



COMPANY HEALTH & SAFETY POLICY

STATEMENT AND ARRANGEMENTS

Prepared By:

Mazdon Construction Ltd
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Signed: *A.J. Hanley*

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INTRODUCTION

Under the Health and Safety at Work Act 1974, Mazdon Construction Ltd in common with all other employers, has a duty to bring to the notice of all its employees a written statement of policy with respect to Health and Safety at Work.

Mazdon Construction Ltd recognises and accepts, through its management, responsibility for taking all reasonably practicable steps to ensure the health and safety of all employees at work. It is equally the duty of all employees to comply with statutory and Company safety requirements.

Joint consultation between employees and management on all matters related to the health and safety of all persons at work is considered desirable. The active support and participation of all employees should be given to the procedures established for the maintenance of a high standard of health and safety throughout the Company.

In the context of this document, the term 'The Company' refers to Mazdon Construction Ltd, and the term 'employee' refers to all directly employed persons, whether full or part-time, permanent or casual, as well as any sub-contractors employed by the Company to carry out work on its behalf.

'The Act' is the Health and Safety at Work Act 1974.

'The Directors' are the directors of the Company, namely Mazdon Construction Ltd

This Policy Statement is divided into four sections:-

Part 1 – General Policy Statement & Organisation

Part 2 – Individual Responsibilities

Part 3 – Arrangements

Part 4 – Company Safety Rules & Standards

PART 1 – GENERAL POLICY STATEMENT & ORGANISATION

It is the policy of the Company to create and maintain, so far as is reasonably practicable, a working environment which will ensure the health, safety and welfare of every employee and of others who may be affected by its operations – including members of the public - and that the discharge of those responsibilities shall be accorded equal priority with that of its other statutory duties and objectives.

The responsibility for the execution of this Policy lies with the directors of the Company.

We will commit the necessary resources to ensure that all staff receives necessary information, instruction and training and where necessary, protective equipment and clothing.

We will meet our responsibilities by paying particular attention to the provision and maintenance of:

- safe plant, equipment and systems of work
- arrangements for the safe use, handling, storage and transport of articles and substances
- information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work
- a safe place to work and safe access to and egress from it
- a healthy working environment
- adequate welfare facilities

We will comply with the Health and Safety at Work Act 1974 and other relevant statutory provisions. We will strive to ensure that the best practice with regard to risk management and health and safety at work is implemented. This will require the cooperation and involvement of all staff.

We are committed to ensuring a healthy and safe environment for all people who work at, live in, or visit our premises. We recognise the importance of health and safety representatives and will encourage staff to take on this role where needed.

In accordance with the requirements of the Act and of Regulation 7 of the Management of Health and Safety at Work Regulations 1999, we will appoint a 'competent person' to provide guidance on health and safety matters for the Company.

This policy will be reviewed from time to time with a view to keeping all employees up-to-date on company procedures.

Signed 

Date 24/01/2019

Managing Director of Mazdon Construction Ltd

ORGANISATION

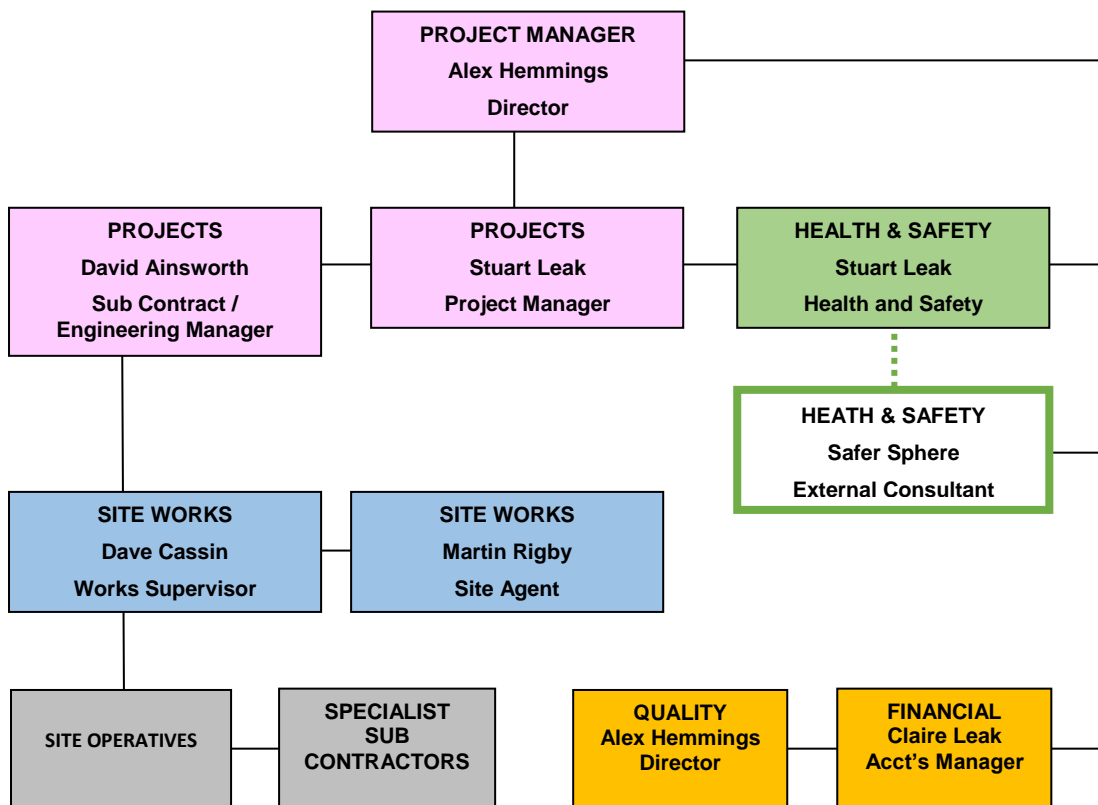
Mazdon Construction Ltd : a company is based at:

Unit 1, The Courtyard
Old Court House Road
Bromborough
Wirral, CH62 4AB

Tel: 0151 643 1100

E-mail: accounts@mazdonconstruction.co.uk

COMPANY ORGANOGRAM



THE COMPANY ACTIVITIES

Mazdon Construction Ltd operates within the construction industry as a civil and structural engineering and a general building company.

PART 2 – INDIVIDUAL RESPONSIBILITIES

THE MANAGING DIRECTOR

Is accountable for the overall Company health and safety performance and for the establishment and effective application of health and safety systems and procedures. The Managing Director is responsible for effective implementation of Company standards, and for legal compliance.

The Managing Director will ensure the promotion of health and safety matters throughout the Company with an emphasis placed on the operation of safe working systems. He will provide suitable budgetary provision for health and safety.

THE DIRECTORS

Are responsible for:

- Ensuring that they understand the requirements of the relevant health and safety legislation
- Communicating key health and safety requirements to staff, contractors and visitors
- Providing information, instruction, supervision and training to staff as appropriate to their work
- Ensuring that all managers and supervisors within their area of responsibility are aware of their responsibilities with regard to health and safety
- Making adequate financial provisions for implementing this policy
- Liaison with the appointed Health and Safety Advisor to ensure the effectiveness of the safety management system and to ensure that all staff training needs are identified and satisfied
- Advising the appointed Health and Safety Advisor of all visits from the Health and Safety Executive (HSE) and Environmental Health departments
- Ensuring that all health and safety documentation is regularly reviewed and systems audited
- Ensuring that all employees are aware of this policy

MANAGERS

Are accountable for the health and safety performance of their area of the business.

They are responsible for:

- Ensuring that they understand the relevant health and safety legislation
- Making employees aware of their responsibilities with regard to health and safety
- Ensuring that adequate provisions (including financial provisions) are made for health and safety
- Ensuring that fire and evacuation procedures are practised and implemented
- Recording significant risks in risk assessments
- Passing on to the persons affected the conclusions of any relevant risk assessment
- Ensuring that all staff training needs are identified and addressed
- Liaising with the appointed Health and Safety Advisor to ensure the effectiveness of the health and safety systems
- Ensuring that safety inspections and testing is undertaken in accordance with statutory requirements.
- Ensuring that work equipment is held on a register and that equipment on the register is regularly inspected and maintained and that such inspection and maintenance is recorded
- Passing on to relevant individuals information supplied to the Company about hazards relating to any project, site or substance
- Investigating all accidents, near misses, potential accidents and incidents, and passing on reports to the appointed Health and Safety Advisor
- Ensuring that all employees have access to the Company Safety Policy and Arrangements at all times

EMPLOYEES

Are responsible for ensuring their own safety and that of their colleagues and that of others who may be affected by their undertakings.

They must ensure that they:

- Are familiar with the requirements of this Policy Statement and Arrangements
- Comply with all reasonable instructions given to them by company directors, Manager or Duty Assistant Manager
- Are fully aware of the correct action to take in the event of a fire or other emergency at their place of work
- Report any failure in the safety procedure or any hazard likely to cause harm
- Report any defective equipment, and put it immediately beyond use
- Consider the health and safety aspects before the commencement of any work

- Report all accidents, incidents and near misses (i.e. where injury has not resulted on such an occasion) to their immediate line manager
- Ensure that any visitors are correctly equipped, escorted and kept safe

FIRE WARDEN

Responsible for the holding and recording of fire drills, the testing and recording of fire detection and alarm systems, for ensuring that all persons are out of the building in the event of an alarm, and for meeting the fire and rescue service.

APPOINTED HEALTH AND SAFETY ADVISOR

The role of Company Health and Safety Advisor is currently held by **Safer Sphere, Victoria House, 15 Pocket Nook, St Helens, WA9 1LR**

Telephone 01744 343011

E-mail: lewis.duff@safersphere.co.uk

Our appointed consultants are:

Lewis Duff CMaPS MCI0B MAPM

Safer Sphere give advice, information and support to management to encourage safe practices and to improve health and safety performance within the Company. In particular, Fox~Robinson will, by arrangement:

- Revise and update the Company Health and Safety Policy on behalf of the Directors
- Propose positive measures to raise the level of health and safety awareness and performance within the Company
- Advise on the establishment / improvement of training for all Company employees
- Advise on the establishment / improvement of emergency procedures at all Company sites
- Advise on the establishment / improvement of plant and equipment inspections
- Advise on the establishment / improvement of recording systems for the above
- Advise on the health and safety management of contractors
- Monitor the Company's health and safety performance
- Audit the Company's health and safety performance
- Prepare periodic reports for the Board of Directors on the Company health and safety performance
- Provide general health and safety training seminars as required

PART 3 – ARRANGEMENTS

TRAINING

The Company will follow a continuous policy of occupational, health and safety, and general training and re-training to ensure competence. This will be carried out on a regular basis by suitably competent persons. The training will be achieved through an appropriate combination of externally-sourced formal courses and internally-produced informal training e.g. toolbox talks. Training will take place in normal working hours.

Where toolbox talks are given, each will encompass a specific subject and cover a list of related topics. Employees will be required to attend these toolbox talks and to sign a record of attendance.

FIRE AND EMERGENCY ARRANGEMENTS

In the event of an emergency on a Company premises or site, the manager or supervisor on duty on that site will be the appointed person to take charge. His/her first duty will be to ensure the safe evacuation of personnel, and to take action to minimise injury or damage.

On discovering a fire, personnel should raise the alarm and immediately evacuate the workplace. Fire extinguishers should only be used by staff trained to use them, if they judge that they can safely tackle the fire and extinguish it.

All personnel and visitors should respond to all fire alarms and immediately evacuate the premises to their agreed assembly points as identified on Company notice boards. In the event of a fire, each workgroup will have its own appointed Fire Warden who is responsible for ensuring that all persons leave the premises and for confirming this to the attending emergency services and to Head Office.

Personnel should proceed in an orderly fashion, via the nearest fire exits, directly to their designated assembly points and report to their appointed Fire Warden. Personnel should proceed to their assembly points having left their workplaces in a safe condition, if it is safe to do so i.e. machinery or equipment switched off. They should not, under any circumstances, stop to collect personal items, or return to their workplaces until informed that they can do so by the person in charge.

Fire escape routes and fire-fighting equipment are to be clearly identified and be available at all times. Escape routes must be obstructed for any reason at any time.

ACCIDENT REPORTING AND INVESTIGATION

Introduction

All employers and other people who are in control of work premises are required to **report and keep records of:**

- **Work-related deaths**
- **Certain serious injuries (reportable injuries)**
- **'Near-miss' incidents (dangerous occurrences)**
- **Diagnosed cases of certain industrial diseases**

Definitions

Accident – An unintended incident occurring in the course of work that results in physical injury. For the purposes of RIDDOR this also includes acts of violence committed against people at work.

Enforcement Authority – the body with the statutory power to enforce the law. This might commonly be the Health and Safety Executive, or the local authority Environmental Health Department or the local Fire Authority. There are others.

Manager / Supervisor – a person in charge of workplaces and the operations being carried out. A manager has responsibilities above that of a supervisor.

Health and Safety Advisor – a health and safety professional employed to assist the employer in complying with his obligations under H&S law.

Reporting

RIDDOR 2013 requires the following occurrences to be reported:

Injuries – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) lists '**Specified Injuries to Workers**' that are required to be reported. These are as follows:

- Any fracture, other than to fingers, thumbs or toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalpings (separation of the skin from the head) which require hospital treatment
- Unconsciousness caused by head injury or asphyxia

ACCIDENT REPORTING AND INVESTIGATION (CONTINUED)

- Any other injury arising from working in an enclosed space which leads to hypothermia, heat-induced illness or which requires resuscitation or admittance to hospital for more than 24 hours

Death – Except for suicides, all deaths to workers and non-workers must be reported if they arise from a work-related accident, including death resulting from an act of physical violence.

Over-7-day injury – This is where an employee or a self-employed person is away from work or is unable to perform normal work-duties for a period of more than seven consecutive days (not including the day of the accident).

Non-worker injury – This is where a member of the public or a person not at work is injured through a work-related accident and is taken to hospital for treatment to the resultant injury (examinations and diagnostic tests do not constitute ‘treatment’).

Occupational Diseases – Employers or self-employed persons are to report diagnoses of the following occupational diseases where these are likely to have been caused or made worse by their work:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Hand-arm vibration syndrome
- Tendonitis or tenosynovitis of the hand or forearm
- Occupational dermatitis
- Occupational asthma
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Dangerous Occurrences – There are 27 categories of dangerous occurrences that require reporting; below are the most relevant. More information and a full list can be obtained on-line at www.hse.gov.uk/riddor :

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short-circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;

ACCIDENT REPORTING AND INVESTIGATION (CONTINUED)

- failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five-metres high, or erected near water where there could be a risk of drowning after a fall;
- unintended collision of a train with any vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;
- failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
- a road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
- a dangerous substance being conveyed by road is involved in a fire or is released.
- unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, or of a wall or floor in a place of work, or of any false-work
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid, or of 10 kg of flammable liquid above its boiling point, or of 10 kg or more of flammable gas, or of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

For mines, quarries, offshore locations and transport systems, refer to guidance on www.hse.gov.uk/riddor

Gas incidents – details of unsafe gas systems or appliances that have caused or could cause death, or unconsciousness or require persons to be taken to hospital for treatment, must be reported.

ACCIDENT REPORTING AND INVESTIGATION (CONTINUED)

The following procedure identifies the arrangements in place to ensure compliance with the legislation.

In the event of an accident causing injury

Firstly. Arrange treatment for the injured.

Then If a **minor injury**, go to **A**. If a **death or major injury**, go to **B**.

A. Minor Injury

1. Record in the BI 510 accident book
2. Tear off and send the original form to Head Office at Mazdon Construction Ltd (Records will be filed securely and kept for 3 years)
3. If the injured person is to be off work for **more than 7 days** (not including day of accident), inform the Company Health and Safety Advisor, and:
4. Go on-line, to www.hse.gov.uk/riddor and complete the appropriate report form. You will receive a copy for your records. Type-in **RIDDOR**

B Death or Major Injury

1. Have the accident area cordoned-off, allowing nothing to be disturbed, except that power can be turned off if necessary
2. Have witnesses segregated from each other and told to write down individually what they saw without conferring
3. **Inform HSE Incident Contact Centre. Tel 0845 300 99 23** (only available 8.30am till 5.00pm, Monday to Friday)

Out-of-hours reporting of death, major injury, or major incident

- following a work-related death
- following a serious accident where evidence needs gathering
- following an incident generating public concern

If your incident fits these descriptions:

Ring the HSE duty officer on 0151 922 9235

4. Inform a Company Director and the Company Health and Safety Advisor
5. Take photographs of the accident site, if possible
6. Fill in the BI 510 accident book
7. Tear off and send the original form to Head Office at Mazdon Construction Ltd (Records will be filed securely and kept for 3 years)
8. Ensure that an online F2508 form report is made to the HSE within 15 days of the accident. Type in: **RIDDOR**

The manager should give appropriate consideration to the injured person's welfare e.g. informing family, arranging transport etc.

ACCIDENT REPORTING AND INVESTIGATION (CONTINUED)

All accidents must be suitably investigated to establish root causes and to determine measures necessary to prevent recurrence. For minor injuries and near misses, the investigation will be carried out by the site manager, who should record any measures implemented.

For serious accidents the investigation should be undertaken by the Directors, assisted by the Company Health and Safety Advisor.

On the occurring of a serious accident or dangerous occurrence, the manager or supervisor should have the areas cordoned-off immediately, ensuring that nothing is touched or removed. They should record the scene in detail using a digital camera if one is available. Witnesses to the events should be reassured, individually segregated if possible, and asked to write down what they saw immediately. The manager / supervisor should arrange that the Directors are informed as quickly as possible.

NEAR-MISS INCIDENTS

All near-miss incidents will be reported and investigated

ACCIDENT BOOK BI 510

The Company will ensure that an accident book is available at each office / site. The site manager will verify that the site accident book is made readily available. First-Aiders are responsible for recording the details of any injury they treat in the accident book.

When an accident is recorded in the book, the relevant page will be immediately taken out of the book and sent to the company head office by the site manager. The accident report form will then be filed away securely, away from public scrutiny.

Accident records must be kept for at least three years.

HOSPITAL TREATMENT

Where hospital treatment is required in addition to first-aid, the Manager will ensure that the injured person is transported to hospital as a priority.

FIRST AID

The Company will ensure that suitable and sufficient first-aid treatment is available for all employees at all times from an adequate number of qualified First-Aiders or Appointed Persons.

The work force will be notified of the location and identities of these qualified First-Aiders via company notice boards.

Fully-certified First-Aiders or appointed persons will receive refresher training every three years and will possess a current certificate of competence.

First aiders appointed by the Company have the following duties:

- Ensure that their first-aid certificate remains current;
- Monitor the contents of the first-aid boxes for which they are responsible, and requisition new supplies;
- Treat all minor injuries and refer any injuries outside the scope of their training for medical treatment;
- Appoint a competent person to assume responsibility for first-aid in their absence and ensure that such persons have access to first-aid facilities and to a means of summoning assistance.

Recommended Minimum First Aid Box Contents

Description	0-5 Employees	6-10 Employees	11-50 Employees
Guidance Card	1	1	1
Individually wrapped sterile adhesive dressing	10	20	40
Sterile eye pads with attachments	1	2	4
Triangular bandages	1	6	6
Sterile coverings for serious wounds (where applicable) *	1	2	4
Safety pins	6	6	12
Medium size sterile, un-medicated dressings 10 * 8 cm	3	6	8
Large sterile, un-medicated dressings 13 * 9 cm	1	2	4
Extra large sterile, un-medicated dressings 28 * 17.5 cm	1	3	4
Sterile water or saline in disposable containers (where tap water unavailable)	1	1	3
Scissors	1	1	1
Sterile wipes	2	6	10

Description	0-5 Employees	6-10 Employees	11-50 Employees
Disposable gloves	5	5	5
Resuscitation Aide	1	1	1

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) is the final option employed when reducing risk of injury to employees. As such every effort will be made to eliminate or reduce risk by employing other methods first.

Appropriate PPE will be supplied and replaced as necessary by the Company. Precise requirements will be determined by risk assessments undertaken for the work.

For example:

- Safety shoes will be worn in proximity to heavy lifting and vehicle movements.
- Head protection will be worn wherever there is work occurring above head-height or wherever there is danger of head-impact.
- Eye protection will be worn where there is risk of damage to eyes.
- Respiratory protection will be worn where it is dictated by a COSHH assessment.

RISK ASSESSMENT

All activities with significant hazards will have a risk assessment completed for that activity. A competent person will complete these risk assessments, after suitable training in risk assessment techniques. (The Directors are competent persons in this regard).

The Directors will ensure that all staff receive appropriate training before their function or environment change in accordance with the results of a risk assessment.

CONSULTATION

In accordance with The Health and Safety (Consultation with Employees) Regulations 1996 the Company will establish a health and safety committee comprising of representatives of management and employees.

The meetings will be minuted and their proceedings and records will be subject to annual audit.

HAZARDOUS SUBSTANCES (C.O.S.H.H.)

All substances used by the Company will be assessed for any potential hazards to the health and safety of employees using those substances. Assessment will be in accordance with the Control of Substances Hazardous to Health Regulation 2002, as amended 2005.

The following procedures will be followed:-

1. The persons responsible for purchasing substances will request a material safety data sheet when placing orders with suppliers of substances.
2. A competent person will check the material safety data sheet (msds) and, with the knowledge of how the substance is to be used, will decide if a written COSHH assessment is required for the substance. A COSHH assessment will be produced if deemed necessary.
3. The conclusions of the risk assessment will be shown to the site foreman and to the employees intended to use the substance.
4. COSHH assessments will be kept on file on site and will be made available to employees

The Company will follow a policy of always trying to substitute a less hazardous substance where one is available.

NOTE: A MATERIAL SAFETY DATA SHEET (MSDS) IS NOT A COSHH ASSESSMENT

If a substance container or its MSDS carries one of the symbols shown below, it does require a COSHH assessment



HAZARDOUS SUBSTANCES (C.O.S.H.H.) (CONTINUED)

By 2015 the above symbols will be replaced by the new international symbols. Many have stayed the same but a few have changed and there are also a few new ones. COSHH Assessments will be required for any substance carrying one of these new symbols. They are now being introduced by suppliers and are found on many MSDS's.



Damaging for the Environment



Toxic



Contains gas under pressure



Corrosive



Explosive



Flammable



Refers to less serious health hazards such as skin irritancy / sensitisation.



Oxidizing



Reflects serious longer term health hazards such as carcinogenicity and respiratory sensitisation.

ELECTRICAL SAFETY

All portable electrical appliances located within Company premises will undergo regular portable appliance testing (PAT). Fixed electrical circuitry will be inspected and tested at five-yearly periods. Company management will ensure that all electrical testing and repairs are undertaken by a suitably qualified person. Records will be kept of all inspections and testing.

WELFARE ARRANGEMENTS

The company is committed to providing welfare facilities for its employees fully in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

At Mazdon Construction Ltd arrangements will be put in hand to ensure that employees have access to toilet and washing facilities to at least the minimum legally-required standard, and that they have access to hot water for making drinks and have suitable and sufficient facilities to take breaks and eat meals.

YOUNG PERSONS

The Company will ensure that a specific risk assessment is made where young persons (<18 years old) are proposed to be employed, to identify risks to their health and safety that result from their lack of experience, lack of awareness of risk, or lack of maturity.

Significant findings of such risk assessments will be brought to the attention of parents / guardians by the Company management.

In particular, young persons will not be employed to do work beyond their physical or psychological capacity, or which involves:

- harmful exposure to toxic, carcinogenic or other chronic agents of harm to human health
- harmful exposure to radiation
- risks of accidents which it can be reasonably assumed will not be recognised or avoided by young persons because of lack of experience or training, or because of their insufficient attention to safety
- a risk of health from extreme heat or cold, noise or vibration

NEW AND EXPECTANT MOTHERS

The Company will ensure that new and expectant mothers are afforded every consideration and facility. This will include as a minimum:

- Specific risk assessment of the work of new and expectant mothers and the taking of appropriate measures as a result including the variation of working hours or conditions, where it is reasonable to do so and where it is effective against the risks
- Suitable facilities for any working pregnant women or nursing mothers to rest and to breastfeed as required.
- Consideration with regard to manual handling operations, work with chemicals, or potentially stressful work, including making suitable adjustments to the job role or specific tasks within it.
- Relevant advice and information with regard to potential or perceived hazards presented by the workplace

The above considerations will be given upon receipt of a suitable written notification from the employee that she is pregnant, usually form MATB1, breastfeeding or has given birth within the preceding six months.

Other considerations will be put in place for those mothers who may have experienced a still birth, including appropriate support.

The employee retains the right to alternative work and remuneration under the Trade Union Reform and Employment Rights Act 1993.

In accordance with the requirements of current legislation, the Company will not allow a woman to return to work within 14 days of the birth of her child.

PRINCIPAL HAZARDS

Below are listed the main hazards associated with the Company operations, together with the arrangements in place to help control the associated risks.

Employees will be required to take note of any risk assessments that affect them and to comply with the resulting control measures put in place.

Slips and Trips, Uneven/Broken Flooring, Trailing Cables

Floor-laying involves activities that involve different site locations such as new build construction sites and laying floors in existing buildings, each with its own tripping hazards and hazards due to uneven or sloping surfaces, missing or broken flooring, trailing cables etc.

Employees will operate and move through work areas with care and alert to varying conditions at all times, with the benefit of training and experience. Work areas will be kept clear and tidy.

Openings in Floors

All areas which contain voids or substantial drops will be covered with a strong rigid material, be clearly marked, and where possible, barriers will be erected. The attention of employees will be directed towards such hazards.

The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairway.

Cement Burns

The company will ensure that COSHH assessments for cementitious products are available on site and will reinforce the awareness of burns and skin-damage due to cement, through toolbox talks. PPE will be provided.

Inadequate Lighting

From time-to-time works may be required to be carried out in areas where lighting is insufficient. In this event additional lighting will be required and placed so that they do not pose a risk to Health and Safety.

Asbestos

Though a screed-laying specialist's occupation makes it extremely unlikely that he will come into contact with asbestos, nevertheless some asbestos-awareness training will be given to employees. Occasional toolbox talks will be given based on the information provided on the SAFEcontractor website.

Manual Handling

This company's activities sometimes require manual handling of materials and equipment. All employees will be made aware of correct lifting techniques at induction.

Risk assessments will be made for any significant manual-handling operations, and suitable control measures implemented. Wherever possible, the need for manual handling will be avoided or, if this is not possible, alternative methods, including mechanical means, will be considered to reduce the potential risk to individuals. Considerations will include the following:

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower
- the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling, based upon age, physique and the training given

Work at Height

To prevent exposure to the hazards associated with work at height, Mazdon Ltd will:

-

- Avoid work at height where possible.
- Conduct a risk assessment to identify the hazards and the controls necessary to complete the job in a safe manner.
- Do all that is reasonably practicable to prevent anyone falling.
- Ensure that all work at height is properly planned and organised.
- Ensure that all work at height takes account of weather conditions that could endanger health and safety.
- Ensure that those involved in work at height are trained and competent.
- Ensure that the place where work at height is done is safe.
- Ensure equipment for work at height is properly inspected.
- Ensure the risks from fragile surfaces are properly controlled.
- Ensure the risks from falling objects are properly controlled.

Employee Responsibility

- Comply with training for working at height.
- Only use the height access equipment identified in the risk assessment.
- Make proper use of any personal protective equipment provided by the Company.
- Follow safe systems of work devised by the Company.
- Report any accidents, incidents and near misses to the Company.

Information on work at height is supported by the risk assessments carried out and contained in detail within the employee health and safety handbook.

The Company recognises the hierarchy of control measures imposed by the Working at Height Regulations 2005 to avoid work at height wherever reasonably practicable and where this cannot be achieved to take adequate action to prevent a fall, or as a final measure to ensure that where a fall can occur, no injury shall be caused as a consequence.

Hand-Arm Vibration Syndrome (HAVS)

It is the Company's policy to safeguard the health, safety and welfare of its employees and to eliminate any unsafe working practices as far as is reasonably practicable. The use of vibratory tools is limited to very occasional work. However, limited exposure to vibration may be occasionally experienced when using hand-held power tools. In an attempt to minimize such exposure and thus reduce the risk of adverse health effects, it is the Company's policy to implement the following controls:

- Identify hazardous processes by the initial assessment of tools and persons at risk.
- Substitute or redesign, whichever is reasonably practicable, to eliminate or reduce vibration exposure.
- Introduce technical methods to reduce vibration; this may include:
 - Ensuring correct and routine maintenance of tools and equipment is carried out
 - Developing methods, which will reduce the grip, push and forces employed in the processes; selection of low-vibration tools, whenever practicable.

The company shall provide information and training on:

- Nature of risk and signs of injury
- How and why signs of injury should be reported
- Actions that employees should take to minimise the risk of injury which can include:
 - Implementing good working practices to minimise vibration being directed into the body
 - The importance of maintaining good blood circulation
 - Ensuring tools and equipment are maintained correctly
 - Reporting defects and problems with equipment and obtaining replacements where necessary.
 - Provide the guidance and information to employees through toolbox talks.

Noise

If noise levels experienced by employees are above the action levels defined in The Control of Noise at Work Regulations 2005, suitable protection will be worn.

Suitable hearing protection will always be worn by personnel in any zones deemed Hearing Protection Zones. All noise-generating activities will be subject to a Risk Assessment.

DESIGN SAFETY

All equipment manufactured and supplied by the company will comply with the Provision of Work Equipment Regulations 1998. Use of equipment will be considered in a risk assessment at design stage to ensure that no part will present unnecessary risk to its operators, installers or maintainers during its working life.

Consideration will be given to the safety design aspects of all equipment, plant and systems that may be supplied for the use of Company employees or others acting on behalf of the Company before supply. All relevant safety and operating information will be made available to operators prior to use.

PURCHASING POLICY

The Company will ensure through its purchasing policies that any products, plant, equipment and services acquired will be safe for its employees.

These policies will include:

- The selection of suitable products that present low material or chemical hazards
- The selection of plant and equipment that complies with statutory requirements and has been assessed for suitability taking into consideration:
 - EN and other relevant design and manufacturing standards
 - 'ce' marking requirements
 - the nature of the work to be carried out
 - the work area or location
 - the capabilities of the persons that will be required to operate such plant and equipment.

The selection of competent contract suppliers through a selection process (including the above arrangements) leading to inclusion in a list of preferred suppliers.

PROTECTING THE PUBLIC

Mazdon Ltd recognises its duties under the Health & Safety at Work Act section 3 to conduct its undertaking in such a way so as to ensure that persons not in its employment but who may be affected by its work are not exposed to a risk of their health or safety. And shall, as required by the Construction (Design & Management) Regulations 2015, Approved Code of Practice promptly inform the Principal Contractor about the risks to other site workers or members of the public resulting from its work.

The Company shall as a minimum apply the control measures outlined within the documents HSG151 and HSG33.

Where sites are under the control of a Principal Contractor, the organisation and maintenance of the site perimeters shall be set by him with appropriate hazard warning signage. Mazdon Ltd shall ensure that any breach or short-coming in the perimeter or public-protection measures which may contribute to harm being caused to the public is immediately reported to the site manger and that where such harm can be caused by the processes of Mazdon Ltd, sufficient control measures are implemented before work continues.

Employees shall report such occasions to the supervisor appointed by Mazdon Ltd, who shall then inform the Principal Contractor.

PART 4 - SAFETY RULES

The purpose of this document is to define the Safety Rules which apply to all employees and sub-contractors in accordance with the Health and Safety at Work etc. Act 1974. It is the duty of every employee to observe the following rules and behave in a manner that is safe and reasonable towards fellow employees, the Company, its suppliers, customers and visitors.

Failure to comply with the following general rules will render employees liable to disciplinary action such as warnings and, in the event of repeated warnings, possible dismissal.

This list is a brief outline of working practices. More detailed working procedures will be produced and be available from the Company management.

Working Practices

- All access equipment must be maintained in good order. Employees must check ladders, crawling boards etc. for defects prior to use, whether or not it is owned by this company or a client. Defective equipment belonging to the Company must be disabled, taken off site immediately, and not reused. Defective equipment belonging to a client must be brought to the client's attention immediately and positive precautionary actions taken.
- Ladders that rise in excess of 3.0 metres must be secured at the upper resting place, or, where this is not possible, at the lower reaches of the ladder.
- All work from ladders will be restricted to that able to be carried out with one hand.
- All temporary working platforms, regardless of height, must be mounted on a sound footing.
- When working at height, or anywhere that there is a risk of a person falling, edge protection or fall restraint must be used.
- Whilst carrying out work from elevated working platforms such as tower scaffolding or mobile scaffolding, guard rails and toe-boards must be in position.
- When portable electrical tools and appliances are used by a company employee on site, where possible they should be rated for 110 volt use. Where 240 volt usage is unavoidable, tools must be used in conjunction with earth leakage-type circuit breakers.
- All employees must wear the correct eye protection for any cutting or drilling operations. Eye protection must be worn when working with chemical liquids, powders or resins.
- Safety masks or other respiratory protective equipment must be worn where directed by risk assessment.

- Hard hats must be worn on all sites where it is deemed required by risk assessment.
- Employees under the age of eighteen years must not operate any dangerous plant, machinery or equipment (including lifting appliances or hoists) unless they have been fully trained, or are being trained under supervision.
- Employees must not leave any machinery, plant or equipment running whilst unattended unless specifically instructed to do so.
- Employees must not use any machinery, plant or equipment for which guards have been provided if those guards are not correctly positioned or are not in full working order. Any faults or damage to guards must be reported to the Directors or client management immediately.
- Employees must give any electrical equipment they use a daily visual inspection, or before use if not used daily. Any concerns about perceived defects must be reported to the Directors immediately.
- Employees must not use any damaged or faulty tools, machinery, plant or equipment. Any damage or faults must be reported to the Directors immediately. Employees may not make temporary or running repairs unless specifically instructed to do so.
- Employees should clean up any spillages immediately.
- Employees must use all highly flammable liquids in accordance with instructions and return them to storage when not in use.

Observance of Notices and Written Instructions

- Employees are expected to read all authorised Company notices on matters concerning health and safety.
- Employees must observe and comply with any safety instructions displayed on the Company premises.
- Employees must only operate machinery, plant and equipment in accordance with the appropriate manufacturer's or the Company's operating instructions.
- Employees must only handle and use hazardous substances in accordance with the appropriate manufacturers' or the Company's instructions, having read the COSHH assessment.

Accidents/Injuries, Diseases and Dangerous Occurrences

- Employees should seek medical treatment for any injury they may receive however slight it may seem to be. On returning from treatment they must report the incident to the Director.
- The requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) will be strictly adhered to.
- Employees must report all accidents or dangerous occurrences to the Directors as soon as is practicable.
- Employees must immediately notify the Directors of any incident in which damage is caused to the Company's or a client's property.

Protective Clothing and Equipment

Employees must use all items of protective clothing and / or equipment provided by the Company in accordance with the manufacturers' instructions on all necessary occasions, in accordance with risk assessments, and as directed by the Manager. The protective clothing and / or equipment must be returned to a place of safe keeping at the end of the day or shift. Any faults, damage or loss must be reported to the Manager immediately.

Fire Precautions

- All employees must familiarise themselves with the Company's procedures in case of fire
- When working in occupied premises, employees must ensure that they are aware of fire exits and assembly points.

Housekeeping

- Employees must keep offices, toilets, washrooms and communal areas to which they have access in a clean and tidy condition.
- Employees must keep corridors and work areas clear and in a clean and tidy condition.
- Employees must clear up all rubbish, scrap or waste materials. These must not be allowed to accumulate within a work area.
- Employees must clear up any spillages immediately.
- Employees must show proper respect and consideration for clients' premises and possessions, and ensure that all mess and disruption caused by their work is kept to a minimum and ensure that all debris is cleared away on completion of the day's or shift's work.

Working Conditions

- Employees must not run in the workplace and must refrain from horseplay.
- Employees must wear clothing suitable for the job they are doing. Where long hair can become a hazard, it must be contained.
- Employees performing manual tasks or working with machinery should
- refrain from wearing rings and other jewellery that might cause injury by entanglement etc

Company Vehicles

Employees should remember that company vehicles are a visible advertisement of the Company, and they should be treated with respect.

- Before attempting to drive any company vehicle, employees must satisfy themselves that it is in a safe and roadworthy condition. Any faults or apparent potential hazards must be reported to the Directors immediately.
- Employees must not drive any company vehicle for which they do not have an appropriate licence.
- Employees must not drive their vehicle recklessly or at a speed likely to cause danger to themselves, fellow employees or members of the public.
- Employees must observe all speed restrictions, traffic controls, road signs and parking restrictions.
- Employees must not carry unauthorised loads, and must not overload their vehicle.
- ***Any fine resulting from a traffic offence not directly related to the condition of the vehicle will be the responsibility of the individual concerned. In particular, it is emphasised that loading is the responsibility of the driver.***
- Employees must keep their vehicles in a clean and tidy condition.
- Any authorised driver proven to be in charge of a company vehicle whilst in an intoxicated condition or under the influence of drugs will be suspended without pay immediately and will be liable to dismissal.
- All drivers are reminded that it is their responsibility to check oil and water levels and tyre pressures on their vehicle weekly.