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# **LDD Construction Ltd Health & Safety Policy**

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V.006

Reviewed by Director

Issued January 2025

**LDD CO**  
7 Eastbury Road, Beckton, London, E6 6LP

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## 1.0 INTRODUCTION

Marc Seagroatt, Owner, of LDD Construction Ltd, regards the successful promotion of health and safety as a mutual objective for all engaged by the company, which must be actively pursued by management and employees at every level.

It is the policy of LDD Construction Ltd to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work, and of any other persons not being in its direct employment who may be affected by its operations. This is regardless of whether the work is undertaken at 7 Eastbury Road, Beckton, London, E6 6LP, a project under the control of LDD Construction Ltd when we are the Principal Contractor or on sites where we are sub-contractors.

LDD Construction Ltd recognises that the health and safety of its employees is of paramount importance both in social and economic terms, and consequently the Owner of LDD Construction freely accepts the responsibilities placed on him/her under law. This responsibility is embodied in the Policy Statement, which shall be the basis of sound and safe practices used within the company.

Employees and others working or visiting the sites under our control will only be allowed to do so providing that they are prepared to conform to the principles and practices laid down in the Policy Statement. Likewise, employees and others who have an association with the company are required to conform to any reasonable rule or practice imposed through stature or particular requirement of any site where the company is or is due to carry out work as a Principal Contractor or sub-contractor.

It is important that everyone related to LDD Construction Ltd fully understands that any failure to comply with the contents of this policy could expose the company to criminal liability. As such, any blatant or wilful disregard of the standards and arrangements set out in this policy could be viewed as gross misconduct and result in appropriate action.

## 2.0 GENERAL STATEMENT

LDD Construction Ltd recognises the legal obligations placed on it by the Health and Safety at Work etc. Act 1974 and of any other statutory provisions and health and safety regulations applying to its activities

- Provision of adequate control of the health and safety risks arising from our work activities.
- Provision and maintenance of plant and systems of work that are safe and without risks to health.
- Consultation with our employees including sub-contractors we may engage on matters affecting their health and safety.
- Provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements on projects under our control.
- Ensuring that all employees are competent to do their tasks and give them adequate training.
- Provision and maintenance of a safe means of access to and egress from all workplaces at our offices or on sites where we are the Principal Contractor.
- Prevention of incidents resulting in personal injury, property damage and cases of work-related ill health.
- The safety of; and absence of risks to health in connection with the use, handling, storage, transportation and disposal of materials and substances.
- Provision of such information, instruction, training and supervision as is necessary to ensure that work may be carried out safely either at 7 Eastbury Road, Beckton, London, E6 6LP or on site based projects without risks to health.
- Reviewing and revising this policy at regular intervals not exceeding annually.

It is our policy to meet all client, legal and other requirements to ensure that our customers are fully satisfied with the quality of our services, and that we attempt to comply with all relevant legislation relating to the Environment and Health and Safety. It is our policy to seek to minimise the use of resources as far as reasonably practicable to protect the environment and to prevent pollution **spills** and incidents at all possible times.

It is our commitment to ensure we provide safe and healthy working conditions for all of our staff, contractors and visitors and we are committed to the prevention of injury or ill Health, and continual improvement of our Environmental and OH&S Management system and Performance. We are committed to the elimination of hazards and the reduction of Occupational Health and Safety Risks. We aim to comply with all applicable requirements that relate to our Health and Safety Systems and processes.

We will establish, amend and improve our policies and objectives bearing in mind our interested parties, where applicable to ensure they remain appropriate to our operations, customer requirements & expectations and relevant legislation & codes of practice, including the aspects of our activities and the context of our organisation.

We have established a set of Quality, Environmental and Health and Safety objectives, with associated programmes for implementation. These are monitored and reviewed on an ongoing basis through a number of processes including internal audits and management reviews.

We ensure that every member of staff is familiar with and competent to carry out the tasks which are applicable to their area of work, in order to minimise the likelihood of failing to meet quality requirements.

The effectiveness of the system is continually monitored and we are committed to continual improvement throughout our various processes of inspection, audit, monitoring, analysis and review. During the management reviews, we will consider the progress of achievement of our targets and objectives. As relevant, we may modify or introduce new targets and objectives.

All members of staff are trained in the meaning and implications of this policy during their training/induction process and informed or retrained as appropriate whenever the process is amended. We are committed to the consultation and participation of the workforce at all applicable times, including any worker reps/appointed persons.

This policy is communicated to all persons working on our behalf, including subcontractors, ensuring individual awareness of their OH&S obligations. This policy is also made available to the relevant interested parties upon request.

Our workforce has a duty to co-operate in the operation of this policy by fulfilling the responsibilities placed upon them.

As stated, the operations of the company and this policy will be reviewed at regular intervals or in light of changing company circumstances, procedures and statutes. These changes will be brought to the attention of our workforce and others whose health and safety might be affected by such changes.



Marc Seagroatt

Date: 10<sup>th</sup> January 2025

Review Date: 09<sup>th</sup> January 2026

### 3.0 ORGANISATION AND RESPONSIBILITIES

Danny McIver, Director of LDD Construction Ltd, in conjunction with the LDD Management will make available adequate resources for the implementation and monitoring of the company Health and Safety Policy, and holds overall and final responsibility for health and safety at work. LDD Directors will also be responsible for putting in place of structures through which safety matters can be dealt effectively.

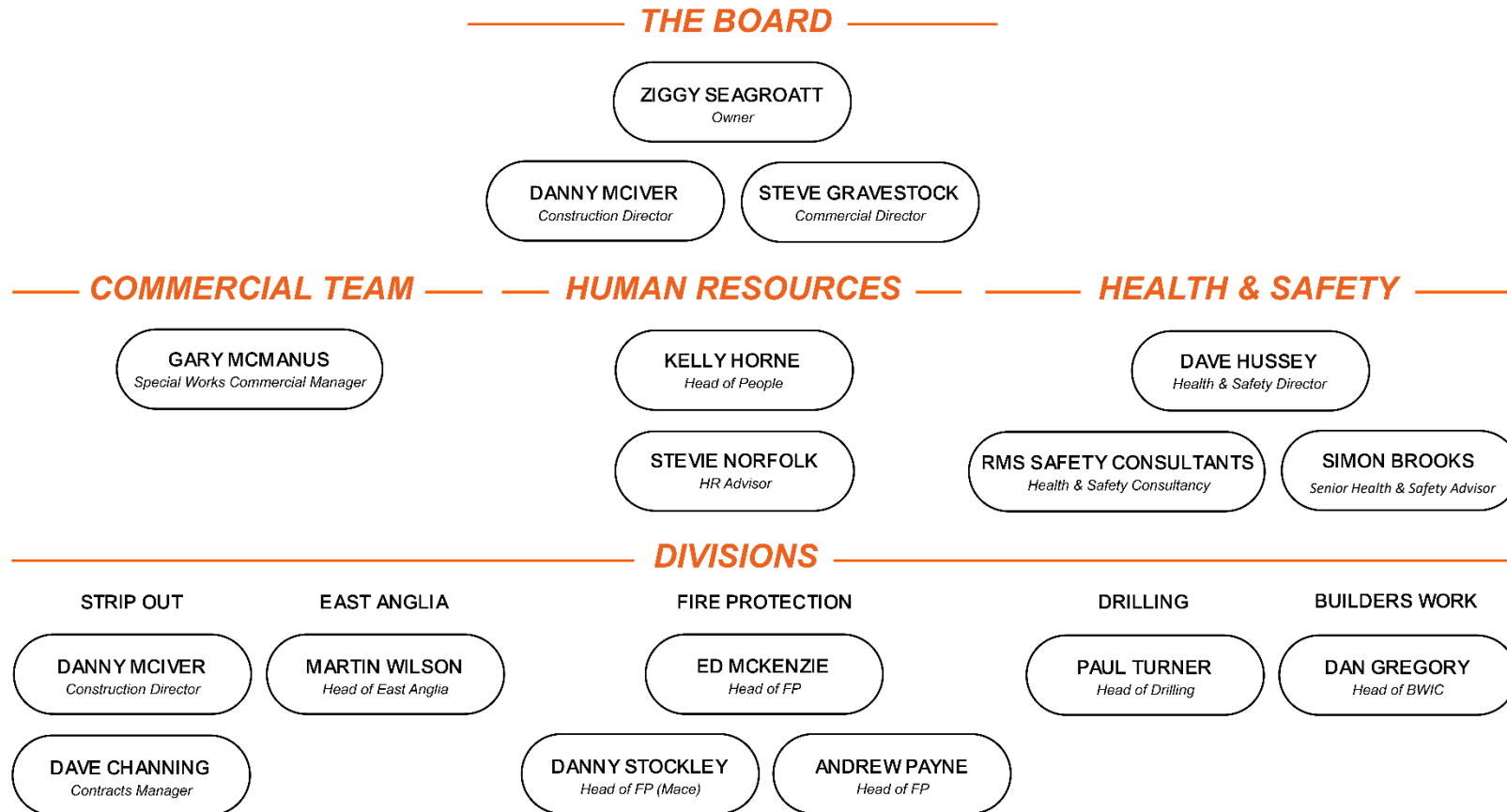
LDD is responsible for ensuring the Health and Safety Policy is put into practice. To help him achieve the health and safety standards, then maintain or improve these principles he has the help of all employees including;

- The H&S Director
- Operations / Construction & Contracts Managers
- Administration
- Directors/ Senior business leads
- Employees

All employees are to co-operate with LDD Construction Ltd and managers by:

- Complying with all health, safety, environmental and quality matters,
- Not interfering with anything provided to safeguard their health and safety,
- Taking reasonable care of their own health and safety, and
- Reporting all health, safety, environmental and / or quality concerns to an appropriate person.

### 3.1 ORGANISATION ORGANOGRAM





### 3.2 H&S Policy

LDD Construction Ltd, will initiate and administer the Health & Safety Policy. We will make adequate provisions of resources for the successful implementation of the health and safety management system, including finance, time, logistics and commitment.

- To set a personal example at all times.
- To initiate the company Health & Safety Policy for the prevention of injury and damage, to set targets for the reduction of accident and incident rates.
- To promote and maintain LDD Construction Ltd on-going determination to improve its performance in health, safety and welfare.
- To know the requirements of the relevant legislation and ensure they are observed whilst carrying out company activities.
- To arrange for funds and facilities to meet the requirements and standards of the LDD Construction Ltd Health and Safety Policy.
- To ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- To initiate proper reporting procedures in the event of injury, damage and loss and to promote action to preclude re-occurrences.
- To reprimand any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
- To encourage the distribution of relevant safety information to all persons concerned.

### 3.3 Health and Safety team

LDD Construction Ltd have a Health & Safety Director Dave Hussey, a Senior Health & Safety Advisor Simon Brooks and a Health & Safety Consultant (RMS safety solutions) Dan Grannell who provide the following services:

- Access to competent Health & Safety advice for all employees.
- Advice and help to produce a clearly defined and workable company Health and Safety Policy.
- Information through newsletters, safety alerts and memos supplying dates and advice in respect to changes in health and safety legislation, procedures and industry best practice as they might affect LDD Construction Ltd
- The availability of health, safety and welfare site inspections at the locations where LDD Construction Ltd employees work (Fortnightly) or as specifically described including the Beckton yard on a quarterly basis.

### 3.4 Managers/ Supervisors

The health and safety responsibilities of the Managers/Supervisors are outlined below:

- Read and understand the company's safety policy and carry out work in accordance with its requirements.
- Maintain a system of "good housekeeping" to ensure that work areas are kept as clean and tidy as possible to reduce hazards in an endeavour to maintain a safe place of work.

- Ensure that work is carried out as per agreed Method Statements. If it is thought that work cannot be carried out as the agreed method statement, then communicate with management before deviating from the document.
- Suggest ways of eliminating hazards and improving working methods to management.
- When on site you are to keep the amount of flammable or hazardous substance to a practical minimum. This may require for the calling off of the substance over a period of time. Hazardous substances are to be kept in an appropriate, secure area on the job.
- Supervise new employees, particularly young people, closely until they are familiar with LDD Construction Ltd working practices and the hazards involved in our tasks.
- Check all equipment used on behalf of the company on their projects is in good condition and suitable for the purpose intended.
- Report any defects in equipment or machinery being used on behalf of the company immediately to management.
- Ensure that protective clothing and equipment provided by LDD Construction Ltd is worn and used correctly by operatives.
- Ensure that the exact location of the first aid box and the name of the appointed person are known to all employees at the beginning of each day.
- Report any accident or damage however minor, to management. Ensure that details are recorded in the company accident book.
- Ensure that the operatives who work with you do not attempt to move articles or materials that are so heavy that they are likely to cause injury.
- Ensure that they are fully aware of the fire procedure. This includes their role as Fire Marshall in the event of an emergency.
- Ensure all access routes and doorways about your work areas are kept clear and free from obstruction.
- Monitor the performance of sub-contractors to ensure the safety standards of LDD Construction Ltd are maintained.

### 3.5 Administration Staff

Although we might not consider the office environment to be as potentially hazardous as the other activities of LDD Construction Ltd, the people who work here have an important role in ensuring the success of our safety management system.

Their duties in respect to health and safety include the following:

- Dress appropriately for work ensuring that clothing, particularly the footwear is suitable for a working environment. Consider the floor coverings, stairs and tasks such as carrying mail or stationery.
- Not to use and report any defects in equipment immediately to a Working Foreman.
- Ensure that the following information is displayed in an appropriate location;
  - The Health and Safety Law Poster
  - Action to take in the event of evacuation
  - Current Employers and Public Liability Insurance Certificate
  - Name of the First Aider and location of the first aid kit.
- Ensure all access routes and doorways about the office areas are kept clear and free from obstruction.
- Do not lift or carry anything that might be too heavy or awkward. This includes not over stretching to place or retrieve stock or materials from on top of high shelves or cupboards.

- If appropriate, suggest ways of eliminating hazards and improving working methods to a Director/H&S Team
- Warn new employees, particularly young people, of known hazards.
- Keep records of the following in a safe and retrievable manner;

Documents	Keep for
• Accident Book	7 years
• Employers and Public Liability Insurance Certificate	40 years
• Individual Training Records	10 years
• Risk Assessments	Until revised
• COSHH Assessments	Until revised
• Manual Handling Assessments	Until revised
• Method Statements	3 years after end of job
• Scaffold Inspection records	3 years after end of job
• Workplace Health, Safety and Welfare Inspections	3 years
• Test Certificates of Plant and Equipment	3 years
• PPE Issue register	3 years
• Inspection registers	3 years
• List of 'Approved' suppliers	Ongoing

### 3.6 Our workforce

Our workforce all has a part to play in securing safety standards and a duty to co-operate with LDD Construction Ltd in all matters relating to health and safety at work. The personal responsibilities for each employee under the Health and Safety at Work Act etc. 1974 are:

- To take reasonable care of the health and safety of himself, and any other person who may be affected by their acts or omissions whilst at work.
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare. To this end all employees of LDD Construction Ltd will:
- Stop work immediately in the event of them feeling unsafe. Report their concerns as soon as they are noticed to an appropriate person. This should be the Director and/or the HSQE Manager
- Work in a safe manner and refrain from horseplay.
- Comply with warning signs and notices or instructions displayed and advise management if they do not understand them.
- Use tools and equipment appropriate to the job and ensure that they are kept in good condition.
- Make full use of safety equipment and protective clothing provided.
- Report unsafe situations, conditions and defects in plant or equipment
- Report any incidents involving personal injury, property damage or 'near miss that could have resulted in such an event.
- Suggest ways of improving safety to company management when appropriate.
- Not operate any item of plant unless they are competent and authorised to do so.
- Not undertake any tasks that they feel they are not competent to carry out, or which involve unreasonably high risks.

## LDD Construction Health and Safety Policy

- Find out who the first aider is, where first aid is available and what to do in an emergency or if fire breaks out at the earliest opportunity on sites.
- To let managers know if they do not understand or agree with any of above requirements.

## 4.0 ARRANGEMENTS

### 4.1 Risk Assessments

Everyone at LDD Construction Ltd is aware that there are risks to health and safety arising from our work activities. To help control these we formally assess risks arising from our activities. We undertake and retain risk assessments as either generic that cover our routine working practices and would apply anywhere or specific to a more unusual task, activity or site. Both of these are performed using the risk assessment format in the appendices by a responsible person or team following this procedure:

- a) The workplace is identified.
- b) We consider the task or activity.
- c) The date the assessment is being conducted is recorded.
- d) The identity of those who are undertaking the assessment is recorded. The Lead Assessor is named. This must be a person who has had some formal training in risk assessment including the appropriate application of the hierarchy of control measures.
- e) The hazards arising from the task or activity are identified in column 1 on the risk assessment form. These are declared as 'something with the potential to cause harm'. An example of this could be a fall from height.
- f) We then consider how the hazard will be realised and list these in column 2. Using the above example, this could be 'through a lack of edge protection.'
- g) The hazard effect is stated. This is the potential injury or loss sustained. It is important to be realistic and sensible. Do not be too alarmist or blasé about the hazard effect.
- h) Identify who is at risk in column 4. The class of person at risk is selected from the list on the foot of the form. Remember that members of the public will need a much greater degree of control than our employees.
- i) In column 5 list the existing control measures that are in place that reduce the hazard identified.
- j) Rate the severity in column 6 and the probability in column 7 from the guides in the footer. Again, it is important to be reasonable about this. In the event of disagreement, the assessment team leader is to have the final decision.
- k) The risk rating in column 8 is defined by multiplying the severity and probability.
  - I. If the rating is Low the hazard may be considered acceptable or insignificant. Only put effort into reducing this if it is easy to do.
  - II. If the rating is Medium there might need to be further control. In practice these should be sought and prioritised. Apply greater control to those hazards with a greater risk rating.
  - III. When the rating is High it is considered unacceptable in any circumstances and must be reduced further.
- l) When further control measures are required or appropriate these are to be detailed in column 9.

m) The residual risk is then to be calculated in columns 9, 10 and 11 using the same standards and principals as stated in points j) and k) above.

n) These must be assessed as acceptable for the work to commence.

o) If, during the assessment process, further actions or controls that could be implemented at the planning stage are identified these are recorded with the assessment distributed to an appropriate person. For example, this could be a Principal Contractor, designer, Planning Supervisor or Client.

p) Any additional comments or actions identified by the personnel on site that could make the task safer are to be recorded on the assessment while on site. Note that these amendments can only be incorporated into the system of work if agreed with the risk assessment team leader or other suitably trained person as stated at d) above.

q) The risk assessment is to be endorsed and accepted by the manager responsible for ensuring that the controls as defined are implemented.

r) The Assessment is assigned a record number to simplify document control.

## 4.2 COSHH

We accept that the activities of LDD Construction Ltd will sometimes require our workers to meet substances that can be hazardous to health. It is important that our workers know what these are and how to control the risks presented by the substances. Many of these will be identifiable through experience, common sense or deemed to be hazardous through legislation.

A responsible manager who has been suitably trained will carry out assessments on the potentially hazardous substances we encounter. This will determine the control measures we need to employ to ensure the safe handling, use, storage, and disposal of the substances and of what to do in case of emergencies.

For most substances LDD Construction Ltd encounter, a lot of the information we need for the assessment will come from manufacturers or suppliers product and safety data sheets. The format we use to carry out the assessment is in the appendices and the responsible manager follows this procedure:

a) The task or job that will cause the hazardous substance to be encountered is identified.

b) The area or location where the substance is likely to be encountered is identified.

c) The responsible manager and their title are recorded along with the date of the assessment.

d) The hazard posed by the substance as it will be encountered is marked off.

e) The first aid requirements for various exposure routes are stated.

f) The effects of the substance on the body are listed. This information could highlight the worker to instances of exposure.

g) The source and duration of the potential exposure is considered which allows the assessor to evaluate the risk.

h) The emergency and disposal requirements are assessed and defined.

i) From the above information, a list of suitable and adequate control measures to ensure that the work can take place safely is set out.

- j) The control measures are implemented by the responsible manager with each item signed off as completed prior to the start of the task.
- k) A review date is defined which should not be more than twelve months following the initial assessment.
- l) The assessment is given a number to ease document control.

### 4.3 Manual Handling

We at LDD Construction Ltd accept that portions of our work will require people to lift and carry items. We also understand that a considerable number of personal injury incidents are attributable to such activities.

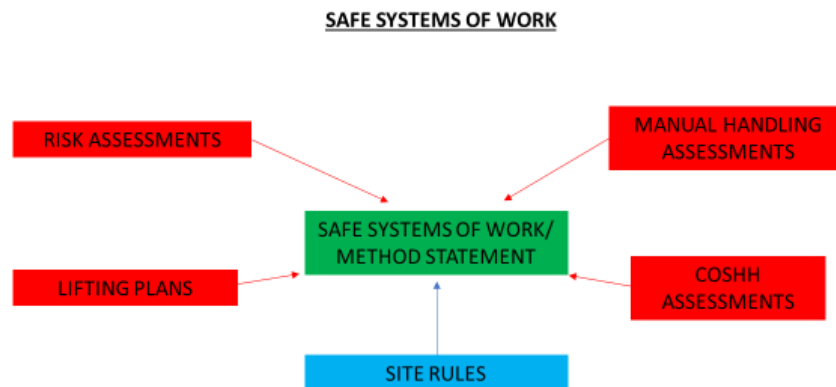
Wherever practicable we will minimise the need for manual handling either by adapting the task to eliminate the need for movement or by automating the process with mechanical aids e.g., Use of pallet trucks, wheelbarrows, Genie Lifts, etc.

We will provide guidance as detailed in the appendices to all workers with those employees expected to carry out significant handling operations receiving more formal training. Where we cannot remove significant manual handling tasks, they will be assessed by a responsible manager using the manual handling assessment form included in the appendices and following this procedure:

- a) The job or task is defined.
- b) The workplace is noted.
- c) The team consider if the task poses a significant risk of injury, if it can be avoided or mechanised and is the task within the guidelines in appendix 1 of the Manual Handling Regulations. This will define whether to simply carry out an assessment or to consider the task in detail then carry out the assessment.
- d) When considering the task in detail; the assessment teams consider several aspects of the task, the load, the environment, and individual capability. The risk posed by each consideration is determined as either low, medium, or high.
- e) When carrying out the manual handling assessment, if a task assessment has been undertaken the high-risk aspects should be addressed first then medium and finally low.
- f) At the manual handling assessment, the overall risk of injury is assessed.
- g) The weights involved in the task are recorded.
- h) The actions or controls required to reduce the risk to a low or insignificant level are listed and these are to be signed off when implemented which must be prior to the task being performed.
- i) The assessment record concludes with a short reminder of basic manual handling advice.

### 4.4 Safe Systems of Work

To achieve the standards that we have set out in our health and safety policy statement we will set out clear procedures, method statements or safe systems of work. These can be developed through various means with the formal route being the findings of our (examples) risk, COSHH and manual handling assessments and lifting plans being brought together with the site or client's requirements and rules.



The Tool used to effectively convey the safe system of work will include method statements, signs, memos, Toolbox Talks, newsletters and any other technique we feel appropriate.

#### 4.5 Purchase and Hiring Equipment

- The Plant Manager will ensure that all equipment purchased or hired on behalf of LDD Construction Ltd complies with the relevant legal requirements and displays the CE mark.
- LDD Construction Ltd will ensure that only suitable and safe equipment and machinery is purchased or hired. This is done by considering the following points:
  - Where and how will the machine be used;
  - What will it be used for;
  - Who will use it (skilled employees, trainees);
  - What risk to health and safety might result;
  - Where practical compare products from different hire companies to identify the least hazardous alternative.
- When buying or hiring a complex or custom-built machine the Plant Manager will liaise with potential suppliers to ensure causes of injury and ill health can be eliminated at the design stage and the necessary safeguards to control health and safety risks are implemented.
- When LDD Construction Ltd takes delivery of equipment; Neal Williams will be informed prior to the machine, plant or equipment being put into operation.
- On delivery of any plant or equipment, a copy of the Declaration of Conformity and a set of operating instructions should be issued. If the equipment is not thought to be safe or is received without instructions, the receiving operative will contact the Site Manager who will contact the supplier and arrange for it to be effectively removed from service and the fault rectified.
- The Site Manager will be responsible for ensuring that all identified maintenance is implemented for the specific equipment.
- Any problems found with any equipment should, in the first instance, be reported to the Supervisor. Where appropriate he will ensure that the equipment is removed from operation until repaired or replaced.



- A register of all equipment will be drawn up and maintained.
- The Site Manager will ensure that all equipment is PAT tested every 3 months as a minimum and entered into the online system

#### 4.6 Health and Welfare Facilities

It is incumbent upon the Directors to ensure all workers have access to suitable welfare facilities wherever they are engaged by LDD Construction Ltd or not. The company is aware it has an obligation, and the following requirements will be adhered to:

- The Director is responsible for the supply and allocation of suitable and sufficient welfare facilities as may be required for any project.
- All canteens and drying rooms allocated for site use will be adequate and suitable for the total and maximum number of people likely to use them at any one time. They will be provided to site in a clean and tidy condition.
- Toilets and washing facilities will be equipped with an adequate supply of hot and cold or warm running water suitable for washing. There will also be an adequate supply of towels or operational hand dryers.
- Drinking water will be available at each point of work. If this is not readily available through the host organisation or by means of a suitable connection to a safe water supply, then drums may be used however they must be labelled and never used for any other purpose.
- When in use, all site facilities will be maintained in a clean and tidy condition; the Supervisor will monitor this and report any failings to LDD's Directors.
- A person will be appointed to ensure that:
  - Canteen floors are swept and mopped.
  - Tabletops are washed after each use with hot clean soapy water.
  - Cooking equipment is cleaned after each use.
  - Canteen waste is properly disposed of on a daily basis.
- The area around the site office, canteen and toilets are kept free from obstruction, waste material and rubbish.
- If the welfare facilities are found to be in a poor condition an LDD Director will seek to instigate disciplinary proceedings against identified offenders. The Supervisor will remind the users that the facilities are there for the benefit of all users.

#### 4.7 Information, Training, Supervision and Competency

We aim to ensure that every person who undertakes work on behalf of LDD Construction Ltd is fully competent to carry out their work.

Before anyone is allowed to start work they undertake a LDD Construction induction relevant to their position.

Site operatives have minimum standards they need to achieve before they are allowed to work on site. These minimum standards incorporate:

1. LDD specific induction.
2. Standard LDD Construction Online Training

3. Face fit test and training by the H&S team or the yard staff.

4. Harness awareness training by the H&S team.

We understand there is a need to train our employees on a regular basis to ensure that they are competent to fulfil their position within the company and to carry out work safely.

On initial employment or following re-assignment LDD Construction Ltd will give all new employees induction training.

The Director and Senior Management will identify further training with regard to experience and the task as identified.



All training records and needs will be recorded on a matrix as shown in the appendices and will be available upon request from Human Resources.

An annual training schedule will also be managed by the Head of people for all employees and we will endeavour to accomplish it. This does not stop any employee requesting further training for his or her own development and this will be given due consideration.

Specific jobs requiring special training are:

- Apprentices
- All aspects of the trade
- Attend college
- Drivers
- Relevant drivers licence
- Supervisors
- Working at a height – PASMA / IPAF
- Asbestos awareness
- Hot Works
- Manual Handling
- Fire Awareness
- Site Safety Awareness
- CDM Awareness
- Safety for Supervisors – SSSTS
- Abrasive Wheels
- Use of Personal Protective Equipment

- Toolbox Talks
- First Aid
- Diamond Drillers
- Drilling & Sawing NVQ Level 2 or above
- Passive Fire Protection Installers
- Passive Fire Protection NVQ Level 2 or above

#### 4.8 Consultation / Communication with Employees

- LDD Construction Ltd is fully aware for the need to communicate at all levels. Good communication provides a solid backbone in any management system.
- The Health & Safety Committee (Heads of business units) will meet every month to discuss Health & Safety issues. Meeting minutes and any actions will be published with close out actions to follow.
- The Supervisors will meet with their Managers/Directors on a regular basis to discuss any problems associated with the works. Their comments or concerns will be addressed by the Directors.
- All employees work closely with their designated Supervisors/Site Managers. This relationship ensures close communication on all points particularly health, safety, environmental and quality matters.
- All employees have free access to the company H&S team and HR department.

#### 4.9 DSE

The prolonged or inappropriate use of DSE can attribute to work related upper limb disorders (WRULD) or repetitive strain injury (RSI). We will protect our employees who use such equipment for a significant part of their work from these effects as far as we reasonably can. We will do this by the following means:

- Within one month from them starting work with us, an assessment will be carried out with them to ensure that the workstation is acceptable and suitable for their needs. The assessment is to include a demonstration of the adjustments the worker is empowered to make to their workstation that includes the following;
  - How to adjust the chair. Include height, base, back and arms.
  - How to adjust the keyboard
  - How to adjust the monitor. Including height, swivel, contrast, brightness and colour.
  - Issue the guidance regarding DSE use as in the appendices.
- We will re-assess the worker and work station in the event of changes in the individual capability or where there has been some significant change to the workstation or office design or layout.
- Eye tests by a qualified optician are available to all LDD Construction Ltd workers who use DSE as a significant part of their job. Such examinations are provided to the worker free of charge.
- People who use DSE on behalf of LDD Construction Ltd are empowered to take regular breaks away from the equipment. The office equipment is set out to encourage such breaks during the course of the normal day.

#### 4.10 Plant and Equipment including PAT

- LDD Construction Ltd understands that equipment will need inspecting from time to time and where identified by manufacturers, suppliers or others. An online register will be kept of all equipment to ensure that inspections are completed as recommended.

- All equipment used on behalf of LDD Construction Ltd will be inspected by the user prior to being put to work and then continually throughout use and then again before being put away. If equipment needs any maintenance users will identify this. Any problems found with the equipment should be reported without delay to the plant manager.
- The Plant Manager will ensure effective maintenance procedures are drawn up. This will include either a suitable temporary repair with a permanent repair to follow or the effective removal of the equipment from service until a permanent repair or remedy is found.
- He will also be responsible for ensuring that any maintenance procedures that are required are implemented.
- We carry out in-service inspection and testing of electrical equipment at intervals as defined in the Approved Code of Practice as published in the Approved Code of Practice by the Institute of Electrical Engineers. The Plant Manager is responsible for ensuring that this is carried out. With employees ensuring that equipment is available for inspection.
- All electrical appliances will be tagged to highlight whether they have passed or failed the testing. In addition to this a log will also be kept at head office – 7 Eastbury Road, Beckton, London, E6 6LP.
  - Type of equipment
  - Make
  - Serial Number
  - Location
  - Visual Inspection
  - Earth Continuity Reading (Class 1 only)
  - Insulation Reading
  - Adequate Fusing
  - Date of Inspection and Testing
- If an employee finds a defective piece of electrical equipment, they will report this to Plant Manager without delay so that the equipment can be effectively withdrawn from service until an appropriate replacement or repair has been made.

#### 4.11 Lifting Operations and Equipment

- The Site Manager will ensure that their project where lifting operations are to take place have appropriately trained Appointed Persons and lifting supervisors to plan and supervise the lifting operation.
- The Site Manager will ensure that all lifting equipment is subject to a twelve monthly thorough examination (six monthly if lifting persons) and all lifting appliances are subject to a six monthly thorough examination by a competent person. A record of these inspections is to be maintained.
- Prior to the commencement of any lifting operation, a designated lifting supervisor will be identified. This individual will be responsible for the following.
  - The planning of the lifting operation, along with the selection, provision and use of suitable equipment.
  - Examination of all equipment to be used to ensure suitability. This will include an examination of all test certificates for appropriate lifting equipment
  - Examination of the existing environment including ground conditions and services to ensure stability and suitability for the proposed lifting operations.
  - Supervising throughout the lifting operation with the authority to progress or stop the job as they see fit.

- Monitoring all other operations in the lifting and slew areas to ensure the safety of others in the area.
- Damaged equipment must be effectively removed from service and not be used under any circumstances.
- Lifting supervisors will ensure they know the Safe Working Load (SWL) of all lifting equipment and will not exceed this.
- The Site Manager will monitor wind conditions throughout the works to determine suitability of working methods.

#### 4.12 Safe Use of MEWP's

- All LDD Construction Ltd employees that will use MEWP's will be trained and familiar with the performance and controls of the MEWP are that they are going to use.
- Each MEWP used by LDD Construction Ltd will be checked by a competent person each day before use. Should the plant be suspected to be faulty, it will not be used, the key will be removed, a Manager/Plant Manager/Director informed immediately.
- Maintenance of MEWP's will only be carried out by competent people, in accordance with the manufacturer's instructions. For LDD Construction Ltd this will usually mean getting an engineer from the company where the MEWP has been hired.
- The most suitable MEWP will be selected for each individual job (ground condition, working height, the range of movement required, and anticipated loads will be considered).
- The site at which work is to be carried out will be examined carefully to ensure that the ground is suitable for the safe working of a MEWP. The ground will be checked thoroughly paying particular attention to the following:
  - The presence of features such as manholes, service ducts and potholes, that might cause the MEWP to overturn.
  - Weather conditions (particularly heavy or prolonged rain) that might affect surface conditions
  - The load-bearing capability of the ground when working inside a building or on a structure (e.g. a jetty)
  - Should the ground not be considered suitable for the safe working of a MEWP, then a MEWP will not be used.
  - Falls from a MEWP may be caused by:
    - Impact on the vehicle
    - Ground movement or subsidence
    - Failure of a mechanical part critical to the stability of the MEWP
    - Overreaching.
- The working area below a MEWP will be secured by physical barriers and signs to prevent entry from unauthorised people or collision with any other vehicle on the project with the MEWP.
- The extended boom of a MEWP will not be allowed to project beyond the boundary of the work area. If this is not practicable, other measures (such as temporary road closure) must be considered
- To control the risk of falling, all operatives should use a fall restraint system, which could be a combination of a full body harness and a lanyard. This equipment is to be worn by operatives at all times when on a MEWP at height when there is a risk of them overstretching.
- All LDD Construction Ltd operatives will wear suitable head protection when work at height is being carried out.

- Tool tethering where applicable shall be used on tools to prevent falling material/ tools from height and as such shall be adhered too from site instructions.

#### 4.13 Working at Height

- Working is said to be 'at height' if a person could be injured falling from it, even if it is at or below ground level. LDD Construction Ltd will strive to ensure, as far as is reasonably practicable, that employees working at height do so in a way that is safe and secure.
- If reasonably practicable, working at height will be avoided. When this is not practicable, the amount of working at height will be kept to a minimum and the following control measures used.
- Where work has to be carried out at height, if possible, it should be carried out from an existing workplace with access and egress by use of the existing means
- Where the above arrangement is not possible LDD Construction Ltd will provide sufficient equipment to avoid falls. This will be applied taking consideration to minimising the distance and consequences of any such fall. Where this is not reasonably practicable, every effort will be made to minimise the consequences of a fall from height
- Where work at height has to be undertaken LDD Construction Ltd will provide training and instruction and take other measures to prevent any person falling a distance liable to cause personal injury.
  - Operatives who use the equipment will ensure that any access equipment (ladder, tower scaffold, platform etc.) will be checked every time after it has been assembled and/or installed, and before it is used.
  - Such equipment will in addition be inspected as often as necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.
  - Any faults will be reported to the Supervisor, and the piece of equipment in question removed from service immediately.
  - The Supervisor will ensure that full restraint equipment is used by operatives during work at height where appropriate (for example, when working in a MEWP and there is a likelihood that the worker may lean out of the safe working area).
  - The Director will ensure that fall protection equipment is provided and used when appropriate. This could include netting, airbags, or as a last resort, fall arrest equipment. The Supervisor is to ensure that any fall protection equipment is used as directed by the manufacturer / installer of the equipment and full harness and lanyard training is to be delivered by the H&S team on application.
  - Operatives will ensure, so far as reasonably practicable, that each place at which work is to be done at height is checked on every occasion before work commences. This involves checking the stability of the surface the access equipment is standing on or resting against, and parapets, permanent rails etc. as required.
  - The Supervisor will make certain that hard hats are worn on-site at all times when work overhead is being conducted.
  - The Site Manager/ Supervisor will carry out toolbox talks on safe working at height at regular intervals when such operations are taking place.

#### 4.14 Safe Use of Ladders

- Ladders or stepladders will be chosen for working at height only if they are deemed to be the correct equipment for the task in hand. Ladders should be avoided where possible.
- The Site Manager / Supervisor will ensure that any work which cannot be comfortably reached from a ladder while maintaining at least three points of contact shall not be undertaken from a ladder.
- The Site Manager / Supervisor will ensure a risk assessment on the task has been completed to determine if a ladder is suitable for the works.
- The Site Manager will carry out toolbox talks on the selection and use of ladders and will include the following points:
  - The foot of the ladder will be supported on a firm level surface and must not rest either on loose material or on equipment to gain extra height.
  - The top of the ladder will be securely fixed to the structure so that it cannot slip. While lashings etc are being secured, the ladder must be footed.
- Ladders fitted with a proprietary spreader arm may be used, provided the following conditions are met:
  - The ladder is fitted with non-slip feet
  - The ladder is based on a firm level surface which is not slippery
  - The ladder is erected at a safe angle (1: 4)
- Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5m.
- Different grades of ladder are available but only class 1 will only be used on construction sites and class 2 will be used for lighter trades such as decorating.
- Before using a ladder, it will be inspected to ensure it is in good condition. Damaged ladders are to be effectively removed from service and will never be used.
- The ladder will be of the correct length unless there is a suitable handhold to reduce the risk of overbalancing.
- Ladders will never be placed against plastic gutters or other such lightweight surfaces. The top of the ladder must rest against a solid surface.
- Heavy items will not be carried up a ladder. Heavy or awkward loads shall be raised to the working platform by other means.

#### 4.15 Mobile Tower

- There are a number of prefabricated towers available that are used by LDD Construction Ltd. The manufacturer or hire company from where we have sourced the towers should provide an adequate instruction manual or erection guide for each particular type. The supplier should pass this information onto the user of the tower. Where this information is provided it must be closely followed.
  - Mobile tower scaffolds will only be used for works for which they are suited. These are generally light duty, short duration tasks. If the work will put varying loads onto the temporary structure or the working platform will be in place for some time, then a tube and fitting scaffold will be used.
- Only those employees who are competent and PASMA trained in the safe erection and use of mobile tower scaffolds shall be engaged with the task.

- If the information on maximum height to at least base ratio is not available in the manufacturers or suppliers information, the Manager will assume that towers may only be erected to a height of twice the base length.
- Any sheeting, tying or exceeding manufactures free standing height limitations should only be completed and inspected by a competently trained person. (PASMA trained does not make a person competent to do this)
- The Head of People/LDD Director will arrange for any training requirements.

#### 4.16 Roof Works

- Roof works are known as a high-risk activity and the company knows that it is important that all roof work operations are pre-planned.
- As falls are a major cause of accidents the Site Manager/ Supervisor will ensure that correct precautions are taken to minimise the risk of falling or to prevent a fall from leading to serious injury.
- The Site Manager will establish a safe system of work with the best means of overcoming the hazards used.
- The Site Manager will ensure that suitable equipment is available to give safe access to the roof and the Supervisor will ensure that it is fit for use.
- Appropriate precautions against falls will be determined by the type of roof and nature of the work to be carried out.
- The Supervisor will ensure that the edge protection is suitable and sufficient for the works being carried out prior to the start.
- Prior to works beginning the Supervisor will identify parts of the roof covered with fragile material and decide what precautions are necessary to take and include them in the safe system of work.
- The Site Manager/Supervisor will carry out toolbox talks on roof works and will include the following:
  - Requirements for roof edge protection
  - Safe use of scaffolding and mobile towers
  - Working on fragile roofs
  - Precautions at the leading edge
  - Means of access to roofs
  - Safe use of harnesses, belt and nets
  - Use of lifting appliance
  - Safe working with LPG and bitumen
  - Health risks e.g. asbestos, dermatitis, etc.

#### 4.17 Vehicle Driving

- LDD Construction Ltd understands that it has a responsibility to purchase or hire suitable vehicles and they will need inspecting, servicing and maintenance from time to time in line with the recommendations of manufacturers. Employees that drive vehicles on behalf of LDD Construction Ltd, whether owned or hired by the company or the driver must observe the Highway Code.
- A log will be maintained of all company vehicles to ensure all inspections, servicing and maintenance is carried out to maintain the vehicles in a roadworthy condition and in accordance with the legislation for the particular vehicle. A log of defects will be maintained by the drivers and defects that adversely affect the handling or legality of the vehicle. A vehicle with a defect that makes the vehicle unsafe or illegal will be reported to the manager



responsible and withdrawn from use until the defect is rectified. Employees will undertake a daily inspection of the vehicle they are to drive and record in the defects log all relevant defects and re-inspection will be undertaken if circumstances warrant.

- Employees will not drive a vehicle under the influence of alcohol or drugs. Employees involved in driving will be made aware that heavy drinking the evening before may result in them still being under the influence of alcohol and “over the limit” the following day. Employees are not to drive while taking a course of medication that might impair their judgement. Drivers will be reminded that they must be able to satisfy the eyesight requirements
- The company will check the competency of the driver and current validity of the licence to drive the vehicle and endorsements on driving licences on induction, annually and at other times as required and will add the driving licence check onto the training needs matrix
- The company and all employees will endeavour to ensure unnecessary journeys are not undertaken during periods of inclement weather. The company endeavours to ensure employees are not driving long hours and driving long distances will be kept to a minimum if possible. Where possible two drivers will be used on long journeys. If two drivers are in the vehicle on a long journey driving should be shared as much as possible. Lone drivers will stop driving and park in a safe place if they feel tired. Stops and refreshments will be used to break up long journeys.
- The company will plan work schedules with enough time so there is no need to exceed the speed limit understand if traffic delays employees. Employees are to set out on journeys in enough time to remove the need to speed and are not to exceed the speed limit or drive at a speed excessive to the traffic and conditions.
- All employees of LDD Construction Ltd are aware that the use of a mobile phone whilst driving on a public highway can potentially distract the attention of the driver is also against the law and is covered further in the arrangements. Provided that a phone can be operated without holding it, then hands-free equipment may be used by the employees whilst driving, though the user must still retain proper control of the vehicle whilst using the equipment. Passengers are not to distract the attention of the driver.
- Workers are to adopt defensive driving when on the road.
- Drivers must understand the requirements for extra consideration of vulnerable road users as set out by the FORS standard.
- In the event of a RTA, workers will collect details without any statement that could jeopardise further legal proceedings.
- All employees will co-operate with any rules relating to the use and driving of vehicles laid down by LDD Construction Ltd as set out in the Drivers Handbook.
- All Managers and drivers must also adhere to the Fleet compliance manual.

#### 4.18 Mobile Phones Navigation Devices and other In-cab Technology Policy

- Purpose

To ensure that Mobile Phones, Navigation and other In-cab Technology devices assist drivers to undertake their duties safely and efficiently, adding value to the transport operation and ensure the devices do not present unnecessary risk.

- Drivers are four times more likely to crash using a mobile phone while driving
- Reaction times for drivers using a phone are around 50% slower than normal driving

- Even careful drivers can be distracted by a call or text and a split-second lapse in concentration could result in a serious incident.
- It's illegal to use a hand-held mobile device when driving on the road. If caught, drivers could be fined and, in certain circumstances lose their Driving Licence for a period.
- Scope

This policy applies to; supervisors and managers employed by the company responsible for transport staff and all company drivers.

- Policy Statement

Providing guidance to drivers on the safe use of mobile phones, navigation and other in cab technology devices will minimise risks from distraction and hesitation that could result in them making last minute and potentially dangerous and unpredictable manoeuvre that could result in an incident, traffic collision or near miss. It will also assist in communication to the driver and office and help to minimise unnecessary mileage and keep vehicles on schedule.

As part of the wider Health & Safety at Work policy the company aims to avoid all incidents involving other road users, particularly those which may be caused by incorrect use of mobile phones, navigation and other in cab technology devices.

In order to take all reasonable steps to prevent serious incidents occurring, a number of control measures have been identified and are communicated as part of the risk assessment associated with this policy. The company expects these control measures to be adhered to and will take appropriate action against drivers who fail to follow them. The key objectives of the safe use of mobile phones, navigation and other in cab technology devices policy are to ensure the company maximises the benefits of the devices and that the devices do not cause distraction.

- Types of driver distraction

An activity can create multiple types of distraction e.g., using a hand-held mobile phone while driving creates a biomechanical, auditory and cognitive distraction.

Visual distraction occurs when a driver sees objects or events, and this impairs the driver's observations of the road environment. Concern about visual distraction is not new, when windscreen wipers were first introduced, there was concern over their potentially hypnotic effect.

- The way that a driver observes the area around the vehicle depends on how complex it is, and in complex environments, drivers can find it more difficult to identify the main hazards.
- In undemanding situations, driver's attention tends to wander towards objects or scenery that are not part of the driving task. Estimates of how much time drivers spend doing this varies from between 20% and 50%.

Cognitive distraction occurs when a driver is thinking about something not related to driving the vehicle.

- Studies of driver's eye fixations while performing a demanding cognitive task show that their visual field narrows both vertically and horizontally, meaning that rather than scanning the road environment for hazards and spends much more time staring ahead than usual; in other words, tunnel vision.

- This means that drivers who are cognitively impaired will spend less time checking mirrors or looking around for hazards.

Biomechanical distraction occurs when a driver is doing something physical that is not related to driving,

- For example, reaching for something and be out of the driving position, or holding an item.

Auditory distraction is caused when sounds prevent drivers from making the best use of their hearing,

- Their attention has been drawn to whatever caused the sound.

Effects of Distraction Cognitive distraction causes drivers to look at their mirrors, instrument panel and what's happening in the environment around them much less; instead they concentrate their observations straight ahead, and so are more likely to detect hazards later than they would otherwise have done.

- Distracted drivers underestimate the effects that distraction has on them, and do not perceive their reduced awareness or their ability to spot hazards. This may be because they are still looking at the road straight ahead and are not gathering the whole picture of the road around the vehicle.
- Drivers who are distracted also have difficulty controlling their speed and their distance from the vehicle in front, and their lane position can vary drastically.
- The more complex or involved a driver becomes with a distraction, the more detrimental the distraction is on their ability to make observations and control the vehicle safely.

Research has shown that drivers are more likely to accept a higher level of distraction if they judge the distracting activity relevant to the driving – say for example navigating.

- The Risks

The following risks have been identified and measures to reduce them will be monitored and reviewed periodically to ensure maximum effectiveness.

- Obstruction of driver's vision and view to front
- Injuries caused to the driver and/or passengers if the vehicle is involved in a collision
- Distraction of the driver whilst driving
- Devices providing incorrect information
- Over reliance on the device to conduct their duties
- Contribution to a driver committing a road traffic offence
- Contribution to drivers causing a nuisance by taking a wrong or illegal turn, becoming stuck or being involved in a traffic collision

- Company Policy

#### Modification of Company vehicles

Drivers are not to alter or modify company vehicles in any way without seeking prior approval. Personal radios, television or satellite navigation devices and similar devices should only be installed by a qualified vehicle electrician and then only when the installation is approved by a director. Drivers should be aware that such items will not be covered by the Company's insurance policy for damage or theft. Individuals should ensure that they have sufficient additional cover on their household policy, or some other form of insurance.

- Drivers must obtain permission before any ancillary equipment is fitted to a vehicle.
- The positioning of aftermarket equipment should be approved by the vehicle owner, including contract hire and leasing companies, as well being compliant with vehicle manufacturer guidelines.
- Retrofitted satellite navigation systems should not allow route changes to be made while the vehicle is moving, and screen brightness should dim automatically when the vehicle's lights are on.
- Finally, drivers should restrict use of all in vehicle devices while driving.
- Use of Devices

#### Mobile Phones

With effect of the 1st December 2003, the Government introduced new legislation that made it an offence for a driver to:

- Speak or listen to a phone call on a hand-held phone or other device.
- Send or receive text messages or images.
- Use any hand-held device to access data, including the internet.
- Hold any electronic device used for "accessing" oral, textual or pictorial communications.

Driving is defined as sitting at the wheel of the vehicle with the engine running.

As an employer we cannot and will not "cause or permit" the offence of driving a vehicle that someone cannot properly control.

Therefore, the company policy is to prohibit the use of mobile phones whilst driving. Drivers must never use a hand-held or hands-free phone while driving. Prior to embarking on a journey all mobile phones should be switched to receive messages only, plan journeys so they include rest stops when messages can be checked, and calls returned and then only when it is safe to do so. Outgoing calls should only be made when the vehicle is parked in a safe, legal place with the engine turned off.

These rules apply to the use of all types of mobile or fixed communication or other electronic equipment including satellite navigation and telematics equipment

#### Penalties for using your phone while driving

You can get an automatic fixed penalty notice if you're caught using a hand-held phone while driving or riding. You'll get 6 penalty points on your licence and a fine of £200.

Your case could also go to court and you could be disqualified from driving or riding and get a maximum fine of £1,000. Drivers of buses or goods vehicles could get a maximum fine of £2,500.

#### Satellite Navigation

Satellite Navigation Devices have undoubted benefits for both the company and the driver to get the best use from it driving staff must ensure that they

- Ensure that only approved Sat Navs are to be used in company vehicles
- Ensure the Sat Nav device is suitable for the vehicle being driven
- Plan the journey before you start.
- Understand the limitations of Sat Nav devices.
- Input the correct destination

- Place unit in a safe manner – Position the device safely,
- Only operate when the vehicle is stationary – never while driving.
- Find a method of using that is not disturbing to you. Maintain safe use whilst driving
- Wipe away any suction marks left on the windscreen as thieves will look for these.
- Read and understand the guidance on the safe use of Sat Nav devices in the Drivers Handbook.

#### MP3 players and Headphones

It is expressly forbidden to drive a company vehicle whilst wearing any form of earpiece including hands free headsets except where these have been authorised for use by the transport manager for a company phone.

Private communications to and from personal mobile phones can be made during rest and break periods.

The programming or setting of MP3 players is covered by the same rules as using a hand-held phone or a Satellite Navigation device and is expressly forbidden whilst driving.

#### 4.19 Hot Works including 'Burning', Welding and Plasma Cutting

- All equipment used for welding or 'burning' will be inspected by a competent person before use. Any equipment that is suspected to be faulty will not be used and the Plant Manager will be informed without delay.
- Users of hot work equipment will inspect the hoses, valves and fittings prior to use. They also ensure flash back resistors are fitted to bottles. Any equipment that is suspected to be faulty will not be used and the Plant Manager will be informed without delay.
- All equipment used in burning operations (gas bottles, for instance) will be stored in a secure and well-ventilated area when not in use.
- Only workers who are trained in the use of burning equipment/Plasma cutting will use the equipment, or under direct supervision from a trained operative, will use the equipment.
- Only authorised operatives will be allowed into an area where burning/Plasma cutting operations are taking place.
- All operatives will ensure that there is adequate ventilation before hot working operations commence, and during work.
- Each operative who is carrying out hot works will have a suitable fire extinguisher to close hand. This will usually be water or powder. The competent person is to regularly check the fire extinguishers used on behalf of LDD Construction Ltd.
- LDD Construction Ltd operatives will comply fully with these 'hot working' permit requirements any host organisation has in place while undertaking burning off works.
- The material being prepared is to be carefully examined to determine potential hazards. Such hazards would include rotten timber, lead paint etc. When flammable material is identified, this is to be removed from the hot works area.
- All welding operations will take place behind screens that are set in position to prevent other workers from being affected. The work takes place in a well-ventilated area whether on site or in the workshop.
- All burning operations will cease at least two hours before the last LDD Construction Ltd employee leaves. The Site Manager or Supervisor will carry out a careful inspection of the area before leaving.
- Suitable overalls and gloves will be worn at all times when carrying out hot works, or handling material that is hot. Full face visors and air fed hoods will be worn when welding.

#### 4.20 Excavations and Buried Services

- All excavation work will be under the direct supervision of a competent person or Street works accredited contractor. They will take into consideration the variation of the nature of ground. Some soil is like fine sand in that it flows easily, and other soils are like stiff clay and are more cohesive. LDD Construction Ltd will not rely on the soil to support its own weight and if a trench or excavation cannot be made safe by sloping or battering, they will provide a suitable form of support.
- Materials used for supports will be free from defect, of adequate strength and properly maintained.
- The LDD Construction Ltd will ensure that the excavation does not jeopardise the stability of any adjacent structure.
- Safe and suitable access and egress routes in and out of excavations will be maintained.
- All excavations will be adequately ventilated. Gas tests will be carried out in excavations where workers must enter and toxic atmospheres could form.
- The competent person will inspect excavations and complete a report of their findings at the start of each shift or any event likely to affect stability. They are to check for signs of movement; detecting slight distortion in timbers and supports or signs of local crushing.
- Heavy vehicles are not allowed near the edge of the excavations unless the support work has been specially designed.
- Prior to digging any excavation, a survey of the area shall be conducted by the Site Manager to assess ground conditions and identify possible service routes.
- The Site Manager will approach this examination systematically, using plans and other positive information e.g. the existence of street lamps and junction boxes. A Director will contact the owners of the identified or suspected services to obtain plans indicating the line and depth of known cables. It will be noted that such information is only indicative of service routes.
- Cable locating devices will be used where services could be present. Operatives who use cable locating devices must be trained in use of the appliance which must be calibrated. Again the readings taken from such equipment are to be treated only as indicative.
- The Site Manager will mark the line of the cables with clearly identifiable paint and plan the work to avoid routes if possible.
- The Site Manager will ensure that mechanical breakers are not to be used within 0.5metres of the indicated line of services. Hand tools only are to be used in this area.
- If it is unsure if the cable is 'live' or 'dead' it will be treated as 'live' until verified by the Site Manager who will be cat and genny trained.
- 'Live' working will only be undertaken if absolutely necessary.

#### 4.20 Contaminated Sites

- LDD Construction Ltd is aware that in the future more and more work will be carried out on "brown field" sites, which in some cases have become contaminated by the residues from industrial activities. Some of these contaminants may have immediate effects on those who are exposed even for short periods of time; land surveyors, construction workers, trespassers and children are likely to be affected.
- The Site Manager will assess if there is a risk from contaminants to workers or members of the public through work.
- A Director will ensure that adequate funds and facilities are made available, and h will ensure the necessary expert assistance is guaranteed to ensure the lowest risk.

#### 4.21 Electricity

- LDD Construction Ltd knows that unlike most other hazards that can be seen felt or heard, there is no advance warning of danger of electricity.
- All employees will be instructed to treat all electrical installations with the utmost care and be under the control and supervision of experienced competent persons.
- The site generator will supply electricity to areas where public supply is not practicable or uneconomic.
- During the planning stage, prior to works beginning, a Site Manager/LDD Director will write an application to the local electricity authority.
- When a generator is used, attention will be given to siting in order to minimise noise and fumes.
- The supply, fitting, commissioning and inspection of the electrical fittings or installations will be carried out in accordance with BS7671 (IEE Regulations) by a competent person.

#### 4.22 Overhead Power Lines

- Generally, electricity supplies above 33,000 volts are routed overhead; below this voltage they may be overhead or underground. It is known to the company that overhead lines are normally not insulated and can be lethal if contact or near contact is made; electric arcs may jump a considerable distance.
- If work is required to be carried out near or beneath overhead power lines, the Site Manager will consult with the area electricity board.
- Assessments will be made and a safe system of work will be devised to ensure safe protection from the overhead cables.
- The Site Manager will communicate the assessments and safe system of work to the supervisor and operatives who will be carrying out the works.
- Regular monitoring of the works will be completed by an LDD Director and a member of the H&S Team.

#### 4.23 Lead

- Lead can enter the body in many forms including dust, fumes or vapours. Exposure to lead can cause the following:
  - Headaches
  - Fatigue
  - Severe constipation
  - Abdominal pain
  - Anaemia
  - Weakness of extremities due to damage to the peripheral nerves (wrist drop)
  - Possible brain damage at high concentrations
  - Lead line of the gums
- The company is aware that the level of exposure to lead is the deciding factor in the severity of the above problems.
- Wherever lead is encountered in the workplace, the Site Manager will assess the possible exposure level and take the necessary precautions and control measures to protect the operatives.
- The Site Manager will ensure that a competent person carries out a survey of lead levels. The level of lead in the air is normally averaged over an eight-hour time period. The current lead in air standards are:

- Lead 0.15mg/m<sup>3</sup>
  - Tetraethyl Lead 0.10mg/m<sup>3</sup>
- Exposure should be considered significant where persons at work are exposed to levels of airborne lead in excess of half the lead in air standard, there is a significant risk of ingesting lead and where there is a risk of skin contact with concentrated lead alkyls.

#### 4.24 Asbestos

- LDD Construction Ltd recognises that work with asbestos and materials containing asbestos can be dangerous and that every precaution must be taken to ensure that anyone who may be affected by such work is protected.
- The Site manager/Director is aware that a dangerous environment can be prevented if the correct precautions are fully carried out.
- Prior to the commencement of any work in an unknown environment, a request for sight of the asbestos register is to be made to the client or their appointed representative. This is to be examined to identify if the intended work tasks, including associated temporary works, interfere with the previously identified material.
- Many buildings and structures on which LDD Construction Ltd work are of an age and will often contain varying amounts and types of asbestos. Therefore, the Site Manager will ensure that before works such as refurbishment or demolition begin in any area where asbestos is thought to be present, a survey will take place to identify the types and locations.
- All operatives will co-operate with owners or managers of other premises regarding the management of asbestos in their premises. If a substance is found that may be asbestos or asbestos containing material that has not been identified they will cease work and cordon off the area, it will be reported to the managers of that building without delay. Such findings will be recorded in the appropriate asbestos registers. Before works such as refurbishment or demolition recommence in any area where asbestos is thought to be present, a survey will take place to identify the types and locations
- We will encounter asbestos cement roof sheets and wall cladding; however, it is known that asbestos containing materials can be in less expected products such as 'Artex', floor tiles or sanitary wares. As the material is potentially widespread we are to consider all materials to contain asbestos unless it is known to be otherwise.
- The Site manager will undertake the asbestos risk assessments. The findings of the asbestos risk assessments will be reported to those identified in the assessments.
- Personal protective equipment will be provided by LDD's yard, who will ensure the operative is trained and the operative can use the equipment correctly. Operatives will also be fully informed about the hazards and need for protection, detailing why the equipment is required.
- A specialist sub-contractor will remove any asbestos that may be damaged or in a poor state.
- All operatives who are to work with asbestos or asbestos based material will follow procedures that will be communicated from the survey, risk assessments and method statements through the H&S team
- Asbestos that is complete will be inspected every three months to ensure its integrity and a new asbestos risk assessment will be completed and recorded within the asbestos register.

#### 4.25 Vibration

- Employees working with vibrating tools such as 'breakers' will be made aware of the risks of vibrating equipment and all efforts will be made to eliminate or reduce vibration exposure.
- When practical the use of vibrating tools will be eliminated through the use of automation of mechanisation of the process.



- The temperature of the workplace or hardness of the material being worked may be altered to reduce the effects of the vibration.
- LDD Construction Ltd is committed to buying or hiring equipment which incorporates low vibration technology. This includes the active identification and removal of old or worn out plant and equipment from sites.
- The Plant Manager will ensure that equipment used on behalf of LDD Construction Ltd is installed correctly and that regular maintenance is carried out. This will include checks on bearings, rotating parts, holding down bolts etc.
- Good welfare facilities are to be maintained on all projects where vibrating plant and equipment is used.
- Work patterns are to be defined and supervised to reduce the period of exposure of particular workers to vibrating tools to a minimum. This can often be achieved effectively through job rotation amongst workers.
- All staff will have access to information on the exposure limits of all plant used by the Company and must not exceed the limits stated.
- Workers who are expected to use vibrating plant or equipment are trained to control risks, including;
  - Using the correct or minimum force required to apply and control the tool
  - Using warm welfare facilities. This includes taking hot drinks and washing their hands under warm water (ensuring they are properly dried).
  - Smoking increases the risk of HAVS.
  - Massaging and exercising fingers to help circulation.
- Workers who report symptoms of HAVS are to be offered health surveillance checks. Those identified as suffering from the syndrome are to be reported as required by RIDDOR.

#### 4.26 Young Persons

- Where young persons, under the age of eighteen years, are employed a risk assessment will be conducted and it will take particular interest in the lack of experience, lack of awareness of risks and immaturity of the young person. Risk assessments will focus on the following hazards:
  - Exposure to agents that are toxic, e.g. radiation
  - Failure to realise the hazards associated with their work either to themselves or others around them
  - Having a short concentration span.
  - Failing to maintain safe system of work.
  - Failure to appreciate their individual capability leading to over exertion.
  - Working in extreme environment, noise, heat, cold and vibration, leading to total loss of concentration.
- Where it is not possible to guarantee the safety of a young person from the possible risks from the above, the young person should not be employed.
- The following information will be given to the young person's parent or guardian before employment begins.
  - The risks to his health and safety identified by the assessment
  - The preventative and protective measures
- The Supervisor will be responsible for ensuring that the young person has read and understood the risk assessments carried out on him and knows who his designated mentor is.

- A Director will ensure that the designated mentor has adequate qualification and experience within the industry and is competent to carry out this role.

The mentor will ensure that the procedures and control measures in the risk assessment are followed and when necessary remove the young person from the work area.

#### 4.27 Visitors to Site

The Site Manager will ensure:

- All visitors have reported to him and completed an entry in the attendance sheets.
- The visitor is accompanied until they are fully aware of all safety and emergency procedures.
- All visitors are issued with the correct personal protective equipment and shown how to wear them correctly.
- Persons visiting from the authorities are accompanied at all times.

#### 4.28 Lone Workers

- LDD Construction Ltd will ensure prior to being requested that the worker is competent and able to work alone. In addition, all lone workers must be fit and healthy, and will undergo medical assessments on a regular basis.
- Where persons are employed to carry out lone work, a risk assessment will be conducted and will consider the task, environment and experience of the worker. Risk assessments will focus on the following hazards:
  - Accident, injury or illness
  - Failure to realise the hazards associated with their work either to themselves or others around them
  - Failure to maintain a safe system of work.
  - Failure to appreciate their individual capability.
  - Physical violence.
- Where the safety of a lone worker from all the above possible risks cannot be ensured, lone work should not be carried out.
- The following information is given to the lone worker before the task begins.
  - The risks to his health and safety identified by the assessment.
  - The preventative and protective measures required to ensure his safety
- The company understands the need to stay in communication with the lone worker and will therefore issue a fully operational and charged mobile telephone. The lone worker is to carry this at all time.
- The lone worker must be fully aware of emergency procedures in the location that they are working.
- Lone workers are to be provided with access to a first aid kit sufficient for the treatment of minor injuries.
- The Supervisor will keep in regular contact with the lone worker at least twice per day (am and pm) and make one site visit per day if practicable. The lone worker will contact the office to report at the end of their shift.

#### 4.29 Protection of the Public

- Areas open to members of the public will be inspected regularly to identify and remedy any failings in standards of housekeeping or safety.
- An employee of LDD Construction Ltd will supervise the area whenever it is open to the public.

- All presentation furniture and materials will be subject to a risk assessment before exposure to the public.

#### 4.30 Contractor Control

##### Sub-Contractors

- When LDD Construction Ltd uses sub-contractors, these will work to the same standards as those people who are directly employed by the organisation. The sub-contractors used will be either bona fide organisations or suppliers of labour only.
- Should any sub-contractor or employee of a sub-contractor have any concerns regarding health and safety performance on any LDD Construction Ltd project they are to raise this with a Director who will investigate and act appropriately on their concerns.
- Any 'near misses, property damage or injury sustained by any sub-contractor must be reported to a manager of the company without delay. Failure to report any incident in a timely manner will be sufficient grounds for removal from our list of approved sub-contractors.

##### Bona Fide Sub-Contractors

- These will be engaged to deliver a service or product. The exact system of work to be used to ensure the delivery will be at the discretion of the employer in each case.
- These sub-contractors will be drawn from an approved suppliers' list. To gain access to this list the supplier must undergo a three-stage assessment.
  - The first part of the assessment will be the completion of a competency assessment questionnaire. This document will be examined by a manager of the company who will approve or return the questionnaire to perspective sub-contractors for further information. Only when this documentation is in the possession of the company with copies of supporting documentation can the sub-contractor be engaged.
  - The second part of the assessment will take place throughout the first project given to the sub-contractor. This will include close supervision of the sub-contractors work and activities by a manager of the company. On completion of the first project a review will take place with the client and the sub-contractor as appropriate with a view to confirm their continued inclusion on the approved list. Should their performance fall below the standards expected they would be removed from the list of approved suppliers.
  - the third stage of approval will be through a continual monitoring process of their performance. This will include gathering 'feedback' from site managers, clients and our safety advisors.
- Method statements must be forwarded to the company detailing the safe system of work to be employed on company projects. This must include specific risk, COSHH and manual handling assessments as relevant. This documentation must be forwarded prior to the commencement of works to a company manger that will assess the suitability of the systems as described.

#### Labour Only Sub-Contractors

- These individuals will generally be paid on an hourly or daily basis. The system of work they will use to achieve their tasks will be developed by the company.
- The plant and equipment used by labour only sub-contractors on company projects will be maintained to the same standards as company held equipment.
- Work must be carried out in accordance with the systems detailed in company policies, statements and assessments.

#### 4.31 PPE

- LDD Construction Ltd require all those engaged in site operation to utilise '5 Point' Personal Protective Equipment (Lace up Ankle boots – steel toe plate and mid sole protection, Gloves, Hi vis vest, Safety Helmet and Safety Glasses). Deviation from this minimum standard by Risk assessment only.
- The Plant Manager will be responsible for ensuring that LDD Construction Ltd maintains a suitable stock of the various types of PPE used on behalf of the company. This is to ensure the ready availability of the most commonly used equipment.
- All PPE purchased for use on behalf of LDD Construction Ltd will be manufactured to relevant standards and bear the CE mark.
- Each employee will be provided with suitable and sufficient PPE at the start of his or her employment. This could include but is not limited to the following;
  - Overalls
  - Safety footwear
  - Latex gloves
  - Light eye protection (safety specs)
  - Ear defenders
- The equipment issued to each individual will be recorded in the PPE Register that is maintained in the stores.
- Unsuitable or damaged equipment will be exchanged at the stores before employees can receive new. Again, this will be recorded in the PPE Register.
- On provision of the equipment the Supervisor will ensure that employees can wear the kit correctly.
- The Supervisor will ensure that the PPE to be used on projects are stored correctly. Employees must ensure that the equipment provided is cared for; this includes cleaning and appropriate storage when not in use.
- PPE will be worn when identified as required by risk assessment, site rule or common sense.

#### 4.32 Respiratory Protection/Dust control

- A Director will ensure that all personnel are provided with the correct respiratory protection dependent upon the risk.
- To combat the harmful effects of Dust, particles, chemicals or bacteria that cannot be reduced at the source, it will be necessary to provide information and training for employees to wear the correct respiratory protection in the correct manner and that they are aware of the fitting requirements.
- Dust management procedures will be in place such as damping down solutions and the use of extraction attachments on tools that have the potential to cause dust (No dry sweeping).

- All personnel required to wear close fitting respiratory protection will be clean shaven. Personnel who have facial hair who are required to wear respiratory protection will be provided with air fed protection
- An LDD Director and a member of the H&S team through their site health, safety and welfare inspections will ensure that all personnel on site are wearing the correct respiratory protection.
- The Site Manager will ensure that a safe and correct storage place for respiratory protection is available.
- If there is doubt as to whether respiratory protection is required, the operative must report this to a site manager who will assess whether respiratory protection is necessary.
- A Site Manager/Director will ensure those personnel that have been exposed to harmful substances will undertake medical assessments to include lung capacity and peak flow tests or x-rays as required.

#### 4.33 Noise

- All operations or work environments where LDD Construction Ltd are engaged where there is the potential for excessive noise are to be considered and assessed to determine the level of risk. We will consider the type and duration of the noise.
- All personnel associated with LDD Construction Ltd will take reasonable steps to reduce excessive noise at work as source. This could be achieved by;
  - Purchase of equipment and machinery that is as quiet as reasonably practical
  - Use of less noisy machines or methods of working.
  - The use of mufflers and exhaust silencers.
  - Relocating machinery, such as behind things or turning it to redirect the noise.
  - Ensuring doors are closed on compressors.
  - Regular servicing of equipment.
  - Turning equipment off when not in use.
  - Reducing the time operatives are exposed to noise.
- Where personal exposure reaches the lower action value of a daily or weekly exposure level exceeding 80db(A) with a peak sound pressure of 135db when not taking into account any hearing protection, there will be;
  - Hearing protection available on request
  - Provision of information and training on the dangers of noise and the correct use and care of hearing protection.
- Where personal exposure to noise without taking account of any hearing protection reaches the upper action value of 85db(A) with a peak sound pressure of 137db there will be hearing protection zones identified where there will be:
  - Mandatory use of hearing protection. Several types of protection will be made available to account for the personal preference of the worker.
  - Access to audiometric testing or hearing checks by a doctor
  - Signs displayed to restrict access to the area with the environment clearly defined as a hearing protection zone.
  - A programme of measures designed to reduce the noise will be introduced.
- LDD Construction Ltd will ensure the exposure limit values of 87db(A) with a peak sound pressure of 140db will not be exceeded.
- Noise assessments will be undertaken by the Site Manager/Supervisor or a member of the H&S team. The assessment process will identify those workers at risk of hearing damage and prepare an action plan to propose methods of controlling the noise. The assessment will also

identify the daily personal noise exposure of workers and identify measures to be adopted in order to comply with legislation.

- Following any assessment, LDD Construction Ltd will keep appropriate records and review the assessments. An action plan will be identified to control excessive noise. This could include the provision of hearing protection until more suitable engineering controls are put in place.

#### 4.34 Drugs and Alcohol

- It is the responsibility of all LDD Construction Ltd management to ensure that the persons in their control are not under the influence of drugs or alcohol whilst in the workplace.
- Any employees who feel they, or a colleague are under the influence of drugs or alcohol must make this known to their manager at the earliest opportunity.
- Any employee suspected of being under the influence of drugs or alcohol will be refused entrance to the workplace.
- Any employee in a workplace under the control of LDD Construction Ltd who appears to be under the influence of drugs or alcohol will be removed. Further action will be assessed on the circumstances of the individual event
- Alcohol is not permitted in any workplace, onto any site or office under the control of LDD Construction Ltd
- Any employee taking prescription drugs that may affect their work, their safety or the safety of others. must inform management

All persons found to be under the influence of drugs or alcohol in the workplace whilst in the employment of LDD Construction Ltd will face disciplinary action.

#### 4.35 Violence and Abuse

- LDD Construction Ltd is aware that violence and abuse is not acceptable in the workplace and will do their utmost to monitor and prevent violence occurring. To reduce the potential for violence occurring in the office areas will be well lit and staff will be protected from visitors by the security door and by counters being between staff and visitors.
- Staff will be aware of and report any incidents of violence whether it is to them or their colleagues. Senior management will investigate the situation and take appropriate action. Verbal abuse is the most common type of incident and physical abuse is rare but employees should endeavour to avoid being in a confrontational situation that may lead to violence.

#### 4.36 Dermatitis

- Dermatitis is the result of a reaction between the skin and harmful substances that it comes into contact with. The prevention is simple. Ensure that contact with the harmful substances is avoided by using alternative substances or protective clothing. Good hygiene and barrier creams are also an effective means of prevention.
- The Managers will carry out the COSHH assessments that identify control measures required prior to the use of the substances.
- The Managers will ensure that all control measures are in use at all times during use and during site health, safety and welfare inspections.

#### 4.37 Leptospirosis

- Where work in any situation where there is likely to be contamination by rat urine, notably in rivers, sewers or in rat infested premises, present a particular risk of infection a risk assessment will be completed by the Site Manager or member of the H&S team.

- The risk assessments will be discussed with all those on site with a Site Manager or a member of the H&S team.
- The control measures identified will be followed at all times. The Supervisor will ensure this.

#### 4.38 Psittacosis

- Where operatives might come into contact with birds or bird droppings, a risk assessment will be completed by a Site Manager or member of the H&S Team.
- The risk assessments will be discussed with all those on site by a Site Manager.
- All personnel who work in an area where birds or bird droppings may be present are to wear clean dust masks, disposable overalls that should be discarded on completion of the works, and gloves.
- The control measures identified will be followed at all times. The Supervisor will ensure this.

#### 4.39 Tetanus

- LDD Construction Ltd is aware that when breaking new ground, construction workers are at risk from organisms infecting wounds.
- All personnel operating on construction sites will be encouraged to arrange an appropriate course of immunisation with Tetanus Toxoid through their general practitioner.

#### 4.40 Sharps – AIDS or Hepatitis

- Where refurbishment work is carried out in areas where there is knowledge or expectation of drug abuse there is likelihood that drug related paraphernalia might be discarded. Equipment the likes of hypodermic needles or razor blades could be contaminated with the body fluids of the drug user and as such there is a slight risk of infection should you come into direct contact.
- In the event of such equipment being identified the local authority is to be contacted and removal of the items arranged. In the meantime, a conspicuous marker should be placed over the item. When it is necessary for LDD Construction Ltd employees to move such equipment, heavy-duty gloves and overalls will be provided by the Supervisor to give protection against cuts and suspected items should be removed with the use of a grabber.
- All sharps must be disposed of in the proper, clearly marked sharps container, NOT ELSEWHERE

On finding a Sharp:

- Do not touch it.
- Mark the exact location by placing a cone or upturned bucket over the sharp.
- Bring the yellow sharps container to the location. Do not carry the sharp to the box.
- Using the grabber pick up the sharp and deposit into the box.
- Use the grabber to check that the sharp has been deposited deep into the container.
- Using the grabber carefully check the area for further sharps.

Procedure in the event of a needle sticks injury:

This procedure applies to any person who gets pricked by a hypodermic syringe needle

- Let the wound bleed.
- Do not cover the wound with a plaster.

- Squeeze the wound but do not suck it. This will encourage any possible infection to leave the body.
- Wash the wound with soap and warm water.
- After washing, report the incident to the supervisor or other responsible person.
- Go immediately to the casualty department of the nearest hospital and tell them of the circumstances of your accident. Immediate attendance is important – by the following day a possible infection may produce adverse effects in the body.
- As soon as practical, report the outcome of your hospital visit to your supervisor and your General Practitioner.
- The Supervisor/Site Manager will provide all employees that may come involved with sharps a risk assessment that includes the control measures necessary.

#### 4.41 Stress

LDD Construction Ltd is committed to protecting the health, safety and welfare of its employees, and recognises that workplace stress is a health and safety issue. Because of this, LDD Construction Ltd acknowledges the importance of identifying and reducing sources of stress in the workplace.

The Health and Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed upon them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The company will identify all sources of workplace stress and conduct risk assessments to eliminate stress or control the risks from stress. The company will provide training for all managers and supervisory staff in good management practices.

The Directors will monitor workloads to ensure that people are not overworking and monitor holidays to ensure staff are taking their full entitlement.

The management of LDD Construction Ltd is aware that bullying and harassment in the workplace may be significant causes of stress and will ensure that such behaviour is not tolerated within their jurisdiction.

LDD Construction Ltd will support individuals who have been off sick with stress and will offer them support on return to work. In addition, all managers will be vigilant and offer additional support to a member of its workforce who is experiencing stress outside work e.g., bereavement or separation.

Issues of concern can be raised with the Site Manager/Supervisors/Head of People and a member of the H&S team.

LDD Construction Ltd will provide access to confidential counselling for staff affected by stress caused by either work or external factors.

#### 4.42 Smoke-free Policy

- It is the policy of LDD Construction Ltd, that all our workplaces is smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.
- Overall responsibility for policy implementation and review rests with the Directors. However, all staff is obliged to adhere to, and support the implementations of the policy.



- The Directors shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment / induction.
- Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises.

#### 4.43 Manual Handling of Scaffolding Materials

- Operatives or Scaffolders on site will avoid unnecessary manual handling of materials through careful planning and making full use of mechanical aids.
- All LDD Construction Ltd personnel will undergo training in correct kinetic manual handling techniques at regular intervals.
- Scaffolders on projects will use hand lines and gin wheels or another safe means for getting materials from ground level to the point of fixing.
- Suitable gloves will be always made available for scaffolders. These are to be worn when Erecting and striking working platforms.
- Directors will liaise with the Principal Contractor and host organisation to identify and implement improved working environments. This could be achieved through the clear identification of setting down points for materials. Consider the following points;
  - The location of excavations
  - Site traffic routes
  - Site pedestrian routes
  - Overhead power lines
  - Poor ground conditions
  - Distance from the work area

#### 4.44 First Aid

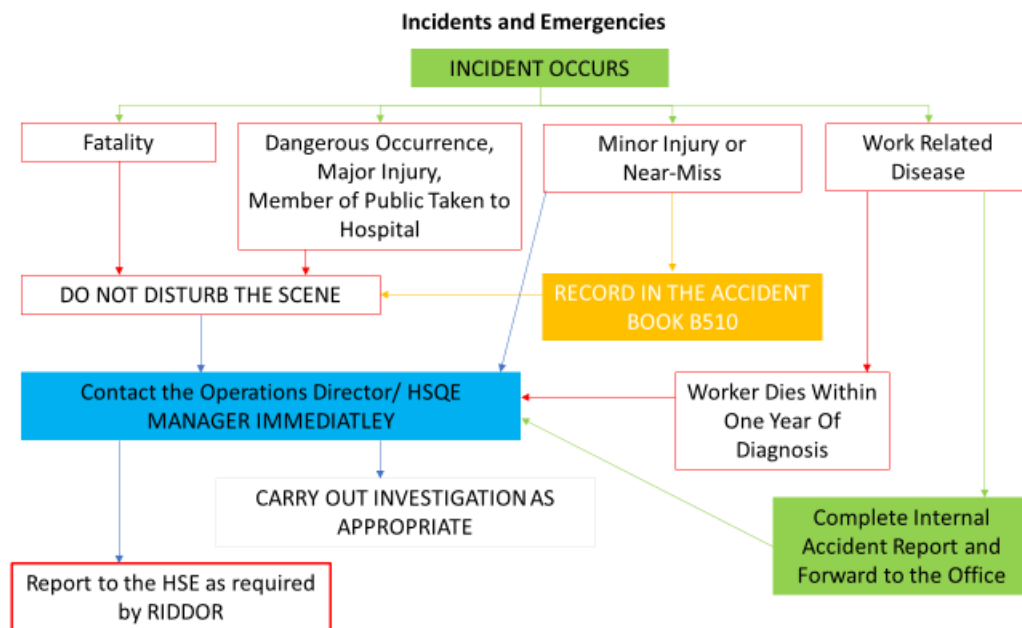
- The first aid boxes are maintained inside each company vehicle.
- One is also located in head office – 7 Eastbury Road, Beckton, London, E6 6LP
- The first aiders in head office are:
  - Kieran Ferguson
  - Adam Paine
  - Daumantas Andruskevicius
- All Site Supervisors
- The minimum contents of each box will be:
  - 1 Guidance Card
  - 20 Individual wrapped adhesive dressings
  - 2 Sterile eye pads
  - 6 Triangular bandages
  - 6 Safety Pins
  - 6 Medium sterile dressings
  - 3 Large sterile dressings
  - 3 Extra-large sterile dressings
  - 20 individual antiseptic wipes

The above is not an exhaustive list the Directors will be responsible for ensuring first aid containers are restocked and replenished.

- The identities of all first aiders are to be posted on signs in the welfare areas of the building and on sites.
- When working on larger projects, the name and directions to Accident and Emergency Departments of local hospitals will be included in project specific health and safety documentation.

#### 4.45 Incidents and Emergencies

While we will make every effort to avoid incidents or emergencies, we recognise that such events can occur. We have set in place the following procedure for all incidents whether they result in injury, work related disease, property damage or are a near miss that had the potential for such a loss:



#### INCIDENT OCCURS

All events are recorded to help identify trends with every personal injury being recorded in the LDD Construction Ltd initial accident/ incident form which is held at head office and as part of the documents within the safety folder. All but very trivial events are investigated by a responsible Manager or a member of the H&S team as appropriate within 24 hrs from the incident/accident and recorded on the initial accident form. Reports are sent to the Site teams and the Health & Safety team, Clients, host organisations and Principal Contractors as appropriate.

Emergencies will occur either at our workplace or on a transient site. Our workplace has been subject to a Fire Risk Assessment and the findings are being implemented. When on other sites we will co-operate with the arrangement put in place by others.

Near miss reporting can also be documented on the initial report form and headed accordingly.

#### 4.46 Emergency Procedures

- LDD Construction Ltd is aware of the risks involved in any emergency and will put in place procedures that will be communicated to all of our employees to ensure smooth evacuations of work areas.

- A Site Manager/Director will ensure that all personnel who are to be engaged on the project are fully aware of the emergency procedures that have been developed by the Client or Principal Contractor.
  - When there are no emergency procedures set in place or that the arrangements are unsuitable, the Directors will arrange effective measures for each project that incorporate the requirements of the Client.
  - The company is responsible for ensuring that a fire assessment is undertaken of all fixed work areas and the findings are implemented.
  - The Administrators will check all escape routes daily at head office to ensure that there is nothing blocking any emergency routes.
  - The Administrators will check the alarms on a weekly basis to ensure that they are all working effectively.
  - Emergency evacuation exercises will be undertaken every six months to keep employees aware of the procedure and to foresee any future problems.
  - All fire extinguishers will be regularly maintained and inspected by a specialist sub-contractor.
- 4.48 Advice

#### 4.47 Monitoring of Safety Performance

- The working conditions that we work in affect our productivity and quality of work that we produce. Therefore, we will, and must, ensure that working conditions and the environment are organised and safe.
- The monitoring of safe working practices will also take place; this is the responsibility of all personnel with key roles to play in the company, including the Senior Management. Should they identify failings in the standards expected of LDD Construction Ltd they will investigate the cause and take appropriate action. This could be to issue a Safety Non-Conformance notice to any employee, thus instigating disciplinary actions.
- Random and independent Health, Safety and welfare inspections with detailed reports are compiled by the H&S team.
- Clients are welcome to monitor our safety performance at any time. They are requested to enter working areas only when accompanied by a member of the LDD Construction Ltd management team.