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HEALTH AND SAFETY POLICY

Previous Review DATE: 1st June 2025

REVIEW DATE: 28th May 2026

Next Review Date: May 2027



This Policy has been prepared by our retained health and safety advisors on behalf of AMBC Limited



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Date Compiled: 1st June 2025

Revision	Date	Details
Prelim	June 2025	Creation
Version 1	May 2026	Review
Version 2		
Version 3		
Version 4		
Version 5		
Version 6		
Version 7		
Version 8		



FOREWORD

AMBC Limited is committed to high standards of Health and Safety throughout the Company, and it is our Policy to create a working environment that is, so far as is reasonably practicable, free from risks which could affect anyone.

To be effective this Policy requires the commitment and active involvement of all Directors, Managers, Supervisors and Personnel in the generation of safety awareness, competence and positive attitudes in undertaking our work activities with continuously improving safety performance.

Our key objectives are, so far as is reasonably practicable, to prevent all accidents and injuries and avoid damage to property and the environment.

May 2026



POLICY STATEMENT

This notice is issued in pursuance of section 2 (3) of this Health and Safety at Work Act 1974 and is to be regarded as a statement by AMBC Limited (the company) of its general policy with respect to Health and Safety at Work of its operatives and any other person who may be affected by the company's operations. It also details the methods of enforcing the policy.

The company will take all reasonable measures to ensure the health, safety and welfare of all its operatives and will comply with the requirements of the Act and regulations issued there under and other statutes and regulations which currently apply.

The company will ensure that all of the necessary resources are available to provide and maintain at each place of employment: -

- a) Safe working conditions and a safe means of access and egress
- b) Safe systems of work, plant and equipment
- c) Sufficient instruction, information training and supervision as may be necessary to enable personnel to avoid potential hazards and take an active interest in health and safety
- d) Safe use, storage, handling and transportation of articles or substances
- e) A healthy working environment including adequate welfare facilities

The company and all personnel under its control will comply with all relevant legal requirements and codes of practice in the conduct of its business.

The company also draws the attention of every employee to their duty under the Act to: -

- a) Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to co-operate in fulfilling all duties and requirements imposed by statute.
- b) Act in accordance with instructions given to them with respect to the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- c) Co-operate with the company in order that they can comply with legal obligations placed on them by statutory legislation
- d) Not intentionally interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions
- e) Report to the appropriate person at your place of work any defective plant or equipment and any hazardous situation that could result in persons being injured.

Managing Director
May 2026



ORGANISATION & RESPONSIBILITIES

Managing Director – Adam Mitchell

The Managing Director will have overall responsibility for health and safety. He will also carry out the safety policy as safety supervisor, ensuring that everyone is aware of the responsibility which the Act places upon them, taking steps to maintain good health and safety practice at all times.

The Managing Director carries ultimate responsibility on behalf of the company to:

1. Understand the statutory requirements affecting the company's operations
2. Provide the organisation and resources necessary for the implementation of the Health and Safety Policy
3. Monitor the effectiveness of the company's safety performance
4. Actively promote throughout the company a commitment to effective safety management
5. Encourage by example a positive attitude towards health and safety on site and within all of the company's premises.
6. Understand the CDM Regulations 2015, as amended and take due cognisance of the need to work closely with in AMBC Limited, the Clients designers, Principal Designer and any other parties who have influence or control over the functional design of the systems to be installed and commissioned.
7. Ensure that all designers discuss the Health & Safety issues that are relevant
8. Consider the maintenance requirements of installed systems and equipment
9. Consider any residual hazards that may be present within a designed system or facility
10. Ensure that all designers under his control are competent and have undergone adequate training and understand their responsibilities under the CDM Regulations 2015 and general Health & Safety in construction and good practice
11. To ensure that the design team are provided with adequate resources to comply in all respects with the CDM Regulations 2015
12. Understand the company's health and safety policy and implement safety procedures for managing health and safety on company sites
13. Ensure that operatives and subcontractors who have obligations placed upon them understand what is required of them
14. Ensure that operatives and others under direct control are properly supervised, have the required experience and to arrange for their training or instruction as necessary
15. Make operatives and subcontractors aware of the contents of risk assessments, noise and COSHH assessments and ensure precautions are observed.
16. Keep and maintain an adequate supply of personal protective equipment on site
17. Maintain safe access around the site and report any defects in plant or equipment



18. Enforce discipline on site and discourage horseplay
19. Encourage by example a positive attitude towards health and safety on site
20. Ensure that visitors to the site and other persons not in the employ of the company are not exposed to risks to their health and safety.
21. Report health and safety problems and all accidents causing injury, including near misses to the Managing Director.
22. Ensure that all directors, managers, supervisors, operatives and staff receive adequate and planned continuous training.
23. They will be required to establish effective and adequate site facilities to provide welfare and other facilities compliant with the Construction (Health, Safety and Welfare) Regulations 1996.
24. They will be required to ensure that adequate and qualified supervision is provided on appropriate sites.
25. They must ensure the effective provision of site inductions and toolbox talks at suitable intervals.
26. They must discuss training with the contracts director and ensure that their site operatives are adequately trained and aware of their responsibilities to themselves and to others on the site.
27. They will ensure that the site rules established are put into place and are maintained at all times.
28. They will ensure that agreed PPE wearing is in place and that the arrangements are maintained at all stages of the contract.
29. They will report all near misses, site and other incidents and accidents to Head of Contracts and ensure that the site supervisor completes the accident book and returns the tear out page to Kelly Mitchell at Head Office for safe keeping under the data protection act.

Managing Director
May 2026



DUTIES OF DIRECTORS AND OTHER SENIOR MANAGERS

Directors and other Senior Managers should implement the Policy by:

- ✓ Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- ✓ Ensuring that the CDM Regulations 2015 are followed and the necessary Health and Safety Plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- ✓ Ensuring staff at all levels receive appropriate training.
- ✓ Monitoring Health and Safety performance through site meetings, actioning of Health & Safety Adviser's reports, and responding to actual site conditions observed when on routine site inspections.
- ✓ Holding regular meetings with employees and other site operatives to receive comments and suggestions on ways in which Health & Safety performance can be improved.
- ✓ Liaising with the Company's Health & Safety Advisers and taking charge of problems which cannot be resolved at site level, especially with regard to the control of sub-contractors.
- ✓ Setting a good personal example and having adequate knowledge of Health and Safety legislation relating to the Company's work.

Duties of Site Manager (and other persons in control of the site)

The duties of the site manager or person in control of the site are to:

- ✓ Understand the Company's Health and Safety Policy and ensure that it is brought to the attention of all employees, particularly new starters, through induction talks if necessary.
- ✓ Have adequate knowledge of, and observe the requirements of the construction regulations and other legislation and codes of practice; ensuring that all statutory registers and records are maintained and those persons under his/her control are adequately trained to enable them to carry out their duties.
- ✓ Ensure that the necessary risk assessments have been carried out and recorded and that detailed method statements adopting the "best working practice" approach is used for high risk activities.
- ✓ Ensure that adequate arrangements are made with regard to fire precautions, first aid equipment trained first aiders or appointed persons, and that procedures to be followed in an emergency are all in place.
- ✓ In planning the site layout and work, make adequate provision for welfare facilities. Organise the site so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and out of site hours. Encourage employees to be proactive in developing a positive approach to Health & Safety performance.
- ✓ Carry out (or arrange for others to carry out) site induction talks for new arrivals to site.
- ✓ Ensure that any accident/incident is reported in accordance with Company Policy.
- ✓ Set a good personal example at all times.

Duties of Foreman, Engineers, Quantity Surveyors and Staff Visiting Site

The duties of these staff are to:

- ✓ Be familiar with the Company's Health and Safety Policy and the legislation as it relates to their work.
- ✓ Ensure that concise instructions are given to operatives, detailing what precautions/actions must be taken to minimise risk.
- ✓ Ensure that new employees, apprentices, young persons or occasional site workers are aware of the dangers and what precautions they must take.



- ✓ Report any defects in plant, equipment, scaffolding, excavations etc. to the Site Manager, together with details of any dangerous practices observed on the site.
- ✓ Set a good personal example and ensure small plant, tools and equipment are being used correctly.

Duties of the Company's Health & Safety Advisers

The duties of the Company's Health and Safety Advisers are:

- ✓ To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the Company. When requested they must be prepared to assist management in whatever way they can with regard to Health and Safety.
- ✓ To encourage a pro-active approach to Health and Safety matters and a positive attitude to risk management functions.
- ✓ When requested they should carry out regular inspections and report on their findings and they should assist the Site Manager by advising on working methods and training requirements. They should be available, when requested, to attend planning meetings.
- ✓ They should when requested assist the Safety Director, to submit a formal report at the prescribed intervals, commenting on the performance of the previous period and assist in setting objectives for the next period.
- ✓ If, in their opinion they are confronted with a risk of imminent danger to life, then they should take whatever action they consider necessary and report the occurrence and action taken to the Site Manager, and if need be, the Safety Director.

Duties of Office Managers and Office Supervisors

The duties of the office manager or office supervisor are to:

- ✓ Understand the Company's Health and Safety Policy and to ensure that it is brought to the attention of all employees, particularly new employees and temporary employees, through induction talks.
- ✓ Have adequate knowledge of the Health & Safety at Work Act and that persons under their control are adequately trained to enable them to carry out their duties.
- ✓ Ensure that adequate arrangements are made with regard to fire precautions, first aid equipment, trained first aiders or appointed persons, and that the procedures to be followed in an emergency are all in place.
- ✓ Ensure that adequate arrangements are made for employees using VDU equipment with regard to work station, rest periods etc.
- ✓ Ensure that adequate arrangements are made for the provision for welfare facilities.
- ✓ Carry out (or arrange for others to carry out) induction talks for new employees or temporary employees.
- ✓ Ensure any accident/incident is reported in accordance with Company Policy.
- ✓ Set a good personal example at all times.

Duties of All Site Staff and Operatives

The Health & Safety at Work Act 1974 requires that all employees and self-employed persons should take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the Company by observing the Company's procedures and so enable the Company to comply with its statutory duties.

In particular, all Site Staff and Operatives can assist by:

- ✓ Taking a pro-active role in assessing the Company's Health & Safety performance and suggesting ways (via their manager or Safety committee) in which improvements can be made.



- ✓ Using of the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, footwear etc.) as required for the job.
- ✓ Keeping personal tools and equipment in good condition.
- ✓ Reporting all defects in plant and equipment, together with any unsafe acts to their immediate supervisor.
- ✓ Not operating any plant or carrying out any task for which they have not been trained or are unfamiliar.
- ✓ It is important that all site staff and operatives feel capable of doing the task in which they are involved. If they have any doubt, they should inform their immediate supervisor.

✓ **CHANCES ARE NOT TO BE TAKEN.**

ARRANGEMENTS

The Company ensures that so far as reasonably practicable we comply with all current regulations which affect our business such as the Construction Design Management Regulations 2015, Reportable Injuries, Diseases, Dangerous Occurrences Regulations 2012, Control of Asbestos Regulations 2013, etc.

The Relevant Regulations that are applicable when undertaking the works specified are:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- All relevant Electrical Regulations.
- The Electricity Council National Codes of Practice.
- BS 7671 Requirements for Electrical Installations, Eighteenth Edition, incorporating all amendments current at date of Tender issue.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Construction (Design & Management) Regulations 2015 (CDM)
- The Waste Regulations (England and Wales) 2014
- The Manual Handling Operations Regulations 1992.
- The Provision and Use of Work Equipment Regulations 1998.
- The Personal Protective Equipment at Work (Amendment) Regulations 2022.
- The Confined Space Regulations 1997.
- The Lifting Operations and Lifting Equipment Regulations 1998.
- Health and Safety Executive Guidance Notes.
- The Work at Height Regulations 2005.
- The Control of Noise at Work Regulations 2005.
- The Control of Vibration at Work Regulations 2005.
- The Control of Asbestos Regulations 2012.
- Reportable Injuries Diseases Dangerous Occurrences Regulations (RIDDOR) 2013.
- Fire Safety Act 2021.
- The Regulatory Reform (Fire Safety) Order 2005.
- HSG168 Fire Safety in Construction.

The above list of legislation is not full and exhaustive and further legislation may be applicable to activities that we may undertake.

NOTES: - Health & Safety Risks arising from work activities

It is imperative that this section of the Health & Safety Policy identifies the risks (not an exhaustive list) associated with the work undertaken by the company. The control of these risks will only be achieved by the proper use of risk



assessments. Risk assessments will be carried out for all of the work undertaken by the company. They will be reviewed at regular intervals.

As with all risk assessments, it is essential that they are 'owned' by an operative, supervisor or site manager and regularly reviewed by the owner of the document to ensure that they cover all activities and changes to procedure or specific work activity as a project proceeds.

The following tables clearly denote the ARRANGEMENTS that are in place and the level of importance that is attached to this clear and concise requirement.

NOTE:

In view of the number of contracts undertaken by AMBC Limited in any one year, it is not possible to identify individuals who will be responsible at any time prior to the commencement of a contract. Details of responsibilities including names and contact number will be provided with site specific Health and Safety Plans and within the method statements for task specific works.

Standards

The company standard is to follow best practice in the industry for carrying out its work activities. It is also the policy of the company to provide and keep in sound and safe repair by regular checking all necessary plant, equipment, tools, protective clothing and safety equipment.

Method Statements and Risk Assessments

Method statements will be produced for each project. Risk will be identified, and appropriate risk control measures put in place. Method statements and risk assessments will be explained to those responsible for carrying out the work

Plant and Equipment

All operatives must at all times take reasonable care of and use any necessary plant, equipment, tools, protective clothing and safety equipment provided. They should do so for the benefit of their own health and safety and also that of their fellow operatives and other persons who may come in contact with plant, tools and materials (including those with no authorisation to do so).

Any doubts as to the correct use, storage and transportation of equipment and materials must be removed by asking for more details. Operatives must not use plant, tools or machinery unless properly trained or unless under adequate supervision. Plant, equipment and tools must be used correctly by following manufacturers or hire companies' instructions and limitations on performance must be understood. Operatives must report immediately any faulty equipment and tools, protective clothing and safety equipment to the Safety Supervisor and must not continue to use it until it is mended. Before and after use plant, equipment and tools must be checked for possible danger.

Electrical Plant and Equipment

All electrical plant, equipment and tools shall be rated 110 volts whenever possible and 240 volt appliances must be protected by correct fuses or circuit breakers. When left on site unattended the electricity supply must be disconnected and appliances must be stored in cases to avoid possible interference or damage.

Portable Appliance Testing

All computer equipment, kitchen appliances, electrical tools, etc. are subject to portable appliance testing regime in accordance with guidelines set by approved best practices as identified in the table on the following page.

TABLE 1 - SUGGESTED INITIAL FREQUENCY OF INSPECTION AND TESTING OF EQUIPMENT

	Type of Premises	Type of Equipment Note 1	User Checks Note 2	Class I		Class II Note 4	
				Formal Visual Inspection Note 3	Combined Inspection and Testing Note 5	Formal Visual Inspection Note 3	Combined Inspection and Testing Note 5
				4	5	6	7
1	Construction sites 110 V equipment	S IT M# P# H#	None None weekly weekly weekly	1 month 1 month 1 month 1 month 1 month	3 months 3 months 3 months 3 months 3 months	1 month 1 month 1 month 1 month 1 month	3 months 3 months 3 months 3 months 3 months
2	Industrial including commercial kitchens	S IT M P H	weekly weekly before use before use before use	None None 1 month 1 month 1 month	12 months 12 months 12 months 6 months 6 months	None None 3 months 3 months 3 months	12 months 12 months 12 months 6 months 6 months
3	Equipment used by the public	S IT M P H	Note 6 ⁺ Note 6 ⁺ Note 6 ⁺ Note 6 ⁺ Note 6 ⁺	monthly monthly weekly weekly weekly	12 months 12 months 6 months 6 months 6 months	3 months 3 months 1 month 1 month 1 month	12 months 12 months 12 months 12 months 12 months
4	Schools	S IT M P H	weekly ⁺ weekly ⁺ weekly ⁺ weekly ⁺ before use ⁺	None None 4 months 4 months 4 months	12 months 12 months 12 months 12 months 12 months	12 months 12 months 4 months 4 months 4 months	48 months 48 months 48 months 48 months 48 months
5	Hotels	S IT M P H	None None weekly weekly before use	24 months 24 months 12 months 12 months 6 months	48 months 48 months 24 months 24 months 12 months	24 months 24 months 24 months 24 months 6 months	None None None None None
6	Offices and shops	S IT M P H	None None weekly weekly before use	24 months 24 months 12 months 12 months 6 months	48 months 48 months 24 months 24 months 12 months	24 months 24 months 24 months 24 months 6 months	None None None None None

- (1) S Stationary equipment
IT Information technology equipment
M Movable equipment
P Portable equipment
H Hand held equipment
- (2) User checks are not recorded unless a fault is found.
- (3) The formal visual inspection may form part of the combined inspection and tests when they coincide, and must be recorded see 7.2b.
- (4) If class of equipment is not known, it must be tested as Class I.
- (5) The results of combined inspections and tests are recorded see 7.2c.
- (6) For some equipment such as children's rides a daily check may be necessary
- (⁺) By supervisor/teacher/member of staff
- # 110V earthed centre tapped supply. 230V portable or hand-held equipment must be supplied via a 30 mA r.c.d. and the intervals between inspections and tests reduced.



Bottled Gas

Bottled gas must be safely used, stored and transported.

COSHH

All employees will exercise due care under the Control of Substances Hazardous to Health (COSHH) regulations. All substances being used must be assessed for hazards and a COSHH assessment prepared referring to the Manufacturers Hazard Data printed on containers or supplied separately.

All information about the use, storage and labelling of substances will be noted and appropriate action taken, if adequate information is not available then the substance must not be used. When a dangerous substance is being used, care must be taken to safeguard the health of any person who may come into contact with it.

When using caustic solutions for cleaning purposes, the correct strength of solution must be checked and used with care.

An adequate supply of water must be on hand with which to dilute any accidental spillage. Other dangerous materials such as poisonous or inflammable paint stripper, solvent adhesives or paint must be labelled clearly and stored in a sensible position away from sources of heat. Protective clothing must be worn if at all necessary (this includes respirators, gloves and boots). A copy of the COSHH assessment is to be available in the warehouse and main office.

Adam Mitchell with the assistance of BPA Services will be responsible for identifying all hazardous substances that require a COSHH assessment and for the undertaking of each COSHH assessment.

They will ensure that all risk reduction measures identified in the assessment are implemented within an acceptable timescale and that all affected persons are informed regarding the significant findings of the assessment.

The Managing Director and all members of employee will check that new substances can be used safely before they are purchased and will seek non-hazardous alternatives wherever possible.

Substances will be stored in a secure marked cabinet marked 'COSHH Store' with all the copies of the relevant COSHH assessments and clearly display health hazardous warning signs as shown on the following page.



Acute toxicity, Very toxic (fatal), Toxic etc



Gasses under pressure



Harmful skin irritation, serious eye irritation



Flammable gasses, flammable liquids, flammable solids,
flammable aerosols, organic peroxides, self-reactive, pyrophoric,
self-heating, contact with water emits flammable gas



Explosive, self reactive, organic peroxide



Harmful to the environment



oxidising gases, oxidising liquids, oxidising solids



Respiratory sensitiser, mutagen, carcinogen, reproductive
toxicity, systemic target organ toxicity, aspiration hazard



Corrosive (causes severe skin burns and eye damage), serious
eye damage



CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM 2015)

As a contractor, under the Construction (Design and Management) Regulations 2015 (CDM 2015) AMBC Limited recognises its responsibilities and the company will:

For all projects:

- Not start work until they have obtained the pre-construction information from the client (or PC)
- Plan, manage and monitor their own work to make sure that their workers are safe.
- Ensure that they and those they appoint are competent and adequately resourced.
- Inform any contractor they engage; of the minimum amount of time they have for planning and preparation.
- Provide workers (whether employed or self-employed) with any necessary information and training and induction.
- Report anything that they are aware of that is likely to endanger the Health & Safety of themselves or others
- Co-operate and co-ordinate with others working on the project.
- Consult the workforce on health and safety matters.
- Not begin work unless they have taken reasonable steps to prevent unauthorised access to site.
- Ensure any design work they do complies with CDM design duties.
- Co-operate with the Principal Designer, Principal Contractor and others working on the project.
- Work in accordance with the construction phase health and Safety plan.
- Provide information for the health and safety file.

Show that they have vetted contractors they engage for health and safety resource and found no problems, prior to letting work to another contractor. This might include:

- Vetting the company for their health and safety record.
- Checking the company's health and safety training records for both staff and management.
- Checking the company's equipment maintenance procedures and records.
- Checking the company's details.

First Aid

First aid boxes are provided in the main office, the workplace and in Company vehicles and on sites. The contents must be regularly checked, and any items used or contaminated must be replaced. When sub-contract work is carried out, site operatives must acquaint themselves with the main contractor's safety provisions.

All accidents, however slight, must be reported to the site supervisor and BPA (Services) Ltd and subsequently logged in the accident book in the main office. This procedure also applies to any accident, near miss or dangerous occurrence. The Site Managers or BPA (Services) Ltd will take further action if necessary.

Fire Safety

The company provide fire extinguishers in the main offices, workshops, in vehicles and on site. The fire extinguishers are to be annually serviced by their supplier. The whole or partial use of an extinguisher or any defects must be reported immediately, and a replacement obtained.

PPE

Adequate supplies of personal protective equipment will be made available for use where that activity risk assessment deems it necessary.

Under the construction (Head Protection) Regulation 1989, the company undertakes to provide a safety helmet for every employee and operative employed directly by AMBC Limited. The company will maintain and replace helmets whenever necessary. Operatives must report any damage immediately and obtain a replacement. Safety helmets provided shall be worn by every operative "unless there is no foreseeable risk of injury to the head other than by



falling". Safety helmets must be worn when directed by the site supervisor. Such places will be signposted as a "Hard Hat Area".

Manual Handling

Operatives must take all reasonable care against personal injury when involved in manual or mechanical lifting of heavy loads. Items must not be lifted that are considered to be too heavy. Lifting appliances are to be used when ever possible to eliminate the need for manual handling.

Working at Height

When working at height particular care must be taken, all scaffolding must be secure, and ladders and hoists checked before use. All ladders must be tied or footed whilst being used. Scaffolding must only be erected by trained and qualified scaffolders. Scaffolding can only be altered or modified by those with authority to do so. Scaffolding must be inspected and tagged at least every seven days.

Monitoring

The site supervisor will undertake active monitoring by carrying out a formal inspection of the site on a weekly basis to record and highlight any action required together with daily walkabouts.

Disciplinary Procedures

Failure by an employee or operative to carry out their obligations under this safety policy and the regulations applying to it, will be treated as a disciplinary offence under the terms of employment

Co-operation

It is the policy of AMBC Limited and its associated companies to seek to provide as healthy and safe a working environment as is reasonable and as the law dictates by statute and regulations. This can only be done with the co-operation of everyone and suggestions for improving health and safety at work will be welcomed.

Co-operation with Clients

Employees will familiarise themselves with Client procedures when first attending site, particularly general site access, emergency procedures and high-risk work activities including permit to work systems.

Clients site procedures and specific instructions will be followed at all times.

COMPANY HEALTH AND SAFETY REGULATIONS & SITE RULES

All operatives employed, self-employed or sub-contractors of AMBC Limited and associated companies must comply with the following regulations and site rules.

Clothing

A hard hat, high visibility clothing (vest or jacket) and safety footwear must be worn or available at all times

PPE (Personal Protective Equipment)

All necessary PPE must be worn at all times when it is appropriate to do so as identified by the relevant risk assessment and method statement.

Housekeeping

Good housekeeping is essential. Keep the site tidy and free from rubbish, with materials stored in a safe orderly manner & suitably fenced. Tidiness is the responsibility of all personnel on site.



Alcohol, medications and drugs

Anyone suspected of being under the influence of alcohol, drugs or any prescribed medication where safety might be affected, will be removed from site.

Horseplay

You must not engage in or encourage horseplay of any kind on site.

Ladders

Ensure all ladders are tied and secure before use.

CONTROL OF ASBESTOS AT WORK REGULATIONS 2012

These regulations repeal and replace all of the existing legislation and seek to give greater protection for maintenance workers who are considered to be the group most at risk.

Under the Asbestos Regulations 2012 all employers must carry out an asbestos survey on the workplace to establish if any asbestos is present and if so how it will be controlled. This can take the form of a register identifying the areas and substances involved and how they are to be controlled if worked on. The Asbestos Register for a company will always be requested before work commences on any site and an appropriate risk assessment completed.

Asbestos in all of its forms is potentially extremely hazardous. Our employees should remain alert to circumstances in which they may encounter asbestos materials. Should such materials be suspected or definitely encountered then you should stop work and contact your line manager immediately.

For all work undertaken, where it is suspected that asbestos may be present, the company will ensure that an asbestos survey is undertaken. This will be carried out by an approved / certified contractor. Operatives who could come into contact with asbestos containing materials will undertake asbestos awareness training before commencing work.

If any potential ground contamination may be apparent and the company will undertake surveys as required prior to commencement.

All employees will be inducted and told that if they suspect any potential ground contamination, they will be expected to cease work immediately and report to the Contracts Manager.

Whilst waiting for further instruction the area isolated to prevent anyone accessing it.

REPORTING OF INJURIES DISEASES & DANGEROUS OCCURRENCES REGULATION 2013

Data Protection Act

Accident reports are an item for consideration under the Data Protection Act. As such, any completed reports must be kept confidential and only seen by those persons authorised to do so. In practice this means that the 'accident book' has been replaced by an Accident Recording System which ensures compliance with these data protection requirements.

All Accidents and Incidents - Accident Record System and Form F2508

All accidents/incidents which occur on premises under the Company's control should be entered in the Accident Record System, no matter how trivial and irrespective of whether the injured person is an employee, self-employed,



sub-contractor, authorised visitor or member of the public. Completed report forms must be filed in a secure and confidential location or sent to the designated person at the Head Office.

If as a result of an injury whilst at work the injured person requires medical treatment or cannot fulfil their normal duties, the incident may have to be reported to the appropriate enforcing authority as detailed below.

RIDDOR Reportable Accidents and Dangerous Occurrences

RIDDOR reportable accidents and dangerous occurrences must be reported to the HSE Reporting Centre by:

- On line via RIDDOR reporting centre <http://www.hse.gov.uk/riddor/index.htm>
- For fatal & specified major injury incidents **only** – initial notification by telephone to **0845 300 9923** – and confirmed via web link.

Injuries that result in a worker being incapacitated for more than 7 days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and any rest days) must be reported to the RIDDOR report centre via the web link above. The report must be made within 15 days of the accident.

Incidents Involving Members of the Public and Unauthorised Visitors

If any member of the public or uninvited visitor is involved in an incident or is injured, details must be entered in the Accident Record System. Site managers /supervisor should also notify the Company H&S Director as soon as possible. In doing so you should discuss whether a full investigation is required by the health & safety adviser and action accordingly.

If the incident has resulted in a member of the public or unauthorised visitor being taken to hospital (by whatever means) for treatment or attention, the incident must be reported to the RIDDOR report centre by either the telephone number or the on-line reporting system detailed above.

Fatal Accidents or Specified Injury Incidents to Employees, Self Employed & Authorised Visitors

If a fatal injury occurs, the responsible person at the scene must: -

- ✓ Call for emergency services assistance. The police will take charge of the incident area on their arrival.
- ✓ Inform the RIDDOR report centre via telephone **0845 300 9923**. The employer or responsible person should also confirm all details via the web link detailed below.
<http://www.hse.gov.uk/riddor/report.htm>
- ✓ Inform the H&S Director immediately.
- ✓ Inform the health & safety advisers immediately. They will advise you on the action to be taken.
- ✓ If the injured person is a sub-contractor, inform their employers of the accident.

A **specified injury** is defined as:

- ✓ Fractures other than to fingers, thumbs or toes.
- ✓ Amputations.
- ✓ Any injury likely to lead to loss of sight or reduction in sight.
- ✓ Any crush injury to the head or torso causing damage to the brain or internal organs.
- ✓ Serious burns or scalding which :-
 - Cover more than 10% of the body
 - Cause significant damage to eyes, respiratory system or other vital organs.
- ✓ Any scalping requiring hospital treatment.
- ✓ Any loss of consciousness caused by head injuries or asphyxia.
- ✓ Any other injury arising from working in an enclosed space which :-
 - leads to hypothermia or heat induced illness; or
 - Requires resuscitation or admittance to hospital for more than 24 hours.



If a **Specified Injury** occurs the site manager should:

- ✓ Inform the H&S Director immediately.
- ✓ Inform the health & safety advisers immediately. They will advise you on the action to be taken.
- ✓ If the injured person is a sub-contractor, inform their employers of the accident.
- ✓ Enter the details in the Accident Record System and send the report to the nominated person **Kelly Mitchell** at head office
- ✓ If the injured person is an employee or self-employed, the Company must report the incident to the enforcing authority via RIDDOR report centre via telephone **0845 300 9923** or on the following link <http://www.hse.gov.uk/riddor/report.htm>
- ✓ If the injured person is employed by someone else, then it is the duty of the **employer** of the injured person to report the injury (which can be done to the RIDDOR web link detailed above) but it is essential for the sub contract company to provide evidence the accident has been reported.
- ✓ Inform the principal contractor if applicable and ensure they are given a copy of the form 2508 in due course.

Accidents to Employees Resulting in Absence from Work for 7 or More Days

Any accident to an employee which results in their necessary absence from work (or incapacity to work had they been required to work) for 7 or more days, but the degree of injuries is not contained in the specified injury category listed above, the site manager / supervisor should:

- ✓ Enter the details in the accident record system and send the report to the nominated person at head office
- ✓ Report the incident to the RIDDOR report centre via the web link detailed above.
- ✓ The site manager / supervisor must ensure the H&S Director is informed.
- ✓ Inform the principal contractor if applicable and eventually give them a copy of the form F2508.

Accidents to Sub-Contractors Resulting in Absence from Work for 7 or More Days

If a sub-contractor's employee is injured and off-site treatment is required, then the site manager / supervisor may not be aware that the sub-contractor has been absent for more than 7 days. The duty under RIDDOR is for the employer of the injured employee to report the accident, not the main or principal contractor. In such a situation the site manager / supervisor should:

- ✓ Enter the details in the Accident Record System and send the report to the nominated person at head office and inform the injured person's employers.
- ✓ Request the H&S Director's office to send the standard letter about accidents to sub-contractor's employees (see appendix) to the sub-contractor Company.
- ✓ Inform the principal contractor if applicable and eventually give them a copy of the form F2508.

Occupational Diseases

There are a number of specified occupational diseases which must be reported to the enforcing authorities. If such a situation is suspected, the H&S Director and health & safety advisers should be contacted, and the Company will be advised accordingly.

The occupational diseases which if diagnosed as due to occupational exposure must be reported via the RIDDOR report centre are: -

- ✓ Carpal Tunnel Syndrome;
- ✓ Severe cramp of the hand or forearm;
- ✓ Hand – arm vibration syndrome;
- ✓ Tendonitis or tenosynovitis of the hand or forearm;
- ✓ Occupational dermatitis;



- ✓ Any occupational cancer;
- ✓ Any disease attributable to occupational exposure to a biological agent.

Dangerous Occurrences

There are a number of specified incidents which must be reported to the RIDDOR reporting centre via telephone **0845 300 9923** or the web link detailed above. If an incident occurs which the site manager / supervisor considers may be reportable, they should contact the health & safety advisers who will advise accordingly.

The duty to report dangerous occurrences lies with the person in control of the premises or site i.e. the Principal Contractor. Again, the health & safety adviser will fully brief the site when requested.

Definition of a RIDDOR Dangerous Occurrence

The following are some of the prescribed incidents which are reportable dangerous occurrences as defined under RIDDOR:

- ✓ The collapse of, or overturning or failure of any load bearing part of lifts and lifting equipment
- ✓ The unintentional collapse or partial collapse of -
 - (a) Any structure, which involves a fall of more than 5 tonnes of material; or
 - (b) Any floor or wall of any place of work, or
- ✓ Collapse or partial collapse of a scaffold over five metres high, or if erected near water where there could be a risk of drowning after a fall; and the collapse of any suspended working platform whether in use or not.
- ✓ Plant or equipment coming into contact with overhead power lines.
- ✓ Electrical short circuit or overload causing a fire or explosion.
- ✓ Explosion or fire causing suspension of normal work over 24 hours.
- ✓ Accidental release of biological agents which may damage health.

Note - There are some other categories of RIDDOR reportable Dangerous Occurrences, but these have been omitted from the above list because it is highly unlikely the Company will be involved in such works or operations. If the Company is in any doubt regarding Dangerous Occurrences, the health & safety advisers should be informed and they will then advise with regard to any specific incident.

Hazards

Report any hazards to your supervisor.

Plant

You must only operate plant if you are suitably qualified to do so.

Welfare Facilities

AMBC Limited do not act as Principal Contractor so would require facilities to be made available.

Toilet / Washing facilities must be maintained in a clean and hygienic condition at all times. Welfare facilities must not be abused

Dependent on agreement the welfare facilities may need to be provided by the Principal Contractor for the project or the Client and made available prior to authorisation to commence work is given.

The facilities will be expected to follow the guidelines as per Part 5 – Schedule 2 of Document L153 and listed below to ensure that the CDM Regulations 2015 are conformed to.

- Schedule 2 – Minimum welfare facilities required for construction sites Document L153 Page 63.
 - Regulation 4(2)(b), 13(4)(c) and 15(11)



- 1 – Sanitary conveniences.
- 2 – Washing facilities.
- 3 – Drinking Water.
- 4 – Changing rooms and lockers; and
- 5 – Facilities for rest.

Health Surveillance

AMBC Limited will ensure that all activities falling under its control will be managed in such a manner as to eliminate, so far as reasonably practicable.

The objectives of health surveillance are: -

- (a) Protect the health of individuals by detecting as early as possible, diseases or adverse health effects which may be work-related, e.g. exposure to hazardous substances, including biological agents, and physical agents.
- (b) Assist in evaluating the effectiveness of existing risk management measures and identify where any further action may be necessary.
- (c) Obtain, use, keep up to date and retain data and information for determining and evaluating risks to health.

Individuals Undergoing Health Surveillance

Those undergoing health surveillance are responsible for: -

- (a) Reporting any significant changes in their health to the Operations Manager in intervals between health surveillance sessions.
- (b) Cooperating with health surveillance programmes and other risk reduction measures for the protection of their health.

Maintenance and Retention of Health Surveillance Records

- a) Individual's health surveillance records will be maintained and retained in accordance with the prescribed periods given by the regulations under which that health surveillance has been carried out. These periods are given in Appendix 1 to this policy.
- b) Where no prescribed period is given in respect of health surveillance carried out as required by specific legislation, the records for that health surveillance will be retained in accordance with Appendix 1.
- c) Individuals' health surveillance records will be held securely and confidentially by the Operations Manager/Director for regular review and update.



EMPLOYMENT QUESTIONNAIRE – HEALTH SURVEILLANCE

SITE NAME (If Applicable)

This form is to be completed as part of your induction. The information you give is needed to ensure the safety of yourself and others. Any points of uncertainty can be discussed further during your induction. All information provided will be treated in confidence.

First Name		Surname	
Date of Birth			
Company Name & Trade			
NI No.			
Address			
Home telephone			
Mobile			
Emergency Contact			

Please indicate if any of the following apply or have applied, to you in the past. Provide details on the reverse of this page for any questions answered YES.

	Yes	No
Do you suffer from vertigo or any condition that could affect you if required to work at height	☐	☐
Do you suffer from epilepsy or fainting attacks	☐	☐
Do you have any skin condition that could be related to work activities, e.g. dermatitis	☐	☐
Do you suffer from 'vibration white finger' or other circulation problems	☐	☐
Have you had time off work in the last two years with back pain, slipped disc or similar	☐	☐
Do you have tinnitus or any other hearing problem	☐	☐
Have you ever made a claim for any work-related injury or illness	☐	☐
Do you have any other medical condition that could affect your safety at work	☐	☐
Are you currently taking any medication that could affect you at work or which prohibits you from driving or using mechanical equipment (you must notify your manager if you are prescribed such medication in the future)	☐	☐

I hereby declare that the above information is correct to the best of my knowledge and that I will inform my manager of any change in any of the above areas.

Signed: **Date:**



SUGGESTED SITE CHECKLIST

LOCATION.....

DATE.....

1	Is safe access provided for all on site to reach their place of work i.e. gangways and passageways kept clear, ladders and scaffolds secure?
2.	Are all walkways level and free from obstruction?
3	Is edge protection provided or other preventative measures taken where people are likely to fall?
4	Are holes or openings covered over with securely fixed covers or fenced off?
5	Is adequate lighting available?
6	Is the site tidy, are materials and equipment stored in safe positions?
7	Are there proper arrangements for the gathering and disposal of waste
8	Is every ladder in good condition, correctly secured and properly positioned?
9	Are all scaffoldings secure, free from obvious defects and properly accessible?
10	Are all excavations safe, timbered if necessary, and have adequate access?
11	For roof work, have crawling boards and ladders been provided if needed, and if so, are they being used
12	Has sufficient edge protection been provided and roof lights etc. covered or surrounded by barriers?
13	Are all tools, plant and machinery in good working condition and free from obvious defects?
14	If there are any dangerous parts, are they guarded?
15	Are users authorised, operating correctly and using protective clothing and equipment if necessary?
16	Do all electrical aspects appear to be safe and PAT tested?
17	Are all hazardous substances stored, transported and being used correctly in accordance with COSHH Regulations
18	Is the atmosphere free from dust and fumes, or adequate protective equipment supplied and being used?
19	Is exposure to noise minimised and proper protection provided?
20	Are First Aid boxes in place and checked to be complete?
21	Is there an Accident Register on Site?
22	Are fire extinguishers in place and in working order?

Checklist completed by.....

Signed.....

Date.....

SUGGESTED SAFE SYSTEM OF WORK METHOD STATEMENT CHECKLIST



NO.	SITUATION	YES	NO	COMMENT
1	What is the task?			
2	What risks will be created by the task?			
3	Do any existing systems of work, Codes of Practice or instructions apply?			
4	Who is going to carry out the task? - Package contractor, Sub-contractor, Specialists or a combination of these?			
5a	Which persons are required to carry out the work and what will be their individual roles?			
5b	How will they be consulted?			
6	What techniques will be used?			
7	Will they need special training?			
8	Who will control and supervise the task?			
9a	What plant will be used?			
9b	Is this adequate?			
10	Are any special tools, equipment or clothing necessary?			
11	Does the task require entry into confined spaces or work at height?			
12	What precautions (e.g. electrical isolation, permits to work) are required and who will authorise them?			
13	What other precautions should be taken?			
14	Will personal protection (e.g. ear defenders, breathing apparatus, protective clothing) need to be used and has adequate current training been given in its use?			
15	What is the edge protection?			
16	Is the work likely to interfere with other construction operations?			
17a	How will persons involved communicate with each other?			
17b	Will any of them be out of sight of each other?			
18	What specifically is the working platform?			



NO.	SITUATION	YES	NO	COMMENT
19	Is the platform known to be secure?			
20	What is the means of access and is this satisfactory?			
21	If a survey of the building is necessary has it been carried out?			
22	Has the stability of the structure been fully considered?			
23	Do services need to be located and/or installed?			
24	Will it be necessary to inform other contractors about the work?			
25	Should special emergency procedures be instituted? (e.g. summoning the fire brigade, providing additional first aid cover)			
26	How will the completion of the job be notified, and the precautions withdrawn?			
27	Who will need to receive copies of the risk assessment safe system of work method statement?			
28	Has the risk assessment safe system of work method statement been checked and approved? (Essential for hazard Class A operations).			
29	Is the site signage clearly displayed on the entrance to site?			
30	Are first aiders identified on the site notice board			
31	Is the F10 displayed (if applicable)			
32	Is the Liability Insurance displayed?			

RISK ASSESSMENTS



AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
Risk Assessments will be undertaken and written up by	Specialist sub-contractors (to be signed before work commences) and checked for adequacy and compliance
Actions required to remove, or control health and safety risks will be taken by:	Adam Mitchell
The findings of all risk assessments will be reported to:	Principal Contractor
Person responsible for ensuring that the risks have been reduced or removed is:	Adam Mitchell/Principal contractor
Risk Assessments will be reviewed on a regular basis by:	Adam Mitchell with the advice of BPA services

PLANT AND EQUIPMENT

AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
All plant and equipment needs will be identified by:	Principal contractor will check condition and suitability and driver/operator competence
The checking of maintenance records of plant and equipment will be done by:	Principal contractor
All identified maintenance requirements will be implemented and monitored by:	Principal contractor

SAFE HANDLING AND USE OF SUBSTANCES (COSHH)

AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
All substances which need a COSHH assessment will be identified by:	
COSHH assessments will be done by:	Specialist sub-contractors
Implementation and monitoring of all COSHH assessment actions will be checked by:	Adam Mitchell
Checks that information from the COSHH assessments has been provided to the relevant operatives will be done by:	Site managers/Adam Mitchell
New substances will be checked for safe usage before they are used by:	Site managers/Adam Mitchell
COSHH assessments will be reviewed on a regular basis by:	Adam Mitchell

INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
The health and safety law poster will be displayed at Head Office and Site Safety Board by:	Principal contractor
The person responsible for ensuring that operatives working at locations under the control of other contractors (employers) are given relevant health and safety information and supervision will be:	Site manager/Adam Mitchell

HEALTH AND SAFETY ADVICE



AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
The company accepts that there will be occasions where expert health and safety advice is needed for dealing with matters outside the company's normal scope of work. On such occasions competent Health and Safety advice can be obtained from:	Darren Bedson BPA (Services) Ltd 01782 215664 James Nicol BPA (Services) Ltd 01782 215664

COMPETENCEY FOR WORK TASKS AND TRAINING

AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
Induction training and job specific training will be provided for all operatives by:	On site by Adam Mitchell or Site Manager
Training records will be kept at AMBC Limited by:	AMBC Limited
Training will be identified, arranged and monitored by:	AMBC Limited

CONSULTATION WITH OPERATIVES

AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
Operatives health and safety representatives are:	Adam Mitchell
Health and safety consultation with operatives will be carried out by:	Adam Mitchell

FIRST AID, ACCIDENTS AND WORK RELATED ILL HEALTH

AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
First Aid Box(s) is located at head office And is the responsibility of	Principal contractor
The list of first aiders or appointed persons is located at in the Health and Safety Plan and on the Site Safety Board And the first aiders are:	Principal contractor/ AMBC Limited
All accidents, incidents or work related ill health must be recorded in the accident book, this is located on each site and within the head office and is the responsibility of :	Principal contractor/ AMBC Limited
The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority is:	AMBC Limited or BPA (Services) Ltd on appointment
Any necessary health surveillance will be arranged by:	AMBC Limited or BPA (Services) Ltd on appointment
The person responsible for investigating accidents, incidents and work related ill health is:	AMBC Limited or BPA (Services) Ltd on appointment



MONITORING THE HEALTH AND SAFETY POLICY

AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
To check that the company is complying with this policy, and that the safe working practices are being followed, we will use the Construction Site Safety Auditing system (or other proprietary auditing system) The person responsible for ensuring that Audits are carried out is:	AMBC Limited or BPA (Services) Ltd on appointment

EMERGENCY MEASURES - FIRE AND EVACUATION

AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
Undertaking fire risk assessments is the responsibility of:	Principal contractor
Maintaining fire extinguishers is the responsibility of:	Principal contractor
Maintaining fire alarms (where fitted) is the responsibility of:	Principal contractor
Carrying out emergency evacuation (fire drills) is the responsibility of:	Principal contractor

AREA OF RESPONSIBILITY:	PERSON RESPONSIBLE
MANUAL HANDLING The person responsible for ensuring that operatives are trained in the correct manual handling techniques, and that they are used is:	AMBC Limited with guidance from BPA (Services) Ltd
NOISE Where necessary, noise assessments will be carried out or arranged by:	AMBC Limited with guidance from BPA (Services) Ltd
VIBRATION Where necessary, expert advice on vibration will be given or arranged by:	AMBC Limited with guidance from BPA (Services) Ltd
PERSONAL PROTECTIVE EQUIPMENT The person responsible for ensuring that all PPE provided by the company is suitable for purpose and that operatives are instructed in its proper use is:	AMBC Limited with guidance from BPA (Services) Ltd
OFFICE SAFETY The person responsible for ensuring that all work in the company offices, including the use of display screen equipment, is conducted in accordance with legislation is:	AMBC Limited with guidance from BPA (Services) Ltd
TRANSPORT Where transport of operatives or materials by vehicle, either on site or offsite is necessary, the person responsible for ensuring that proper procedures are followed is:	AMBC Limited with guidance from BPA (Services) Ltd



I hereby declare that all my employees are conversant with the statutory requirements of the Health and Safety at Work etc. Act 1974, all codes of practice and other statutory regulations and requirements. That they will conduct our operations and activities in accordance with the provisions therein, and the principal contractors safety policy.

Risk assessments, method statements, COSHH assessments, etc. will be prepared and submitted two weeks before our intended start date on site, for inspection and assessment of their relevance. All these documents will be available to and within the knowledge of my employees.

Signature of Acceptance	Name (Print)	Company	Position in Company	Date of Signature