontractor and will therefore fulfil all the duties assigned under regulation 15 of the Construction, Design and Management Regulations (2015). Where the company undertakes design works, it will comply with all the duties assigned under regulation 9. GSI will undertake the following on all its sites:

- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable well maintained welfare facilities are provided from the start for their workers
- coordinate their work with the work of others in the project team
- comply with directions given by the client or principal contractor
- comply with parts of the CPP relevant to their work
- when undertaking design work, ensure that such designs are prepared and checked by competent persons, approved by the principal designer and take into account the safety implications of assembling and constructing them.
- To ensure that the requirements of health, safety and environmental legislation, e.g. CDM 2015 are complied with as they apply to the Company's activities.
- Identify and assess any potential hazards and risks in order to, as far as reasonably practicable, minimise or remove them following the principles of prevention.
- Where it is not possible to avoid the hazards pass on information in relation to the residual risk to the contractor or Principal Designer.
- To promote safe working methods by providing detailed information and instruction to all employees.
- Provide information in relation to the design to the Client or Principal Designer for inclusion in the Health and Safety File.

## **Responsibilities of First Aiders**

- To provide first aid to employees, as trained.
- To ensure that the first aid kits and accident records are maintained.
- To report serious accidents to Management and assist with RIDDOR reporting and where required, assist in any accident investigation.

## **Responsibilities of All Employees**

- To read and understand both the Company's Health and Safety Policy, its Environmental Policy and comply with the prescribed arrangements and objectives.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted unless express authority is given. Damage to equipment should be notified to a Manager/Supervisor.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager/Supervisor, including those where no injury occurred.

## **Responsibilities of Sub-Contractors**

Whilst you are working in any capacity for GSI Contract Services you will be expected to adhere to the Company Health and Safety Policy and to cooperate with the Company on all matters of health and safety at work; and to cooperate with the Company's appointed Health and Safety Advisers.

You will be required to comply with the Company's arrangements for health and safety as detailed in Section 3 of this policy.

Your attention is therefore drawn to Section 3 of the Policy in order that your employees are aware of the standards contained within the section and are provided with information and instruction to comply with these, in particular attention is drawn to the following sections:

- Asbestos Containing Materials
- COSHH
- Ladders and Step Ladders
- Personal Protective Equipment
- Scaffold and Mobile Towers
- Work at Height
- Young Persons

Where your activities are outside the scope of Section 3 of the Policy then a specific Safe System of Work (SSoW) must be provided to GSI Contract Services for approval prior to commencing work. The SSoW will include a detailed risk assessment of the task to be completed.

All plant operators will be required, where applicable, to be in possession of a valid certificate of competence.

## **Responsibilities of Foresight Safety Ltd**

- Advise GSI Contract Services on the preparation, promulgation and review of a company Health, Safety and Environmental Policy.
- To provide advice on the following:
  - Legal requirements affecting health, safety, welfare and the environment.
  - Personal protective clothing and equipment.
  - Working methods, equipment or materials which could reduce risks.
  - Potential hazards on new sites health and safety factors affecting the selection of plant and equipment etc.
  - Specialist services including substances hazardous to health, noise, asbestos removal, development of health and safety plans for site work.
- Carry out inspections of sites and workplaces as notified by GSI Contract Services.
- Carry out investigations of serious accidents.
- Assist GSI Contract Services in notifying and dealing with the Health and Safety Executive/ Environment Agency.

## **Health, Safety and Environmental Committee**

The Company's Health, Safety and Environmental Committee is comprised of the following persons:

<b>Name</b>	<b>Role</b>
Graeme Waugh	Director Responsible for Safety
Spencer Coomes	Director

The Employees of GSI Contract Services will be notified whenever there are any changes in personnel concerned with the Committee.

The duties of the Committee will be:

To meet at regular intervals to discuss, assess and revise as necessary, the progress of the Company's health, safety and environmental performance, this is to include:

- Accidents or Incidents.
- Employee performance.
- Sub-contractor performance.

To review and arrange for the training and instruction of all employees in order for them to maintain the high safety standard expected by the Company.

To review the effectiveness of the Company's policy information and its dissemination to its employees and sub-contractors.

To review and allocate individual responsibilities for health and safety throughout the Company and to ensure that all individuals are made fully aware of their level of responsibility.

## **SECTION 3: ARRANGEMENTS**

### **1 Introduction**

The general details of GSI Contract Services arrangements for the management of health, safety and the environment are provided within this section.

### **2 Internal Communications**

All relevant safety information will be provided at all workplaces where employees are located. This will include:

- Health and Safety Policy.
- Environmental Policy.
- HSE Law poster.
- Employer's Liability Insurance Certificate.
- Fire safety instructions.
- Names of Fire Wardens and First Aiders.
- Other safety instructions relevant to that workplace.

### **3 Health and Safety Policy**

The Health and Safety Policy will be reviewed annually to ensure that it is effective.

The Policy will be amended where required and all employees informed of any amendment.

A copy of the Health and Safety Policy will be available to all employees.

Each workplace with staff will hold a copy of the Policy.

The Health and Safety Policy Statement will be displayed on a health and safety notice board and a copy held at each site.

### **4 Training**

Well trained and competent personnel who undertake work activities decrease the likelihood of accidents and injury. Many accidents at work occur as a result of an individual's capability and training not meeting the requirements and skills of a specified task.

Management and supervisory staff must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks.

Where necessary, management and supervisory staff should identify and arrange training and instruction of employees.

Health, safety and environmental records of training provided will be maintained.

## **5 Risk Assessment**

Management and supervisory staff are required to carry out risk assessments of work activities, which pose a significant risk to health, safety and the environment to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.

Risk assessments will be carried out for each task or work activity employees need to undertake. These will be selected from a standard list of assessments which indicate standard solutions to control the risk identified.

Managers and Supervisors are required to complete the second part of the Risk Assessment to make the assessment specific to the site and working conditions encountered.

The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work.

A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of site briefings by Managers/Supervisors so that those undertaking the activity understand what they have to do and the control measures to be implemented. A sign off sheet is to be completed by those receiving the briefing to confirm this.

All risk assessments will be monitored and reviewed at regular intervals, normally annually or when working practices or equipment change, to confirm that all risks from work activities are adequately controlled and are in compliance with current legislation.

## **6 Method Statements**

A method statement will be produced by Managers where a number of activities are to be undertaken and a Safe System of Work needs to be established to control the risks identified.

A copy of the method statement and associated risk assessments will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of site briefings by Managers/Supervisors so that those undertaking the activity understand what they have to do and the control measures to be implemented. A sign off sheet is to be completed by those receiving the briefing to confirm this.

The Principal Contractor is to be requested to ensure that site requirements are met and that all planning procedures and control measures are implemented with particular reference to hazardous features on site where the Principal Contractor has control over these.

## **7 Safe Systems of Work**

A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated. This will be in the form of a detailed method statement.

Where a task(s) require access to hazardous areas (e.g. a confined space) a Permit to Work system will be established and implemented.

Where a hazard cannot be eliminated a hazard warning sign will be displayed.

Personal protective equipment will be issued free of charge to all employees where necessary.

## **8 Safe Place of Work**

GSI Contract Services will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.

A safe means of access and egress from all workplaces, where practicable, will be provided and maintained.

All workplaces must have appropriate arrangements for the storage and use of hazardous substances without risk to health.

## **9 Work at Height**

The working at height regulations require employers to:

- Avoid working at height where they can,
- Use work equipment or other measures to prevent falls where they cannot avoid working at height, and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

GSI Contract Services will carry out a risk assessment to identify the risks involved from work at height and develop processes to eliminate or control the risks. Additionally GSI Contract Services will ensure that all work at height is adequately planned, organised and supervised and carried out in a safe manner.

GSI Contract Services will ensure that everyone involved in working at height is competent (or being trained and supervised by a competent person). GSI Contract Services will provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

Arrange for the regular inspection and recording of all equipment required for working at height, particularly where there is a statutory requirement to do so.

All safety equipment, safety harnesses, anchorages, etc, when issued, must be inspected not less frequently than weekly and any defects noted during inspections or reported by operatives shall be attended to immediately.



Employees must inspect their equipment immediately prior to use and ensure any defective equipment is exchanged or repaired before use.

If work is to be undertaken at height then prevention of the fall will be the first priority, additionally collective prevention measures will take priority over personal protection.

When selecting work equipment, GSI Contract Services will take account of the working conditions, the distance to be negotiated, the distance and consequences of a fall.

Additionally, GSI Contract Services will ensure that arrangements are in place in the event of a rescue needing to be facilitated.

GSI Contract Services have determined that the following hierarchy of measures will be taken to carry out work at height:

- Avoidance of working at height where possible.
- Use Scaffolding or Mobile Towers erected by competent persons and complying with Schedule 2 of the Work at Height Regulations 2005, or
- Mobile Elevating Work Platform.
- Podium or Sigma deck type platform.
- Step Ladders and Ladders (Subject to criteria set out in the section on ladders and stepladders).

## **10 Scaffolding and Mobile Towers**

All reasonable steps will be taken by GSI Contract Services to provide a safe working environment for employees required to use scaffolding during their working day.

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

Appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding or mobile towers and for the inspection of all equipment, prior to use and at intervals required thereafter but not more than 7 days.

## **11 Ladders and Step Ladders**

Ladders will primarily be used as a means of access onto or through scaffolds or mobile towers. No work will be conducted from ladders unless deemed reasonably practicable as the result of a risk assessment and is the final option. Every reasonable attempt will be made by GSI Contract Services to eliminate ladders as an option for working at height.

If ladders are deemed the only solution then they will only be used as a result of the risk assessment showing:

- That the operative can maintain three points of contact.
- That the task is of short duration (under 10 minutes), and
- That the task is low risk.

Additional control measures will be introduced if practicable to reduce the risks to a minimum. (i.e. soft landing systems)

All equipment used will be clearly identified and regularly inspected and maintained.

Step Ladders will only be used when the risk assessment determines that their use has a low risk and is of a short duration (less than 30 minutes), where other equipment indicated in the hierarchy above cannot fit due to space restrictions. Priority will be given to selecting work equipment with a working platform and some type of edge protection or rail whilst the operative is on the steps. This in effect means that ladders should rarely be used and step ladders should only ever be used for minor touch up or similar maintenance type work.

## **12 Plant/Machinery/Equipment**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with PUWER/LOLER Regulations.

## **13 The Control of Vibration**

The Control of Vibration at Work Regulations 2005 requires employers to make a suitable and sufficient risk assessment and introduce control measures to, in the first instance, eliminate the vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

The exposure limits and action values are:

- Daily Exposure Limit Value –  $5 \text{ m/s}^2 \text{ A}(8)$ ,
- Daily Exposure Action Value –  $2.5 \text{ m/s}^2 \text{ A}(8)$

Therefore GSI Contract Services will ensure that a regime is implemented for:

- Understanding the risks associated with tools that vibrate;
- Knowing which items of equipment pose the highest risk to your employees;
- Ensuring that a purchasing/hiring policy is established to ensure that the correct selection of equipment is made.
- Setting your own policy based on recognised exposure limits for the use of this equipment;
- Providing Information, Instruction and Training on vibration risks to your employees;
- Recording the exposure to your employees where necessary.
- Provide Health Surveillance where required.



The basis of the risk assessment is to avoid the risk wherever possible. However, if the job cannot be done without exposure to vibration equipment the following steps will be taken:

- Select - select equipment that produces the least possible vibration;
- Provision - consider other equipment which can be used in conjunction with the vibrating equipment which reduces the risk of injuries caused by vibration (Anti-vibration gloves, foul weather protection from cold and damp).
- Maintain - good maintenance can reduce vibration levels considerably;
- Limitation - ensure that limits/durations are set on tasks and appropriate rest periods are given.
- Train - make your operatives aware of the risks and the precautions, such as gripping tools properly;
- Inform - provide up to date information on the vibration risks;
- Review - review the use of vibrating equipment as technological advances are made available.

## **14 Lifting Equipment**

This equipment will normally fall into the category of Mobile Elevating Work Platforms (MEWP's) typically these will be scissor lifts.

MEWP's must only be operated by competent employees holding an IPAF card and have undergone familiarisation training by the plant hirer.

When Cherry Picker type MEWP's are used employees will be attached to the proprietary fixing point by a harness and fixed length restraint lanyard. Fall Arrest lanyards are not to be used.

Whilst operating Scissor Lift type MEWP's harnesses should be fixed to the attachment point when operating the machine over rough ground to prevent being thrown out. There is no requirement to be harnessed to the Scissor Lift whilst working within the confines of the lift.

GSI Contract Services will carry out assessments of risks for use and maintenance of lifting equipment and ensure that all control measures identified in the risk assessment(s) are implemented to minimise risk.

Any lifting appliance and lifting gear provided or delivered for use on site is to have been tested, thoroughly examined and inspected in accordance with the relevant standards and those copies of certificates; register entries etc. are available on site or at the workplace. Adequate information will be obtained from the installer on the safe and proper use of the equipment.

Ensure lifting equipment is suitable for the task (including consideration of environmental conditions).

Arrange for adequate maintenance, checks and examinations and tests of lifting equipment to be carried out weekly or at regular or prescribed intervals by a competent person and ensure that records are kept.

Do not exceed the safe working load of any lifting equipment or use it in a way or for a purpose for which it is not intended.

## **15 Asbestos**

Employees will be trained to such a level as to understand the typical locations in which asbestos materials are likely to be found and the detrimental health effects associated with inhalation of airborne fibre.

They will be made aware of the visual characteristics of asbestos containing materials and the actions to be taken in the event of suspect materials being discovered.

Should suspected asbestos containing materials be discovered during works then all works will be stopped and only resumed following return of a negative result or on issue of a suitable hand-over certificate following specialist removal.

Refresher training will be undertaken to meet legislative requirements in accordance with the demands of respective Approved Codes of Practice (ACoP's).

## **16 Noise**

The Noise at Work Regulations 2005 requires employers to reduce the exposure to noise to their employees. The exposure levels are as follows:

- Lower Exposure Action Value – 80 dB (A)
- Upper Exposure Action Value – 85 dB (A)

Additionally the Exposure Limit Value:

- Daily or Weekly Personal Noise exposure of 87 dB (A), and
- Peak Sound Pressure – 140 dB (A)

GSI Contract Services will where practicable ensure that noise levels will be maintained below the first action level of 80 decibels.

Undertake a suitable and sufficient risk assessment for all activities where there is a risk of employees being exposed above the lower action value 80 decibels.

The following hierarchy of control will be adopted in selecting control measures if practicable, however, collective protection will be considered before personal protection:

- Alternative working methods or equipment that reduce the noise levels to below the Lower Exposure Limit;
- The use of mechanical/physical means such as enclosures, or baffles or distance guarding (Zoning);
- Personal Protective Equipment.

GSI Contract Services will:

Ensure all employees, contractors and visitors obey any instructions and warning notices with regard to wearing of hearing protection in designated areas.

Ensure suitable ear protection is supplied for the conditions of exposure.

Ensure plant and equipment is selected and maintained to minimise noise levels and employees have been instructed in their use.

Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.

Workplace management and Supervisors will ensure compliance with noise levels and periods of permitted noise activities laid down by local authorities in order to prevent noise pollution.

Employees have a duty to comply with and use the measures that GSI Contract Services provide under the regulations including:

- To use any controls as determined by the risk assessment.
- To wear any hearing protection provided when exposed at or above the Upper Exposure Limits or where mandatory areas have been designated.
- Not misuse, interfere with PPE and report any defects to the employer, and
- Generally cooperate with GSI Contract Services to enable them to carry out their legal obligations under the regulations.

## **17 Hazardous Substances**

Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered, which could be a hazard to the health of personnel.

Carry out risk assessments to identify substances hazardous to health. If necessary, produce a site/job specific COSHH assessment.

Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by their use and protection of the environment.

Ensure compliance in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended.

## **18 Electricity**

No work will be undertaken by any GSI Contract Services employee on or in the vicinity of live electrics.

Managers and Supervisors are responsible for obtaining certification to ensure that any permanent electrics have been disconnected or isolated.

Only 110V equipment (or less) will be used on site for power tools.

Maintain electrical fixed installations in a safe condition by carrying out routine safety testing at least 12 monthly.

Inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage,

(i.e. how carefully it is handled)). This will not normally exceed every 3 months for equipment used on site and every 12 months for equipment used in an office environment.

## **19 Fire Prevention and Evacuation Procedures**

A fire risk assessment will be completed at all workplaces under the GSI Contract Services' control. Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection.
- Raising the alarm in the event of a fire.
- Fire fighting equipment.
- Installation of emergency lighting.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person will regularly inspect the designated evacuation routes for obstructions.

Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly and records will be maintained.

Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

## **20 Emergency Procedures**

Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.

All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.

Appointed persons will be identified to take control in the event of an emergency incident.

## **21 First Aid and Accident Reporting**

All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees) or damage to any property.

Nominated 'suitable person(s)' i.e. trained First Aiders will be provided at all workplaces to administer first aid treatment.

Adequate first aid equipment will be provided at all workplaces under the control of the First Aider to include:

- First aid kits.
- Eyewash stations.
- A suitable place or room for the administration of simple first aid procedures.

All employees, contractors and visitors must report all injuries and accidents in accordance with company policy and ensure details are recorded in the Workplace Accident Book.

Management must report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2013 (RIDDOR).

Reported accidents will be investigated to ensure that protective and preventive measures are reviewed so that controls are amended or improved as required. Accident reports will be prepared for the dominant purpose of litigation.

The Enforcing Authority must be informed when:

- Any person dies as a result of or in connection with work.
- Any person suffers a major injury or disease as a result of or in connection with work.
- A person is incapacitated for work for more than 7 consecutive days due to an accident at work.
- Any person not at work (Visitor, member of public, etc.) who is injured as a result of an accident at a workplace and requires treatment at a hospital.

## **22 Welfare Facilities**

Suitable and sufficient welfare facilities will be available at all workplaces to all employees, contractors and visitors, including:

- Toilet facilities, including special facilities for the disabled.
- Washing facilities.
- Accommodation for clothing.
- Changing rooms and lockers.
- Facilities for rest and to prepare and eat meals, including means for boiling water (To include adequate seating with backs).
- Drinking water.

All facilities will be maintained to a satisfactory standard, with regard to:

- Accessibility.
- Temperature.
- Ventilation.
- Lighting.
- Cleanliness/hygiene.

The Welfare Facilities for a site will be detailed in the "Induction Procedure" or where on a notifiable site within the Construction Phase Plan and will meet the requirements of Schedule 2 "Welfare Facilities" contained in Part 4 of the CDM (2015).

Before work commences on site, arrangements must be made for the use by operatives of convenient sanitary facilities throughout the duration of the works.

Where welfare facilities are to be shared on site between different contractors, arrangements and procedures for the proper use and maintenance of those facilities must be developed and communicated to all parties and detailed in the “Induction Procedure” or where on a notifiable site within the Construction Phase Plan.

## **23 Managing Sickness**

Research shows that long periods out of work can lead to worse health, while working can be good for physical and mental health and well-being.

In some cases the longer personnel are absent through illness, the lower the chances of them returning to work. Work may help recover quicker from illness.

To this end, GSI Contract Services will endeavour to help employees back to work as soon as possible.

GSI Contract Services will ensure that they maintain regular contact with the employee during their absence (in accordance with the HSE recommended guidance document HSG 249) and implement the Company’s sickness policy.

The employee will be required to inform GSI Contract Services of their intended absence and (where applicable) provide a ‘Fit Note’ from their Doctor.

A plan to ‘return to work’ will be implemented with professional advice sought (if required). This will be agreed with the employee and progress will be monitored.

Considerations for long-term prospects of employment will be had by GSI Contract Services (as/where necessary).

On return to work the employee will receive a ‘return to work’ interview. Monitoring of sickness absence and any effects from illness/injury will be agreed to ensure that any reasonable adjustments to the working environment/activities can be accommodated.

## **24 Manual Handling**

GSI Contract Services will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees’ health.

Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.

Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include:

- Provision of mechanical aids. (Trolleys, etc.)
- Provision of sufficient persons to undertake lift.
- Provision of proper handles, handholds.
- Provision of a carrying device.
- Secure items, to prevent load shifting.
- Reduce the size of load to be lifted.
- Provision of PPE.



- Provision of manual handling training.
- Provision of manual handling information. (Posters, etc.)
- Posters giving guidance in lifting techniques should be displayed.

## **25 Personal Protective Equipment**

Management and supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.

Where required, adequate PPE to approved standards will be provided, free of charge, to all personnel working or visiting company sites.

All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on company sites, including safety helmets, high visibility jackets/waistcoats, safety footwear and other PPE as directed.

## **26 Lone Working**

There is no general prohibition on a person working alone although there are specific instances where legislation requires more than one person to be involved in the operations or activity.

In certain cases lone working is not permissible and the worker will be physically supervised, i.e. young person, person undergoing training.

Risk assessments must be carried out for lone working and control measures put in place prior to work commencing.

## **27 Protection of the Public**

Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to risks to their health and safety as a result of GSI Contract Services activities.

## **28 Young Persons**

In accordance with the Management of Health and Safety at Work Regulations 1999, GSI Contract Services shall ensure that where young persons (under 18 years of age) are employed, they must be protected from any risks that exist in the workplace, are supervised by a competent person and are informed of any restrictions and necessary precautions to be taken within areas where they will work.

Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given with regard to a young persons' lack of awareness, inexperience and immaturity.

Copies of the risk assessments and control measures taken, for young persons under 18 years of age, will be sent to their parents or guardians.

## **29 Alcohol and Drug Abuse**

Alcohol or drug abuse by employees and contractors (including supervisors and managers) can adversely affect the health and safety of themselves or others in the workplace. Therefore, it is the policy of GSI Contract Services that alcohol or drugs are prohibited in the workplace.

Any persons known to be or strongly suspected of being affected by alcohol or drugs must be referred to the appropriate Manager who will arrange for the person to be removed from the workplace.

## **30 Stress**

At work an employee who is severely stressed could become a danger to themselves as well as to others in the workplace.

GSI Contract Services has a responsibility to control the health, safety and welfare of their employees and this includes reviewing the impact of stress at work.

Any persons known to be or strongly suspected of being affected by stress should be referred to the appropriate Manager who will arrange for the person to be monitored.

It shall be the GSI Contract Services policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

## **31 Records and Archiving**

Records will be maintained of all necessary health, safety and environmental documentation. This will include:

- Health, Safety and Environmental Policy.
- Procedures documents.
- Risk assessments.
- COSHH assessments.
- Statutory documentation (Inspections, reports etc.)
- Inspection records.
- Accident Book.
- Health and Safety Plans.
- Other relevant health, safety and environmental documents.

## **32 Monitoring at the Workplace**

Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy.

Appointed health and safety consultants will visit and carry out regular inspections of all workplaces and provide guidance and advice on all aspects of health, safety, welfare and the environment to all employees. Reports will be presented to the Site Supervisor on completion



of the inspection and a copy of the inspection report will be sent to the Contracts Manager and Managing Directors.

All major accidents and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/or corrective action will be made.

All accidents and near misses should be reported to the First Aider or Site Supervisor at the workplace.

Analysis of all records, accident information and trends and overall health, safety and environmental performance will be the responsibility of the Managing Director.

Meetings to discuss health, safety, welfare and environmental issues will be held at regular intervals between management and the appointed health and safety consultants.

### **33 The Construction (Design and Management) Regulations 2015**

The Construction (Design and Management) Regulations 2015 (CDM 2015) are intended to protect the health and safety of those who work in or may be affected by construction works. The regulations cover the management of health and safety from concept through to demolition including hazard identification and control following the general principles of prevention in accordance with the Management of Health and Safety at Work Regulations 1999. (Eliminate, reduce, inform, control).

The regulations place specific duties on duty holders and GSI Contract Services will ensure that they comply with the requirements of the CDM 2015 dependant on what duty holder role they are undertaking in pursuance of their activities.

#### **General Management Duties:**

All Duty holders under the regulations shall ensure that:

- They and all personnel appointed are competent to carry out their duties or under the direct supervision of a competent person.
- That effective cooperation is both sought and given to all parties involved in construction work and that all matters likely to affect the health and safety of all involved.
- There is effective coordination between all parties to ensure, so far as is reasonably practicable, the health and safety of persons carrying out or affected by the construction work.
- They take account of the “General Principals of Prevention” i.e. elimination, reduction, information and control for all duties during all stages of the project.

If GSI Contract Services takes on the role of any of the duty holders below they will ensure that they comply with the duties placed on them as specified in the regulations.

Also the requirements as laid down in Part 4 “Duties relating to Health and Safety on Construction Sites” (See section regarding welfare) will be complied with if under the control of or relating to matters under the control of GSI Contract Services.

## **34 Smoking**

In line with the SmokeFree Regulations 2007, GSI Contract Services will impose a non-smoking rule in all premises controlled by the Company. This will include the head office, site offices and work vehicles.

All GSI Contract Services controlled premises will display a “No Smoking” sign meeting the requirements of the regulation.

## **35 Environment Control**

GSI Contract Services is committed to effectively managing all their activities’ environmental aspects through compliance with legislation and company policy.

Appropriate arrangements to protect the environment will be put in place at all workplaces, including:

- Approved storage and use of raw materials and substances.
- Waste minimisation (promoting reuse, recover and recycling).
- Identified waste disposal routes under Duty of Care and the Hazardous Waste Regulations.
- Monitoring and review of environmental performance.

## **36 Working in Hospitals**

On occasion, the Company may work within Hospitals.

As with all buildings/sites that the Company works in/on, isolation and emergency procedures will be followed.

In addition to this, risk assessments will be compiled for work in/situations encountered such as:

- Needle stick injuries – (SHARPS Risk Assessment and procedure)
- Violent/psychiatric patients – (Assaults etc.)
- Abduction – (Children’s wards etc.)
- Health monitoring – (MRSA etc.)

On all occasions, GSI Contract Services personnel will work closely with the Hospital Management teams and be fully briefed on the procedures for each establishment.

## **37 Display Screen Equipment**

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, GSI Contract Services will identify all “Users” – those employees who use Display Screen Equipment (DSE) for a significant part of their working day (usually in excess of 1 hour).

A suitable assessment of the risk will be carried out for all users. Any risks identified will be reduced as far as is reasonably practicable.

All users will receive regular, adequate training and information in the correct set-up and use of DSE. Eye tests will be provided upon request and GSI Contract Services will make a contribution to the basic price of spectacles provided specifically for the use of DSE.

Any user who works at home or away from the Company's premises shall receive adequate information in the correct set-up and use of DSE.

This information should enable the person to complete their own DSE risk assessment, which will be returned to their Manager once complete. Any risks identified will be reduced to the lowest extent reasonably practicable.

### **38 Driving when working for GSI Contract Services**

GSI Contract Services recognises the risks to drivers when at work through the statistics released annually by the HSE and information in the media. It is clear that if this were to be ignored the consequences could be fatal.

The Company's policy is that all drivers must be in control of their vehicle at all times. This means no electronic devices are to be used even for the shortest period when in control of a vehicle. Mobile telephones or other means of communication are only to be used if the vehicle has stopped in a safe place and the hand brake is applied.

All drivers are to be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others is forbidden to drive. Any time when at work that you feel unfit to drive you are to inform your Supervisor or Manager immediately.

Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are permitted to do so.

GSI Contract Services has a responsibility to control the health, safety and welfare of their employees whilst driving either company or self-owned vehicles used for work.

Authority will be given to all drivers and a copy of their full UK driving licence will be held on file.

All driving convictions/offences will be requested from all authorised drivers.

Business Class insurance will be in place for all drivers of vehicles.

For all company vehicles the required Road Tax, MOT's (if applicable) will be held and a register kept and held on file.

Ensuring that provision is made for times when the vehicle is off the road due to repairs, breakdowns etc.

To ensure that a hands free kit is fitted to enable the phone to be used safely and in accordance with current legislation.

## **39 Driving of Company Vehicles**

An estimated third of all traffic accidents involve someone who is working at the time, amounting to as many as 20 fatalities and 250 serious injuries a week.

The Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 apply as much to company employees driving on its behalf, as they do to any other work activities. Ensuring that an employee has a full driving licence and the vehicle is MOT and insured is not sufficient to fulfil statutory obligations to company drivers. Rather, a relevant safety management system must be in place.

### Management of Driver Safety

GSI Contract Services will endeavour to ensure that driving safety is effectively managed by the organisation. A risk assessment of driving activities will be carried out. Relevant employees will be consulted as appropriate during this process.

Risk Assessments will take into account:

- The Driver: competency, experience, training and health;
- The Vehicle: suitability, condition, safety features, essential safety maintenance and ergonomic considerations;
- The Journey: routes and scheduling.

The Company recognises that where possible driving should be avoided. However, where employees undertake driving activities, appropriate procedures and policies will be put in place.

GSI Contract Services will endeavour to ensure that its company vehicle policy does not actively promote driving. Alternative means of transport will be encouraged, for example by promoting the use of public transport.

All employees who drive on behalf of the Company, either in private or company vehicles will have a valid driving license suitable for the class and type of the vehicle they drive – including, for example, Cars, Goods Vehicles, and Lift Trucks.

Endeavours will be made to ensure that employees are competent drivers and are aware of the Road Traffic Act and Highway Code requirements placed upon them.

Situations will be avoided wherever possible that put employees under pressure. Employees are instructed to drive within the national speed limits at all times and having regard to the prevailing weather conditions. Work schedules will be arranged to allow adequate travel time between sites to drive safely and within legal limits. Adequate time is allowed to complete the business journey in compliance with the speed limits for the roads used allowing for breaks of 30 minutes every three hours and time spent working on site is not counted as a break.

All vehicles will have a valid MOT, tax and insurance and records will be retained to demonstrate this. Where employees' private vehicles are used for company business, checks will be carried out to ensure that insurance covers business use and that a valid MOT is available for vehicles over 3 years old.

Company vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions. Additionally, regular checks are carried out on the roadworthiness

of all company vehicles (e.g. tyre pressure and condition (including spare); correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen). Further, employees are instructed on how to carry out these checks themselves and reminded to undertake them.

Where possible, the safety track records for vehicles will be considered before lease or purchase by the Company. Ergonomic factors may also be taken into account at this stage. Vehicles will be fitted with suitable safety protection, including airbags and seatbelts, and employees will be trained in their proper adjustment, in particular to negate the risk of whiplash injuries. The safety protection will be checked and maintained. First aid boxes will also be provided in company vehicles.

Measures will be taken to ensure that employees are made aware of the safe procedures to follow if their vehicle should break down, suffer a punctured tyre or if they have an accident.

Employees will be instructed that they must not use hand held mobile phones to make or receive calls or send text messages whilst driving. Further, even if they have a hands free kit, they are told not to make calls or send text messages. If calls are taken they must be kept to an absolute minimum length. Calls are not made to employees' mobile phones whilst it is known they are driving, except in an emergency.

Employees are made aware that they must not drive without the correct glasses or contact lenses (where required); when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

*Additional training will be given to Company vehicle drivers where necessary, subject to the risk assessment. Training will be prioritised, for example, drivers who drive certain vehicles, have a high accident record or have higher mileage will be considered as higher priority.*

Additional arrangements are made for the use of lift trucks where appropriate and these can be referred to separately.

## **40 Health and Safety Executive (HSE)**

The Health and Safety Executive (HSE) are the enforcing authority for Health and Safety within a range of sectors including NHS / healthcare organisations. Their role is to protect people's health and safety by ensuring risk in the changing workplace is properly controlled.

In the main this is done by guidance or support, however they have the power to bring prosecutions for failing where deemed appropriate. The HSE can make unannounced visits to any work premises/sites.

The HSE introduced a fee for intervention (FFI) cost recovery scheme with effect from 1 October 2012, under the Health and Safety (Fees) Regulations. These regulations place a duty on the HSE to recover its costs for carrying out its regulatory functions from those found to be in material breach of health and safety law. A material breach is when, in the opinion of the HSE Inspector, there has been a contravention of health and safety law that is serious enough to require them to notify the person in material breach of that opinion in writing.

The inspector will make their presence known to the senior person on site at the time and expect full cop-operation. Should this event occur, the site Supervisor must contact a Manager / Director at the earliest opportunity.