

Health and Safety Policy

Health and Safety at Work etc Act, 1974

POLICY REVIEW RECORD

REVISION NO.	DATE	DETAILS
1	June 2006	Policy revamped and updated.
2	January 2007	Update.
3	January 2008	Update.
4	January 2009	Update.
5	January 2010	Update.
6	February 2011	Update.
7	February 2012	Update.
8	July 2012	Policy revamped and updated.
9	December 2012	Addition to policy – CDM (section 3.25)
10	July 2013	Update.
11	July 2014	Alteration to RIDDOR (section 3.10).
12	August 2014	Alteration to Asbestos (section 3.8).
13	April 2015	Amendment to Policy Statement ‘No Compromise on safety’. Amendment to CDM (section 3.25).
14	January 2016	Policy Review - No changes.
15	January 2017	Policy Review - No changes.
16	September 2017	Policy Review - No changes. CDM Regs date corrected.
17	January 2018	Policy Review - No changes.
18	August 2018	Policy Review – No changes
19	January 2019	Policy Review – No changes
20	January 2020	Section 3.15 (Contractors) ‘Andrew Williams’ replaced by ‘Lukas Molnar’. No other changes.
21	August 2020	Policy Review. Section 3.16 (Noise & Vibration at Work) - reference to ‘HAVS’ added. Section 3.27 (Coronavirus) - new section added. Policy name changed to ‘Afan Group’ to include Afan Landscapes Ltd & Afan Treescapes Ltd.
22	August 2021	Policy Review. Section 3.10. Renamed ‘First Aid & Incident Reporting (Accidents & Near Misses)’. Section 3.20. Renamed ‘New & Expectant Mothers’.
23	July 2022	Policy Review. Section 3.7 (PPE) - change to wording to include both Limb A & Limb B workers as per the Personal Protective Equipment at Work (Amendment) Regulations 2022.
24	August 2022	New Section 3.28 ‘Wellbeing/Mental Health’ added.
25	December 2022	New Section 3.29 ‘Fatigue Management Policy’ added.
26	November 2023	Update.
27	March 2024	Review. Section 3.27 Coronavirus removed.
28	January 2025	Annual review. Updates to work at height section.

Contents

PART ONE - POLICY

1. General Statement of Policy

PART TWO - ORGANISATIONAL ROLES & RESPONSIBILITIES

2. Organisational Roles & Responsibilities
 - 2.1 Board of Directors
 - 2.2 Appointed Person
 - 2.3 Managers / Supervisors
 - 2.4 Site Supervisors
 - 2.5 First Aiders
 - 2.6 Employees & Sub-Contractors
 - 2.7 Competent Advice

PART THREE - ARRANGEMENTS & PROCEDURES

3. Arrangements & Procedures
 - 3.1 Communication
 - 3.2 Training & Licenses
 - 3.3 Risk Reduction & Control – Risk Assessments
 - 3.4 Emergencies
 - 3.5 Welfare
 - 3.6 Equipment & Vehicles
 - 3.7 Personal Protective Equipment
 - 3.8 Asbestos
 - 3.9 Control of Hazardous Substances
 - 3.10 First Aid & Incident Reporting
 - 3.11 Manual Handling
 - 3.12 Display Screen Equipment (DSE)
 - 3.13 Work at Height
 - 3.14 Waste Management/Disposal
 - 3.15 Control of Contractors
 - 3.16 Noise & Vibration at Work
 - 3.17 Fire Safety
 - 3.18 Public Safety
 - 3.19 Young Persons and Children
 - 3.20 Expectant Mothers / Pregnant Workers
 - 3.21 Lone Working
 - 3.22 Alcohol and Drugs
 - 3.23 Health Surveillance
 - 3.24 Vehicle Use
 - 3.25 Construction Planning & Control (CDM)
 - 3.26 Monitoring of Policy & Safety Compliance
 - 3.27 Wellbeing / Mental Health
 - 3.28 Fatigue Management Policy

Afan Group

PART 1 - General Statement of Policy

It is the policy of Afan Group (incorporating Afan Landscapes Ltd and Afan Treescapes Ltd) to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment.

Safety is our first priority. Whilst productivity, cost and customer service are core business values, we will not compromise safety for their sake.

We recognise and accept our duty to protect the health and safety of all persons affected by our work activities, including employees, contractors, visitors, members of the public, and other persons, both on our own premises, and at work sites.

To fulfil our policy requirement, we will:

1. Make available adequate financial and people resources.
2. Make the working environment as safe and healthy as reasonably practicable to do so.
3. Reduce hazards which cannot be eliminated by introducing safe procedures, and effectively training and instructing employees and contractors who work on our behalf.
4. Actively involve all employees and contractors in the company's efforts to promote safety and health.
5. Make regular safety inspections of premises, work equipment, and processes.
6. Regularly monitor and review health & safety performance, adjusting whenever necessary to maintain good health & safety standards.

All employees will be provided with such equipment, information, training, and supervision as is necessary to implement the policy and achieve the stated objective. We will also liaise with Contractors and other Organisations with whom we work to ensure that their work activities are conducted safely and competently, and in accordance with legal obligations.

Whilst the Management of Afan Group accept their legal responsibilities, it is recognised that health and safety at work is the responsibility of every individual associated with the company. It is the duty of each employee or contractor to take reasonable care of their own and other people's welfare and to report any situation which may be considered unsafe.

This health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed in the following sections.

Signed:
Managing Director
Andrew Williams

A handwritten signature in blue ink, appearing to read 'Andrew Williams', is written over a faint, light blue circular stamp.

Date: 31.01.2025

PART 2 - Organisation and Responsibilities

2.1 BOARD OF DIRECTORS

The Directors have overall responsibility for Health and Safety throughout the Company's business activities, specifically:

- Ensuring that all Directors and Company Officers maintain and demonstrate their commitment to health & safety.
- Ensuring that health & safety risks and other information brought to the attention of the Directors are appropriately considered and actioned upon.
- Ensuring adequate resources including finance are made available for the delivery of the safety policy.

2.2 APPOINTED PERSON

Andrew Williams (Managing Director) is the nominated Manager responsible for day-to-day management of Health and Safety. He is responsible for:

- Consulting with staff on health & safety matters.
- Representing to the senior management, views on health and safety issues.
- Ensuring action is taken on reports from senior management, contractors, and employees where health, safety and welfare issues are raised.
- Confirming that the relevant Enforcement Authority has been informed of any notifiable incident with the prescribed timescales as identified in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

2.3 MANAGERS / SUPERVISORS

Managers and Supervisors with responsibility for other offices, departments and teams are responsible for:

- Assisting the Appointed Person daily to maintain and enforce safety management procedures.
- Reporting health & safety issues to the Appointed Person so that appropriate action can be taken.
- Leading by example and applying safe practice in own work areas/responsible areas.

2.4 SITE SUPERVISORS

Site Supervisors are responsible for:

- Ensuring risk assessments are undertaken prior to any site work commencing.
- Bringing the requirements of the health & Safety Policy, appropriate risk assessments and controls to the notice of all employees and contractors on site.
- Organising sites so that work is carried out to the required standard of safety with minimum risk to persons, equipment, and materials, and adhere to the advice contained in the Company Health and Safety Manual.
- Ensuring adequate first aid provision is provided at site, making its location known to operatives and know how to summon emergency services.
- Making sure that appropriate suitable protective equipment is available, and that it is used.
- Ensuring that all machinery and plant, including power and hand tools are maintained in good condition, and report any defects to the relevant manager or the provider of the Plant.
- Ensuring appropriate firefighting appliances are on site and that an emergency plan is prepared.

- Co-operating with visiting Enforcement agencies and their Officers and acting on their recommendations.
- Carrying out Safety Induction training of all new personnel when they first arrive on site, recording induction under the signatures of the individuals concerned.
- Collecting information for inclusion in the Health and Safety file, where appropriate, for passing to managers.

2.5 FIRST AIDERS

First Aiders are responsible for:

- Rendering first aid in the event of an accident.
- Ensuring the Accident Book is completed.
- Maintaining first aid equipment held at Company premises and on site.

2.6 EMPLOYEES & SUBCONTRACTORS

It is the duty of each employee or sub-contractor whilst at work, to:

- Act with due care for the health, safety and welfare of themselves, other employees, and other persons, and for the avoidance of damage.
- Comply with all safety instructions and procedures issued by the Company.
- Make proper use of any safety equipment provided.
- Not use or interfere with work equipment for which they are not trained or authorised.
- Report dangerous hazards and incidents to their manager or the Health & Safety Appointed Person.

2.7 COMPETENT ADVICE

As required by The Management of Health and Safety at Work Regulations 1999 (Reg 7 – Competent Advice), competent advice and information will be available at a management level to ensure that the Company is made aware of any relevant changes in legislation, and the potential effects upon the Company.

PART 3 – Arrangements

Health and safety is considered in all aspects of our work. The following outlines the principal ways in which we implement health and safety:

3.1 COMMUNICATION

The management of Afan Group view communication between workers at all levels as an essential part of effective health and safety management. We will endeavour to consult with employees regarding any safety changes or issues affecting the workplace.

The Company does not presently recognise a trade union; therefore, our obligation to consult with employees comes under the Health & Safety (Consultation with Employees) Regulations 1996 (HSCER).

We have established a Health & Safety Committee which meets on a quarterly basis. The purpose of the Committee is to:

1. Provide a forum for consultation and discussion of health and safety matters.
2. Promote co-operation between the Directorate, Managers and Staff on all matters relating to health, safety & welfare.
3. Make recommendations to the Directorate for safety compliance.

All employees have a responsibility to participate in safety briefings and contribute by bringing to the attention of management any relevant safety issues, concerns, and recommendations they have. Accordingly, Management provides feedback and act promptly on issues raised; responses can be either informal or formal, depending upon the specific issue.

The requirements of the Health and Safety Policy and any relevant site-specific arrangements will be included in the induction process for all employees, workers, and contractors.

Any changes to the Health and Safety Policy or site-specific arrangements will be circulated to all employees, workers, and contractors (where appropriate).

3.2 TRAINING

Employees and other workers will be given appropriate induction training in relation to their responsibilities. Additional training required because of new work activities and the use of new equipment will be provided when needed.

The following training will be mandatory for specific groups of employees / workers as listed below:

- Induction training for all employees
- COSHH awareness
- Manual Handling
- Plant & Equipment operation
- Initial and refresher training for first aiders

Where necessary, proof of occupational competence is required prior to appointment. This includes proof of professional or occupational competence and certification, valid experience, and valid driving licence. Where the appropriate training has not been received on appointment, the employee will not be permitted to carry out specific hazardous tasks until such time as training, and if necessary, certification is confirmed.

All induction training will be recorded on the Staff Induction Checklist.

Training needs will be identified, and employees will be given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of vehicles, use of PPE and manual handling.

Additional training required because of new work activities and the use of new equipment or substances will be provided when needed. Training achievement by employees will be recorded.

3.3 RISK REDUCTION & CONTROL – RISK ASSESSMENTS

The Company will ensure that suitable risk assessments are completed, and the recommended outcomes are implemented. This will include site/work specific risk assessments.

Employees, workers, and contractors will be provided with appropriate instruction and training on risks identified and correct procedures to follow.

Risk Assessments will be reviewed when changes occur, and no more than every 12 months. The main hazards associated with our business activities (non-exhaustive) include:

- Use of Plant & Equipment
- Work at Height
- Remote site risk
- Hazardous substances
- Manual Handling
- General Office Risks

3.4 EMERGENCIES

Head Office Premises

Employees are made familiar of procedures and fire exits at their premises.

Work Sites

Work sites under our control: Site activity planning will include consideration of emergency plans, which will be notified to all workers prior to work commencement / part of site induction.

Work sites not under our control: Where Company employees are required to visit other sites, then they should make themselves familiar with the procedures in place and co-operate with any safety rules or procedures in place.

On larger sites the Principal Contractor will arrange for site induction. Where this is available the site induction must be completed before commencing work on that site.

Where the Client installs a requirement for signing in and out of the site, this must be strictly adhered to.

Whilst on site, any employee who subsequently has concerns about the safe working conditions on that site must cease work and report to their immediate supervisor. Where the immediate supervisor is unable to resolve the situation, they must report to someone who has the authority to do so, without delay.

Vehicle Emergencies

No matter how well vehicles are maintained etc. there is always the possibility of an emergency occurring in a vehicle, whether down to a mechanical failure or even possibly a road traffic accident.

In the event of a mechanical failure, it is still often possible to steer the vehicle into a safer location so wherever possible place the vehicle in a safe as a position on the road as is possible. The use of warning signs, such as Hazard lights or Triangle to provide additional warning to other road users. **If the vehicle is in a dangerous position, then the police should be contacted immediately, by the driver, to provide assistance.** The head office should also be contacted at the earliest convenient opportunity. They will also help arrange or advise on any additional steps that need to be taken to ensure your safety.

3.5 WELFARE

Afan Group ensures that the Workplace approved code of practice is met by providing the following:

- adequate ventilation and lighting.
- adequate heating or cooling
- adequate sanitary conveniences
- adequate washing facilities
- drinking water
- accommodation for clothing
- facilities for rest and eating meals

Welfare arrangements are established at each site, utilising client facilities where possible. Where client facilities are not available, site assessment establishes specific requirement which includes provision of sanitary conveniences, washing facilities, adequate drinking water, adequate clothing storage and changing facilities, and rest facilities.

3.6 EQUIPMENT & VEHICLES

All equipment provided/used by Afan Group shall conform to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and any other relevant regulations.

The use of any work equipment which would pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons.

All employees will be provided with adequate information and training to enable them to use work equipment safely. In general, workers must not use any machinery or equipment unless they have received the appropriate training. **They must not remove any guards or fixed covers from machinery or equipment unless they have been authorised to do so.**

All work equipment will be maintained in good working order and repair. Employees are required to make daily visual inspection of all equipment in use, including plant, electrical equipment, ladders etc. In the case of any actual or suspected defects of the equipment, this must be reported to a responsible Manager immediately, and work with this equipment be discontinued until it has been checked or repaired by a competent person or replaced.

All portable electrical equipment will be inspected /tested in accordance with the Electricity at Work Regulations by a competent person.

If new machinery is introduced, arrangements will be made with manufacturers or supplier to demonstrate the operation of the equipment and make staff aware of any requirements for the maintenance of the equipment.

Employees should not attempt maintenance or repair of Company equipment or any machinery unless they are competent and trained in the procedure for carrying out repairs or maintenance.

No electrical equipment other than that supplied by the Company may be used on Company or client's premises unless a competent person has first inspected it.

All vehicles are inspected before their use by the driver allocated for that vehicle. It is the driver's responsibility to ensure that a check is carried out in an appropriate and thorough manner. Training on how to carry out a suitable check is provided to all drivers during their induction training.

3.7 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of PPE shall be considered as a last resort, only when all other practicable measures have been explored.

We will ensure (as far as is reasonably practicable) that all employees (both Limb 'A' and Limb 'B') are supplied with sufficient and adequate protective equipment (at no cost to the user) to ensure their continued health, safety and welfare whilst undertaking duties on behalf of the Company.

PPE shall be used in accordance with necessary instructions by all persons and stored in a suitable storage place when not in use.

Employees must not under any circumstances, tamper with or misuse any equipment that has been supplied for personal safety and leave it in a condition which may injure or harm others.

PPE will be regularly inspected and maintained in an efficient condition or replaced if necessary.

Suitable instruction and training shall be given to users of PPE to ensure correct usage and application of PPE. All PPE Users will be required to sign to confirm receipt of PPE and appropriate instruction.

Drivers

It should be remembered that a seat belt is Personal Protective Equipment. All drivers of vehicles are obliged to wear a seat belt where it is provided, this also applies to passengers who should also be informed of this fact.

In addition, high visibility should be carried by the drivers or kept in the vehicles, in case of a breakdown.

3.8 ASBESTOS

Asbestos-containing products have been widely used in buildings as construction materials, fireproofing, insulation, decorative coatings (including Artex-type coatings) and flooring materials. The new use of any materials containing blue or brown asbestos was banned in 1985. The use of white asbestos was banned in 1999.

The Company will ensure that employees and any persons affected by our work activities are not exposed to asbestos. This will be achieved by the following.

- Asbestos is a key consideration during pricing as it has significant safety and cost implications. Information about asbestos will be requested at the tender stage.

- Our pre-survey report considers whether works will disturb identified asbestos materials. Where necessary, specialist licensed contractors are used to carry out remediation works under controlled conditions.
- **No** works commence until we are satisfied that a suitable and sufficient assessment has been carried out. For works that will disturb the fabric of a building this will require a Refurbishment/Demolition Survey conducted by a competent Asbestos Surveyor.
- In situations where we unexpectedly find asbestos (or consider structures to contain asbestos), we will cease work immediately and report to the site controller.
- Site personnel receive regular toolbox talks and instruction that includes asbestos awareness and actions to take if any suspect materials are encountered.

3.9 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Some of our work activities involve the use of hazardous substances. The Company will ensure that exposure of workers is minimised and adequately controlled in all cases, preferably by means of engineering control where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, all persons likely to be exposed to hazardous substances will be provided with instruction on hazardous substances and issued with appropriate personal protective equipment.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers' health and safety guidance and our own knowledge of the work process.

Relevant Hazardous Substance risk assessment sheets identifying the hazards associated with a particular substance, the perceived risks, safe handling, storage, and disposal procedures, will be displayed where the hazardous substances are stored and/or used.

3.10 FIRST AID & INCIDENT REPORTING (Accidents & Near Misses)

First Aid Appointed Persons will be provided with suitable training by the Company to ensure that they are able to carry out their functions effectively, and that adequate numbers of first aid qualified staff are in place to provide coverage during holidays, etc.

First aid boxes are located in the workshop, offices, and vehicles.

Except for immediate lifesaving, only Company appointed First Aiders are to use the First Aid equipment. It will be the responsibility of the First aider who uses the first aid equipment to ensure that it is re-stocked.

All company vehicles are equipped with a personal first aid box. It is the responsibility of the vehicle driver to make sure the box is always fully stocked.

All injuries, prescribed diseases and dangerous occurrences occurring because of work activities must be reported by all employees and contractors working on Afan Group 's behalf and recorded in the Accident book. This applies to injuries received by contractors, members of the public, visitors etc., as well as company employees.

All work-related vehicle incidents **MUST** be reported whether a personal vehicle or company vehicle.

Injuries, prescribed diseases, and dangerous occurrences defined in the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 2013 (RIDDOR) must be reported to the Appointed Person immediately who will have the responsibility of reporting the incident to the national RIDDOR Incident Centre.

All events that result in, or have the potential to cause personal injury, disease or threaten the health and safety of any person are to be recorded and subsequently investigated. Minor events that only require in-house first aid, or that result in an absence from work of less than 7 days, or have no observable injury effect, may be investigated by the Appointed Person and the reports shall be forwarded to the Directorate for further consideration.

Any reportable event under RIDDOR shall be investigated by the Appointed Person and the reports forwarded to the Directorate within 3 days of the event. This will be in addition to the requirement for the Appointed Person to notify the Enforcement Authority of any reportable event under RIDDOR.

All reportable events will be raised and discussed, and the Accident reports reviewed at Management meetings.

3.11 MANUAL HANDLING

Manual Handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

All employees/workers will be provided with manual handling instruction during induction and will be advised where possible to avoid or reduce the need to manually handle loads.

Regarding manual handling risks, Afan Group will follow these five steps:

1. Identify all manual handling operations undertaken by its employee's.
2. Make an initial appraisal of all operations to determine if there is a significant risk of injury to employees.
3. Avoid manual handling tasks where reasonably practicable, e.g. by substituting with a sack barrow, trolley, or forklift truck etc.
4. Make a full assessment of unavoidable risky operations considering the load, task, the working environment, and the individual capability of the workers.
5. Remove or reduce the risk of injury by implementing control measures designed to eliminate or minimise the risks of injury to the lowest level so far as reasonably practicable.

3.12 DISPLAY SCREEN EQUIPMENT (DSE)

All employees who use a display screen ('DSE User') will be provided with DSE instruction and risk assessment.

Eyesight tests will be provided for 'DSE Users' on request, and where necessary, this will include provision of the basic necessary corrective equipment, e.g. glasses.

A person is defined as 'DSE User' if any 4 of the following criteria apply:

- The individual depends on the use of display screen equipment to do the job.
- The user has no discretion as to use or non-use of the display screen equipment.
- The individual needs significant training and/or skills in the use of display screen equipment.
- The individual usually uses the display screen equipment for spells of an hour or more.
- The individual uses display screen equipment on a more or less daily basis.
- Fast transfer or information between the user and screen is an important part of the job.

- The performance requirements of the system demand high levels of attention and concentration by the user.

This list is not necessarily exhaustive, and where any doubts exist, staff should contact the Appointed Person.

If a member of staff is experiencing any problems with their eyesight, then they should also bring this to the attention of the Appointed Person.

Eye and eyesight tests are available free of charge for permanent staff who use DSE as defined above. Where the optician prescribes the use of spectacles or other personal aids to vision specifically and solely for VDU purposes, the Company will pay the cost of the lowest standard identified by the optician as necessary, currently set at up to a maximum of £50 per new prescription. Users who wish to purchase more expensive equipment shall pay the additional cost themselves.

3.13 WORKING AT HEIGHT

The Company has a responsibility to do all that is reasonably practicable to prevent anyone from falling and ensure compliance with the Working at Height Regulations 2005.

Work at height is avoided if possible, by ensuring that no work is done at height if it is safe and reasonably practicable to do it other than at height.

Where we must work at height, we will take appropriate precautions including use of elevated platforms and other appropriate equipment, where reasonably practicable to do so.

Use of ladders will be kept to a minimum, for access purposes only.

Tree surgery works will occasionally require working at height.

All persons involved will be suitably trained and have appropriate levels of knowledge, skills and experience for the task being undertaken.

Works will be planned and undertaken in compliance with the Work at Height Regulations and where possible, in line with industry best practice and recommendations and Guidance available on The Forest Industry Safety Accord website <https://ukfisa.com/Safety/Safety-Library> the HSE website, from the Arboriculture and Forestry Advisory Group (AFAG), the Arboricultural Association <https://www.trees.org.uk/Help-Advice/Public/Arboricultural-Association-Safety-Guides> and other appropriate sources.

3.14 WASTE MANAGEMENT/DISPOSAL

Waste Disposal Policy

Afan Group is committed to ensuring the health, safety, and welfare of its employees and of others who may be affected by the waste materials which result from our work. Our policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable to help protect the environment and make better use of resources.

Waste Disposal Containers

Suitable receptacles for the collection of waste are provided in strategic positions throughout the workplace. Each container clearly displays the type of waste that it is designed to hold. Waste products must only be placed into those receptacles that have been allocated for that purpose. Containers must be adequate to

prevent the escape of waste. Waste containers are emptied regularly and are removed by an authorised person. If additional disposal facilities are required these may be obtained by request from a responsible person.

Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

All employees must ensure that they dispose of waste products in receptacles specifically provided for that purpose taking note of any segregation requirements. If an appropriate container is not available, this must be reported to a manager who will make suitable arrangements.

The use of personal protective equipment may be necessary during the handling of some wastes. Any requirement must be established before the waste handling activity commences.

Employees must report any problems which arise regarding waste disposal to a responsible person (usually a manager or supervisor) so that corrective action can be taken.

Suitable and sufficient information and training will be provided, as necessary, to ensure that this policy is fully understood and adhered to, and that no person is put at risk by the inappropriate disposal of waste.

3.15 CONTROL OF CONTRACTORS

Afan Group recognises that it has a legal responsibility to ensure that sub-contractors employed to carry out work on behalf of the company are competent and carry out work in a safe manner. The Company will not tolerate unsafe practices, and contractors failing to abide by the company's procedures will be struck off from our list of approved sub-contractors.

All sub-contracted work is awarded directly to the actual contractor providing the service; and we do not allow those sub-contractors to pass on the work to other sub-contractors without prior agreement from the Company.

Procedure

The Company discharges its obligations through the implementation of a programme comprising:

1. Pre-qualification of contractors. All contractors shall be required to complete a pre-qualification questionnaire and provide evidence of:
 - Liability Insurance Certificates covering their business activities.
 - Health & Safety Policy and related risk assessments (where appropriate).
 - Evidence of competence to provide services on behalf of the Company (e.g. training certificates, licences, permits).
2. Regular and efficient communication with contractors to ensure work activities are conducted in the safest possible manner.
3. A clear commitment not to use sub-contractors who fail to apply good working practices, and who fail to provide appropriate information as detailed above.

All sub-contractors will be taken through a selection process which includes the assessment of their health and safety policy, procedures, and risk assessments. They are given a copy of any rules and emergency procedures. Sub-contractors are continuously monitored throughout the term of contract.

Responsibilities

The person responsible for managing and supervising sub-contractors whilst on site is the Contract Manager, who shall plan work activities and agree safe working procedures with sub-contractors prior to work

commencement. Where it is evident that sub-contractors are not following agreed procedures, they will be told to cease work until the company is satisfied that the correct safety control measures are in place.

Where the Contract Manager does not work on the actual site, he shall delegate responsibility for monitoring sub-contractors to a site supervisor.

The person responsible for administering sub- contractor documentation is: **Lukas Molnar**.

Records shall be updated annually and held at the Company's Head Office. Those contractors who fail to meet required standards or provide appropriate information as detailed above will not be used by the Company.

Contractors shall be responsible for:

- Ensuring that they and their employees always work in a safe manner and that risk assessment control measures and relevant method statements are clearly always understood and adhered to.
- Returning appropriate paperwork efficiently and without delay to the Company.
- Advising Afan Group of any accidents / incidents occurring whilst acting on its behalf.

Incidents (Accidents / Near Misses)

All incidents occurring whilst on Afan Group premises, or whilst working at site on behalf of Afan Group must be notified to the Company. The Company will carry out an investigation into the incident and take appropriate corrective action. This may include removing the Contractor from the Approved list, or alternatively providing additional guidance/instruction to the Contractor to prevent reoccurrence.

3.16 NOISE AND VIBRATION AT WORK

Some of our work does involve exposure to noise & vibration.

We will put in place measures to protect employees from the risks of Noise Induced Hearing Loss (NIHL) and tinnitus, which can be caused by exposure to excessive noise, and HAVS which can be caused by exposure to excessive vibration. These measures will include:

1. Assessing the risks from noise/vibration exposure.
2. Taking measures to reduce noise/vibration exposure where a risk assessment shows that this is necessary.
3. Ensuring the level of noise/vibration generated is considered when a new piece of equipment is purchased or hired.
4. Providing hearing/vibration protection where necessary if risks cannot be adequately reduced by other means.
5. Providing training and information for employees on the risks from noise and vibration, and the measures in place to reduce these.
6. Providing health surveillance where the risk assessment shows that this is appropriate.

3.17 FIRE SAFETY

We will ensure that we comply with fire safety and prevention codes, for reviewing company practices and procedures, inspecting, and testing firefighting equipment, and for advising employees and sub-contractors on safe practices and procedures.

Where we are directly responsible for our own premises, we will conduct a fire risk assessment (in accordance with the Regulatory Reform (Fire Safety) Order 2005) and ensure that appropriate control measures have been implemented and maintained.

Where we are not directly responsible for servicing and maintenance of fire detection/fire warning systems, i.e. premises controlled by another party, we will liaise with the premise controller to ensure that appropriate control measures have been implemented and maintained.

Employees who visit remote sites will be provided with fire safety instruction and will be responsible for making own fire risk assessments prior to entering individual sites.

Fire emergency procedures will be communicated to all staff during induction.

Any person identifying a fire safety issue is to immediately bring it to the attention of a Manager/Appointed Person for it to be resolved in the shortest possible time.

3.18 PUBLIC SAFETY

Members of the Public who may visit our sites are informed of any specific hazards that may exist on the premises and adequately supervised whilst on the premises. The procedures for evacuation in the event of a fire are also made known as well as the exits pointed out.

3.19 YOUNG PERSONS AND CHILDREN

Children are not encouraged on to our main premises, however on occasions such as schoolwork experience, children may be permitted on Afan Group premises. In these circumstances they will only be permitted in the low-risk office areas of the premises and under no circumstances are they allowed into the higher risk areas, unless fully supervised and wearing the appropriate PPE.

Any children seen on site must be reported to the person in control immediately.

Young person's working on site (16 to 18 year olds) should not operate equipment unless directly supervised or specifically trained.

3.20 NEW & EXPECTANT MOTHERS

We will take all reasonable steps to safeguard the health, safety, and welfare of new and expectant mothers and of their unborn children. When the Company has been made aware of the employee's condition, a risk assessment will be carried out as a matter of priority.

Furthermore, we will regularly monitor the work undertaken by new or expectant mothers especially during the development of pregnancy to continually assess the individual's ability to work safely and without risk.

Any employee who knows or reasonably suspects that they may be pregnant should inform either their manager or the Appointed Person as soon as is practicable; in addition, they should not undertake any work that they feel may put them or their unborn child in danger until advice has been sort.

3.21 LONE WORKING

The Company will ensure that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Where activities may involve elements of lone working, the Company will conduct a specific lone working risk assessment. The Appointed Person is responsible for ensuring that risk assessments are carried out.

Controls include.....

- Worker to be provided with mobile telephone.
- Worker to be provided with personal safety training.
- Worker provided with first aid kit
- Head Office (or other nominated contact) to be aware of Worker's location, through regular 'check-in calls'.
- Head office to be aware of Workers vehicle description and registration number.
- Phone-in / phone-out procedure to be applied.

Procedure

The following procedures apply for all Lone Workers.

- Be aware of hazards around you at all times.
- Avoid working at height whilst on your own.
- Keep a mobile telephone with you at all times.
- Keep your First Aid kit close to hand.
- Ensure that the office is aware of your whereabouts on a day-to-day basis.
- Ensure that your family members are aware of emergency telephone numbers to ring in your absence.

Emergency Telephone numbers are:

During office hours: **01639 885130**

Out of Office Hours: **07836 229256**

3.22 ALCOHOL AND DRUGS

The Management of Afan Group recognises that under the misuse of Drugs Act 1971 it is an offence for drugs to be knowingly used, kept, or supplied on its premises and that to ignore such activities is also an offence. Furthermore, it is recognised that hazards are created to other employees and themselves by anyone who is under the influence of alcohol, solvents, or drugs and therefore, to adequately protect the health, safety and welfare of all employees and other persons linked to our work activities, the following procedures will apply.

Definitions

1. Alcohol

Any intoxicating recreational drinks.

2. Substance

A 'substance' is considered to be:

- a) A drug or substance the sale and/or possession of which is illegal under UK law.
- b) A drug or substance that can only be obtained on a prescription issued by a qualified medical practitioner but has been obtained by other means.
- c) A volatile solvent that will have an adverse effect on the central nervous system if inhaled.

Procedure

1. Any employee suspected of being under the influence of alcohol or substance defined above will be removed from his work area and interviewed by a Senior Manager in an endeavour to establish all relevant facts.
2. On the first occasion, a decision to send the employee home (not driving him/herself) may be the end of the matter.
3. For subsequent or more serious/non-co-operative circumstances the company will consider invoking the following:
 - a) Calling an independent organisation to undertake breath or urine sampling for forensic analysis.
 - b) A disciplinary interview where a colleague of their choosing will support the employee. Mitigating circumstances will be considered. Statements made will be noted for possible future reference. This interview will take place when the results of the test in (a) above are known.
 - c) Where a result is found to be positive the employee will be suspended from work pending confirmation of the result.
 - d) Where the result is confirmed, or there is no evidence that the substance was obtained under prescription, the employee may be considered guilty of gross misconduct.

3.23 HEALTH SURVEILLANCE

The Company will endeavour to promote and maintain the highest practicable degree of physical, mental, and social wellbeing of its employees. All health aspects of work process and procedures, which may adversely affect the relationship of work on health, will be regularly reviewed.

Where risk assessments identify those individual employees or groups of employees are exposed to significant health risks, health surveillance will be introduced.

We will carry out periodic employee health monitoring, normally at beginning of employment and annually. Where an employee advises of a particular impairment, we will conduct a risk assessment to ensure that risks from work activities are minimised.

3.24 VEHICLE USE

Appropriate vehicles are provided for the safe transport of equipment and personnel.

All company vehicles will be driven in a safe manner and within the requirements of the Highway Code.

It is the responsibility of the employee to inform their supervisor of any endorsement placed on their driving licence, and in the case of prosecution and subsequent loss of licence the employee must immediately cease to operate any company vehicle.

Company vehicles display our corporate image, and it is the responsibility of employees to ensure that vehicles are cleaned regularly inside and outside. Windows, lights, and registration plate of vehicle must be kept clean. Weekly checks of fluid levels are required and topped up as necessary. Visual checks of tyres should be made daily, and air added where necessary. All vehicles will be subject to periodic inspections. Employees must report any actual or suspected vehicle defect without delay.

The use of mobile phones is strictly prohibited while driving and must not be undertaken. If calls are to be made or received by the driver the vehicle must be stationary.

Driving while under the influence of alcohol or drugs is strictly prohibited. If drugs are a prescribed medication, then confirmation must be given from the doctor that they will not impair the ability to drive.

3.25 CONSTRUCTION PLANNING & CONTROL (CDM)

As a Duty Holder under the CDM Regs 2015, we may work as either the 'Principal Contractor' or as a 'Contractor'. We recognise our responsibility to satisfy our obligations as a Duty Holder, and will liaise with the Client, Principal Designer, and other contractors, as required, to ensure that effective delivery of safety during construction work is maintained.

APPLICATION

To satisfy our Duty Holder role as 'Principal Contractor', we will:

- Liaise with the Principal Designer and the Client for the duration of the project and regarding any information which is needed to prepare the H&SF or may affect the planning and management of the pre-construction phase.
- Prepare, develop, and implement a Construction Phase Plan and site rules (Initial plan completed before the construction phase begins).
- Organise co-operation between contractors and co-ordinate their work.
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase.
- Check competence of all appointees.
- Ensure all workers have site inductions and any further information and training needed for the work.
- Secure the site to prevent unauthorised access.
- Consult and engage with the workers to secure their health & safety.

To satisfy our Duty Holder role as 'Contractor', we will:

- For projects involving more than one contractor, co-ordinate our activities with others in the project team; in particular, comply with directions given by the principal designer or principal contractor.
- For single contractor projects, prepare a construction phase plan.
- Plan, manage and monitor own work and that of our workers.
- Check competence of all appointees and workers.
- Train own employees.
- Provide information to our workers on safety related issues.
- Ensure there are adequate welfare facilities for our workers.
- Provide details to the Principal Contractor of any contractor with whom we engage in connection with carrying out the work.
- Provide any information needed for the health and safety file.
- Inform Principal Contractor of problems with the plan.
- Inform Principal Contractor of reportable accidents, diseases, and dangerous occurrences.

3.26 MONITORING OF POLICY & SAFETY COMPLIANCE

The Company's Health and Safety Policy will be continually reviewed by the Appointed Person, for relevance to the structure and activities of the Company.

'Local Arrangements' will be continually reviewed by the Appointed Person and relevant Managers to ensure compliance with the Organisational Policy and to take account of changes in local circumstances, needs and practices.

3.27 WELLBEING / MENTAL HEALTH

We recognise that mental health is just as important as physical health, and we are committed to building and maintaining a workplace environment and culture that supports mental health and wellbeing. We will take all reasonable steps to reduce health and safety risks from stress and other psychological risks in the workplace to as low a level as reasonably practicable. This includes measures such as:

- Training key staff members in Mental Health First Aid.
- Providing a supportive and sympathetic management approach towards mental health issues which encourages staff to raise issues of concern at an early stage.
- Providing non-judgmental and proactive support to individual staff that experience mental health problems.
- Increasing employee knowledge and awareness of mental health & wellbeing issues and behaviours, which help to reduce stigma around mental health issues in the workplace. This will include use of regular toolbox talks and display of posters to raise awareness throughout the workforce.

In the event of the Management being made aware of a mental health issue by a staff member, immediate support will be provided, including initial consultation to identify any potential support we can provide. This may involve (but is not limited to) us implementing various measures such as individual risk assessment, reducing working hours and responsibilities, regular support meetings, counselling, or other external medical support.

3.29 FATIGUE MANAGEMENT POLICY

As part of our overall Health and Safety Policy, we recognise that fatigue is a major health and safety risk that we must effectively control. We are committed to managing and mitigating fatigue risks and ensuring that our staff receive enough rest to perform their duties safely, thereby reducing potentially dangerous mistakes or actions that could affect employees, visitors, and members of the public.

Fatigue can be caused by many factors, for example – job design and workload, the working environment and number of hours worked.

Fatigue can reduce mental alertness and concentration and affect performance and perception of risk. To avoid this, we ensure that:

- Staff know how many hours of work their job involves and do not exceed these.
- Staff are encouraged to take regular rest breaks throughout the day in addition to their meal and refreshment breaks.
- Staff do not work at weekends.
- Staff are encouraged to have regular eye tests.
- Staff take their full holiday entitlement.
- Management monitors the workloads to ensure that staff are not overloaded.
- Management offers discretionary time off for personal and family commitments within the working day to leave personal time free for rest.
- The working environment is comfortable e.g. good ventilation, lighting, and temperatures.
- Chairs are adjustable, and equipment is positioned at the correct height.

- All staff are encouraged to be vigilant in looking out for the signs of fatigue and recognising symptoms in their fellow workers.
- Management is authorized to prevent any member of staff commencing their work or continuing their work if they believe the person is unfit due to fatigue.

This policy runs in conjunction with other Company Policies:

- Alcohol and Drugs Policy
- Vehicle/Driving Policy
- Stress Policy