



Health & Safety Policy

Belfry Property Services Limited

**HEALTH AND SAFETY POLICY
OF
BELFRY PROPERTY SERVICES
LIMITED**

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HEALTH & SAFETY GENERAL POLICY STATEMENT OF BELFRY PROPERTY SERVICES LIMITED

It is the Company's firm intention to ensure that the highest practicable standards of Health, Safety and Welfare are achieved in respect of its operations.

The Company accepts in full its obligations to work to the requirements of all legislation and codes of good practice relating to Health, Safety and Welfare.

Management and supervisory staff have the duty and responsibility for implementing this policy in a manner, which ensures that Health, Safety and Welfare considerations are always given priority.

The effectiveness of the Company's Health and Safety Policy relies heavily on the co-operation of Company employees and the competency of those persons engaged by the company. Belfry Property Services Limited will ensure through its training policy the competence of employees and it is their duty and responsibility to do everything possible to prevent injury to themselves and to others.

The Company has an excellent record for Health and Safety at its places of work. It recognises that this is achieved through the active participation, of both management and those employed by the Company, in identifying hazards and risks and then taking positive action to control them.

The Company has appointed the Managing Director as the person with overall responsibility for Health, Safety and Welfare.

A handwritten signature in blue ink, appearing to read "K. Baxter", is written over a light blue rectangular background.

Mr K. Baxter
Belfry Property Services Limited

Dated 23 June 2009



ORGANISATION FOR THE ACHIEVEMENT OF SAFE WORKING PRACTICES

The Senior Management team of Belfry Property Services Ltd recognises its duty of care to prevent accidents and cases of work-related ill-health to the people who work for and with the Company and to the local and wider community, within which it operates.

The purpose of our Health and Safety Policy, therefore, is to ensure that we define, promote and enforce the appropriate policy and procedures to adequately control health and safety risks arising from our work activities and relevant to the prevailing Health and Safety at Work legislation and regulations.

In acknowledgement of this responsibility the Company will ensure that all operations are carried out safely; to eliminate accidents, injuries, losses from fire or other hazards, and occupational illnesses resulting from its work activities. The Company is equally committed to ensuring that all employees throughout the organisation are involved to achieve these objectives.

In support of this policy the Company will:

- Maintain critical and up to date knowledge on legislation, codes of practice and other technical or guidance material relating to Company activities
- Take account of the Health and Safety factors when new methods, processes, production lines and machinery is installed in existing or proposed buildings, ensuring that these principles become an integral part of planning procedures – e.g. ergonomic study of the working environment to promote safety
- Proactively assess and take action to effectively manage and continuously monitor known risk factors
- Provide and maintain safe plant and equipment and ensure the safe handling and use of substances
- Effectively secure the business against losses from external causes



- To consult and communicate with the workforce, provide information, instruction and supervision for employees and enforce health and safety standards for people, products, equipment and facilities
- Supply the required protective clothing and/or equipment and medical facilities/qualified first aiders in accordance with legislation

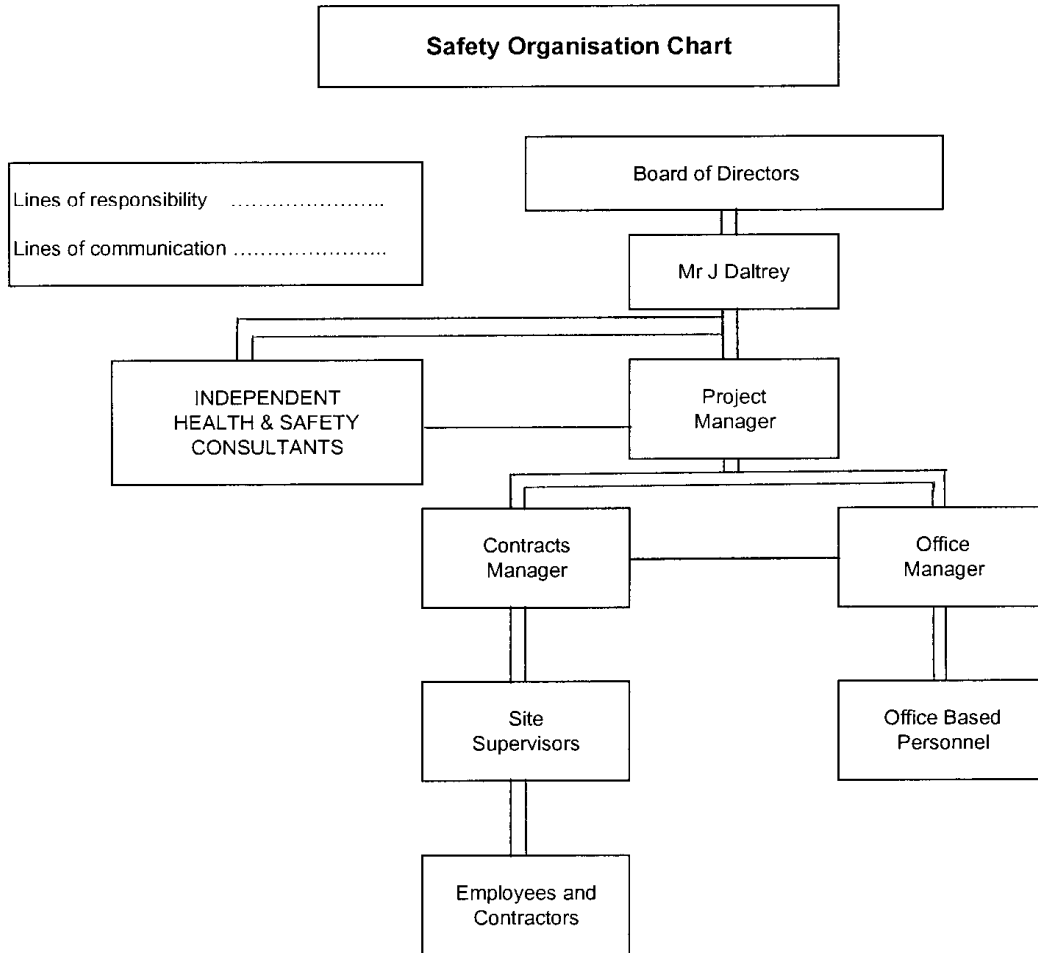
The Directors and company seniors having agreed this policy, will ensure financial provision for the cost of implementation and agree to revise the policy as required at suitable intervals.

The Directors and company seniors additionally request the cooperation of all employees in maintaining the policy since safety is of primary importance to all of the workforce and should not be entirely controlled by management.

Belfry Property Services Limited will ensure that this Policy is applied and is adopted by all operatives and visitors to sites. In order that this can be achieved Belfry Property Services Limited has a management structure as outlined below with individual responsibilities detailed on the following pages.

Each individual person has a duty of care to themselves and other persons who may be affected by their actions. Any recognised breach of Health and Safety legislation or any potential hazard observed while at work is to be reported.

Employees are to regard any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provision and to co-operate with the employer, so far as is practicable, to enable that duty or requirement to be complied with and are to act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.



THE RESPONSIBILITIES OF THE MANAGING DIRECTOR

Ultimate responsibility lies with the Managing Director, but specific duties will be delegated to others according to their experience and training.

The Managing Director will ensure that this policy is applied throughout the whole company as well as being adopted by all operatives, contractors and visitors to premises where activities are being undertaken.

The Managing Director has a specific duty to:

- Initiate the Company's Policy for Health and Safety to prevent injury, ill health and dangerous incidents. To prevent accidents and to initiate the Company Health and Safety Policy for safe places of work.
- Ensure that the company's employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire company.
- Communicate with our Independent Health and Safety Consultants to ensure new safety legislation is implemented and conveyed to all employees.
- Sanction the necessary resources for adequate welfare facilities and equipment and to allocate adequate time for training and all matters of Health and Safety to meet the requirements of the Company Policy.
- To ensure that the Company Health & Safety Policy is fully implemented.
- To ensure that at the outset of every project, the correct Health and Safety procedures are established.
- To ensure that Health and Safety training needs amongst staff are identified and fulfilled.
- To create and maintain a strong positive Health and Safety culture throughout the Company.
- To implement, co-ordinate and control the administration of Health and Safety matters within the Company.



- To discipline any employee who fails to comply with his individual responsibilities towards achieving safe places of work.
- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future.
- To set a good personal example for others to follow.

Ultimately to stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company staff.

Also the Managing Director or delegated deputy will determine at the project planning stage:

The most appropriate order and method of working.

That competent persons are available to undertake specialist work.

The amount of time and resources to be allocated with adequate allowance for unplanned eventualities to ensure Health and Safety isn't compromised as a result.

Arrangements to ensure the provision of adequate lighting, signage and means of evacuation in situations where site circumstances, the erection of scaffold or the works in general may compromise the safety of persons in occupied premises.

The safety of third persons upon which the undertakings of Belfry Property Services Limited may impinge i.e. the general public.

The availability of welfare facilities, fire precautions and first aiders.

Any particular training or instruction for specific tasks and to ensure all employees, self employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work for the company, in the office or on site.

Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences.

Outline potential hazards at each stage and indicate precautions to be adopted.



This may require preparation of written assessments as require under new Management of Health and Safety at Work Regulations (Amended 2003). Ensure they are available to the Contract Supervisors and persons on site and that they are discussed fully and understood.

Ensure, so far as is reasonably practicable, that work, once started will be carried out so long as to ensure the safety of all persons on the premises.

It is the policy of Belfry Property Services Limited to provide to, or request from third parties, method statements for all works that may be considered hazardous in nature. Belfry Property Services Limited will endeavour to outline the potential hazards at each stage of such operations and indicate precautions to be adopted. Written assessments will also be undertaken where hazards are suspected, as required under Statutory Regulations or at the request of other parties.

THE RESPONSIBILITIES OF THE HEALTH AND SAFETY CONSULTANTS

The responsibility of the Health and Safety Consultants is to monitor changing Health & Safety Legislation and good working practices with an aim of advising and recommending revisions, modifications and amendments to the existing Health and Safety Policy, documentation and systems of work to enhance the Health and Safety culture and comply with the existing and/or new work to enhance the Health and Safety culture and comply with the existing and/or new legislation.

In addition the Health and Safety Consultants will undertake to perform those duties laid out below when requested or should the necessity arise:

- To advise Management at all levels on the implementation of Health and Safety, i.e. relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- To monitor by inspection of the workplaces, workshops and accommodation, the Health and Safety performance of employees and to report back to the Directors on such inspections.
- To advise on and prepare, if requested, Health and Safety documentation.
- To prepare statistical analysis of accidents and causation classification, with recommendations on preventative measures to be implemented.
- To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which Belfry Property Services Limited may be involved.
- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve with the co-operation of the Management, compliance with current legislation.
- To advise on fire precautions, signage and best practices with regards to fire prevention.



- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 95.
- To give guidance on training required ensuring continued competency and maintain a training programme.
- Undertake noise surveys when requested to ensure compliance with the Control of Noise at Work Regulations 2005.

The Health and Safety Consultant or his nominee is also empowered during an inspection to stop machinery, systems of work or processes which he considers presents hazards to the operators or to other personnel and to bring to the immediate attention of the Directors details of such actions.

THE RESPONSIBILITIES OF THE CONTRACTS MANAGER

- To monitor, control and correct the Health and Safety actions of the Supervisors and others under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated, by Supervisors, to those at the work face. This may involve checking at the Company's places of work.
- To provide the Managing Director with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ.
- To make the Managing Director aware of any Health and Safety matters which are in any way unusual to those the Company normally deals with (i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company).
- To undertake positive vetting of the Health and Safety policies and practices of contractors whom the Company proposes to employ and to provide feedback to the Managing Director in the event that policies and practices are found to be unsatisfactory.
- To maintain a comprehensive head office accident log for the Company and to ensure that in the event of an incident occurring the circumstances are fully and accurately documented without delay. Furthermore to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.
- To determine at Project Planning Stage:
 - The most appropriate order and method of working.
 - That competent persons are available to undertake any specialist work.

- The amount of time and resources to be allocated with adequate allowance for unplanned eventualities to ensure Health and Safety is not compromised as a result.
 - Arrangements to ensure the provision of adequate lighting, signage and means of evacuation in situations whereby the erection of scaffold may compromise the safety of persons in occupied premises.
 - The safety of third persons upon which the undertaking of Belfry Property Services Limited may impinge eg. members of the civic community.
 - The availability of welfare facilities, fire precautions and first-aiders.
 - Any particular training or instruction required for specific tasks.
 - Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences.
 - Outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the Management of Health and Safety at Work Regulations (Amended 2007). Ensure they are available to be Supervisors and persons on site and discuss them fully.
 - Ensure, so far as is reasonably practicable, that work, once started will be carried out so as to ensure the safety of all persons on the premises.
- * To ensure at Contract Stage:
- That all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessment.
 - That a tidy site is maintained and areas of works barriered off and adequate signage erected.
 - The safe delivery and stacking of materials to prevent obstruction of access and egress routes.



Belfry Property Services Limited Health & Safety Policy

- That arrangements are made between employees, sub-contractors and others at the premises to avoid confusion about areas of responsibility for Health, Safety and Welfare.
- That an adequate supply of personal protective equipment is available.
- Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR, if applicable, and entered into the accident book.
- Ensure that any near-misses reported are adequately investigated and corrective and preventive actions applied.

THE RESPONSIBILITIES OF OFFICE MANAGER

- To monitor, control and correct the Health and Safety actions of operatives, contractors and others who may be under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.
- To ensure that all who report to you are kept fully up to date on any matters of Health and Safety. This includes new legislation, good working practices, risk assessments, COSHH data, etc.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work face.
- To provide the Managing Director with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ.
- To make the Managing Director aware of any Health and Safety matters, which are in a way, unusual to those the Company normally deals with i.e. where the risks are greater or different to those normally encountered by the Company.
- Report any accidents to the Managing Director and maintain an accident log for the Company to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay. Furthermore to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.
- Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that all employees engaged under your control are treated equally with regards Health and Safety and have a good understanding of the risks associated with their activities.
- Ensure that risk assessments and method statements are issued or otherwise related to employees.



- Check that those who need to be aware of them, understand. Never to assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- Office machinery and work equipment are all to be maintained in a fit state. All defects are to be reported immediately to the Managing Director with the piece of machinery etc. remaining safely out of use until such time as the repairs are made.
- Provide a briefing/induction to all those engaged to work supplying details of hazards that may arise and controls available. If, for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities immediately refer the matter to your replacement. Wherever possible take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for places of work, inducting your replacement if necessary.
- Arrangements are to be made at the places of work to avoid confusion about areas of responsibility for Health, Safety and Welfare.
- Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.
- Use disciplinary procedures in consultation with The Managing Director on any employee or contractor who is careless with regard to their own or others safety.
- Take steps to restrain persons from taking unsafe risks, prevent horseplay and reprimand those who fail to consider their own well being and that of others around them.
- Visitors, Suppliers, Delivery Drivers etc. are to be made aware of the safety requirements and provided with PPE as required.

Above all else understand and accept that those whom you oversee are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.

THE RESPONSIBILITIES OF THE OFFICE BASED PERSONNEL

- To understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made.
- To monitor, control and correct the Health and Safety actions of any persons under your control and to ensure Health and Safety is given top priority at all times.
- To ensure the free flow of information and that all whom report to you are kept fully up to date on any matters relating to Health and Safety.
- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions while at work.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the workplace.
- To help to maintain a comprehensive office accident log for the Company and to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay.
- Ensure that safe systems of work are used and that there is perseverance towards the continual improvement in the Company's Health and Safety performance and those that the Company employs.
- To assist the Directors to ensure that accidents and incidents are fully investigated and the causation discovered and to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given and the records kept in good order,



- To ensure that the office is kept clean and tidy and that the escape routes are kept clear at all times and frequently inspect immediate working environments to ensure that if a hazard presents itself it is reported directly or immediately corrected, when possible.
- To become aware of emergency procedures and to ask for and expect to promptly receive assistance and guidance on any matter that relates to Health & Safety at work.
- Report any incidents that may, if not corrected subsequently cause an accident.
- Provide the directors with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.
- When at any time standing in for another employee or assuming the duties of another employee to carry out those duties in accordance with the appropriate section of this Policy.

THE RESPONSIBILITIES OF THE PROJECT MANAGERS

- To develop a strong concern for the safety of those that the company engages on its sites or within the company premises, and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- To ensure that all employees and any sub-contractors engaged under their control are treated equally with regards Health and Safety and have a good understanding of the risks associated with their activities. Ensure that risk assessments and method statements are issued or otherwise related to employees. Check that those who need to be made aware of them understand. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- At the start of projects where significant or unusual risks become apparent, provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives on Health and Safety matters.
- To never leave a site without undertaking checks on Health and Safety. Similarly within storage areas, regular checks on safe procedures are to be made. Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.
- To ensure that each project under your control has planned emergency procedures, fire fighting equipment, rescue procedures and a first aid kit (and a trained First Aider where required) or that arrangements are made with the Principle Contractor for a shared usage of facilities.
- To provide a briefing/induction to all those engaged to work supplying details of hazards that may arise and controls available. If, for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities, immediately refer the matter to your replacement.



Wherever possible take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for sites and places of work, inducting your replacement if necessary.

- Report any accidents to both the Belfry Property Services Limited Contracts Manager and Managing Director immediately after they happen. Ensure that any accidents are fully documented without delay.
- Arrangements are to be made at the places of work to avoid confusion about areas of responsibility for Health, Safety and Welfare.

Above all else understand and accept that those whom you oversee are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control health and safety matters within your remit is regarded as extremely serious by the Company.

THE RESPONSIBILITIES OF THE SITE SUPERVISORS

- To monitor, control and correct the Health and Safety actions of operatives, contractors and other who may be under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work face.
- To provide the Project Manager with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ.
- To make the Project Manager aware of any Health and Safety matters which are in any way unusual to those the Company normally deals with i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company.
- To undertake positive vetting of the Health and Safety policies and practices of contractors whom the Company proposes to employ and to provide feedback to the Project Manager in the event that policies and practices are found to be unsatisfactory.
- Report any accidents to the Belfry Property Services Limited Contracts Manager and maintain an accident log for the Company to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay. Furthermore to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.
- To ensure all employees, self-employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work on site.
- Develop a strong concern for the safety of those that the Company engages and for those who may be affected by the activities of the Company.

- Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that all employees and any contractors engaged under your control are treated equally with regards to Health and Safety and have a good understanding of the risks associated with their activities.
- Ensure that risk assessments and method statements are issued or otherwise related to employees. Check that those who need to be aware of them understand. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- Ensure that adequate personal protective equipment is provided and worn when appropriate and that a tidy site and storage area is maintained and materials not needed on site are removed or stacked in an orderly fashion.
- Those areas of works that may be hazardous must have access barred. Ensure that where scaffolds and scaffold towers are erected and are not in a safe condition, incomplete notices are displayed and ladders removed.
- Plant and work equipment are all to be maintained in a fit state. All defects are to be reported immediately to the Contracts Manager with the piece of plant etc. remaining safely out of use until such time as the repairs are made.
- Ensure the working environment meets the safety requirement for operating plant, equipment and tools, so that heat, light and ventilation are adequate.
- Ensure that each project under your control has planned emergency procedures, fire fighting equipment, an extinguisher during hotworks and a first aid kit (and a trained First Aider where required) or that arrangements are made with the Principal Contractor for the shared usage of facilities.
- Provide a briefing/induction to all those engaged to work supplying details of hazards that may arise and controls available.

- If, for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities, immediately refer the matter to your replacement.
- Wherever possible take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for site and places of work, inducting your replacement if necessary.
- Arrangements are to be made at the places of work to avoid confusion about areas of responsibility for Health, Safety and Welfare.
- To ensure the general public are not put at any risk from the company's operations and that security arrangements are kept in order at all times.
- Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.
- Use disciplinary procedures in consultation with the Contracts Manager on any employee or contractor who is careless with regard to their own or others safety.
- Take steps to restrain persons from taking unsafe risks, prevent horseplay and reprimand those who fail to consider their own well being and that of others around them.
- Visitors, Suppliers, Delivery Drivers etc. are to be made aware of the safety requirements and provided with PPE as required.



THE RESPONSIBILITIES OF THE EMPLOYEES AND SUB CONTRACTORS

All employees of the Company are to comply with their individual duties under Section 7 & Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations (Amended) 2006 . That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the employee, may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all operatives and sub-contractors are requested to:

- Read and understand the Company Health and Safety Policy, and comply with its requirements.
- Develop a personal concern for the safety of yourself and others who may be affected by your activities.
- Obtain a good understanding of the risks associated with your activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance.
- Regard Health and Safety information and training as your right. Do not start work until you are satisfied as to your competency. Ask for and expect to receive a toolbox talk on any work or Health and Safety matters you feel unsure about.
- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't! Contact the Directors immediately.
- Wear personal protective equipment when necessary but regard its usage as a means of last resort. Work to eliminate or control the risk first.
- Ensure that a suitable extinguisher is to hand when undertaking hotworks.



- Keep all tools and plant in good condition. Inspect them frequently and do not use them if they are damaged or inadequate for the job. Report any damaged plant or equipment.
- Be aware that site emergency procedures exist. They are for your benefit. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is.
- Keep the workplace tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards.
- Do not play dangerous practical jokes or partake in "horseplay".
- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working and to ensure the general public are not put at any risk.

Above all else understand and accept that you are likely to have or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry.

ADDITIONAL FOR ALL STAFF

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work etc. Act 1974. These include the following in particular:

- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of himself and of any other persons who may be affected by his acts or omissions while at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.



- Employees are reminded here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.
- Employees should only operate plant and equipment for which they have been thoroughly trained and use the correct tools and equipment for the job. Ensure that all equipment is supplied to you accompanied with the operator's instructions and visually check that the item is safe to use.
- All equipment should be fitted with safety devices or cut outs and these should never be by-passed. All equipment has been tested and supplied in accordance with the current legislation. Defects in plant, equipment and tools must be reported immediately.
- Do not attempt to repair or maintain plant or equipment unless you have been properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place where required for the safe use of equipment.
- All faulty equipment is to be isolated immediately and warnings given to others who may be at risk. Inform the Site Supervisor and ensure that no work is carried out in a hazard area or with the faulty equipment until such time as the hazard has been cleared.
- All injuries to yourself must be reported to the relevant qualified First Aider immediately. Details are also to be entered into the accident book.
- Contractors are required to ensure that copies of all risk assessments, COSHH assessments and safe working documentation are available for inspection by the site agent. Such assessments should be provided before work is due to commence and in sufficient time to allow submission to the client.
- Contractors are to provide appropriate protective clothing and safety equipment and to ensure that their employees use both clothing and equipment at all times when required by the PPE assessment.



GENERAL ARRANGEMENTS

HEALTH AND SAFETY OVERVIEW

Under the Environmental Protection Act 1990 and the Health and Safety at Work etc. Act 1974, the Secretary of State is empowered to make regulations for a number of purposes, which are listed in the Schedules of the Acts. The Environmental Agency and the Health and Safety Commission may approve and issue Approved Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code of any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders and Regulations and ACOP's remain in force until they are notified or repealed.

ENFORCEMENT

This is the responsibility of the Environmental Agency and the Health and Safety Executive appointed by the commission, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement Officers operate along the lines of the old Factory Inspectors but have considerable more power. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If an inspector considers the contravention involves a risk or serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied. If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months (3 months under the Environmental Protection Act 1990) and a fine of up to £20,000.00. Either of these notices may (but need not) include directions as to the safe measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives), factual information obtained by them relating to the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Acts is liable to a fine, and on a conviction or indictment for certain offences, up to two years imprisonment, and/or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

CORPORATE RESPONSIBILITY

The officers of the company are aware of their duties of care owed to employees and contractors, visitors to its occupied premises and in the operation of its business activities. Under the Corporate Manslaughter and Corporate Homicide Act 2007 an organisation can be guilty of corporate manslaughter if death is caused by a *gross breach* of its relevant duty of care and found to be substantially due to the way its activities are managed or organised by senior management. Under this legislation the failures of a number of managers can now be added together. Directors and senior managers may continue to be prosecuted for gross negligence manslaughter and/or a breach of section 37 of the HSAW Act 1974 and this is likely to be from the same incident and be heard at the same trial.

In order to strengthen its control measures to minimise such an occurrence, directors and senior management will pay particular attention to:

- Ensure the appropriate training of front-line workers, particularly if in safety-critical positions.
- Closely monitor front-line workers and junior management to ensure procedures are closely observed.
- Promote good management at operational level.
- Ensure contractors/sub-contractors have their roles and responsibilities closely defined.
- Understand that risk cannot be contracted out to another company.
- Ensure appropriate and adequate communication is applied to the workforce, including with contractors/sub-contractors.
- Apply effective management in the audit and review of safety systems, including those of contractors/subcontractors and consider that any KPIs adopted do adequately manage the risk.
- The reporting and attention given to *near misses*.
- Receiving correct and factual information from its managers and not what these managers think seniors want to hear.
- Being aware that H & S decisions must be made on complete and correct information and that budgetary constraints must not be allowed to affect safety considerations.



ACCIDENT PROCEDURE AND RIDDOR

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Belfry Property Services Limited will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment. Provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of Health and Safety throughout the workforce.

Belfry Property Services Limited will also, as part of its day to day arrangements:

- Ensure the safety and absence of health risks in connection with use, handling, storage and transport of articles and substances.
- Make regular risk assessments to employees.
- Take appropriate preventative/protective measures.
- Appoint only competent personnel to undertake tasks.

ACCIDENT REPORTING

All accidents are to be reported to Management and entered into the accident book, where applicable, the statutory requirement to report under RIDDOR 95 must be complied with. Records will require as a minimum:

Name and address of injured person(s)

Date, time and place of accident(s)

A full explanation of the circumstances leading to the accident(s)

Name of injured person(s) employer(s).

ALCOHOL, DRUGS AND SMOKING

Anyone found under the influence of or in possession of alcohol or narcotics will be removed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately and will be subject to disciplinary measures. The company has an Alcohol/Drugs Policy and a No-Smoking Policy.



COMMUNICATION

The Managing Director of Belfry Property Services Limited, sees communications between workers as an essential part of effective Health and Safety management and will endeavour to communicate to employees his commitment to Safety and to ensure that employees are familiar with the contents of the Company Health and Safety Policy. Communication with employees will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

Belfry Property Services Limited aim to work with their Client's Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Health and Safety matters and is communicated to relevant employees in order to ensure safe working of all parties at all times.

Contractors are further required to ensure that copies of all risk assessments and safe working documentation are available for inspection by the Site Manager. Such assessment's should be provided before work is due to commence and in sufficient time to allow submission to the client.

CONTRACTORS

All Contractors will receive a copy of the Company Health and Safety Policy Statement and a list of Safety Rules and Requirements. The following paragraph may be inserted into contracts to Contractors.

“Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for Contractors on this company's sites and clients Premises. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact Belfry Property Services Limited for any information on any matter in connection with Health, Safety and Welfare.”

CONTROL OF HAZARDOUS SUBSTANCES

Due to the type of operations undertaken by Belfry Property Services Limited very few hazardous substances are used, however, we will endeavour through our buying policy to purchase only those substances that are not hazardous to health. Those substances that may be hazardous will be reduced to the lowest level reasonably practicable. The use of those substances purchased will be assessed under the COSHH Regulations 2002, restricted and strictly controlled.



Assessments will be reviewed periodically and whenever there may be reason to suspect that the assessment may no longer be valid. A full survey of all chemicals used within the Company and its work site will be carried out and maintained, in line with the COSHH regulations. The results of such findings will be communicated to employees together with controls. Protective equipment if required will be provided free of charge. It will be a disciplinary matter if staff do not adhere to the use of PPE and use controls identified as part of the assessment.

CO-OPERATION & CARE

If we are to build and maintain a Health and Safe working environment it is essential that there is co-operation between all employees. All employees are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company's undertakings.

DISPLAY SCREEN EQUIPMENT (DSE)

The risks to users of DSE will be reduced to the lowest extent reasonably practicable to ensure that the Health and Safety (Display Screen) Equipment Regulations 1992 are complied with.

Belfry Property Services Limited or competent persons will undertake a regular assessment of all workstations staffed by employees who use DSE screens as part of their usual work and will ensure that all workstations meet the requirements put forward in the Schedule to the Regulations i.e. that

- The risks to users of DSE will be reduced to the lowest extent reasonably practicable.
- DSE users will be allowed periodic breaks in their work.
- Eyesight test will be provided for DSE users on request and free of charge.
- Where necessary DSE users will be provided with the basic corrective equipment such as glasses or contact lenses.
- All DSE screen users will be given appropriate and adequate training on the Health and Safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.



DOCUMENTATION

Belfry Property Services Limited will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Health and Safety Policy are made available to Clients when requested for reference. A copy of the current Employers Liability Insurance Certificate will also be made available on request.

FIRE SAFETY

Fire safety is governed by the requirements of the Regulatory Reform (Fire Safety) Order 2005. A fire Emergency Plan is in operation and fire risk assessments have been undertaken.

All operative have a duty to ensure their safety and the safety of others that may be affected by their acts or omissions and a duty to report immediately any fire, smoke or potential fire hazard to the fire service (dial 999).

Operations within the premises must be undertaken in such a way so as to restrict and minimise the risk of fire i.e. this involves taking care when smoking, during "hotworks", keeping combustible materials separate from sources of ignition and avoiding the unnecessary storage of large volumes of combustibles.

Belfry Property Services Limited will, as part of their day-to-day arrangements, ensure that fire exit doors are unlocked when the premises are opened each day and that all equipment is maintained and fire exits will never be blocked or used as storage space.

FIRE FIGHTING EQUIPMENT

Adequate fixed and portable fire fighting equipment will be provided as necessary and maintained in accordance with the above order and the recommendations of the manufacturers and/or the company insurers.

Employees will be acquainted with the positions and means of operation of fire control in their working areas including fire extinguishers and fire blankets. Operatives will only be expected to tackle a fire themselves if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should raise the alarm and

evacuate the building immediately. In this situation operatives are to meet at the pre-determined muster point.



FIRST AID

Belfry Property Services Limited will undertake risk assessments and ensure that there are sufficient competent trained First Aiders or Appointed Persons to meet the risk level requirements and they will ensure that all first aid facilities are well maintained in accordance with The Health and Safety (First Aid) Regulations 1981.

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- The number of employees
- The nature of the work in which they are involved
- The size of the operation
- How widely employees are distributed across a site
- The location of the site and its proximity to medical treatment

The first aid kit and its location shall be known by all personnel and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One person holding a current First Aid Certificate or an "Appointed Person" certificate will be responsible for the proper use and maintenance of the first aid box. Arrangements may be made with Sub-Contractors at projects for the provision of, or shared usage of, such facilities when employees are working on site.

HAND ARM VIBRATION

It is the buying policy of Belfry Property Services Limited to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. Belfry Property Services Limited will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

The Control of Vibration at Work Regulations 2005 require that employers take steps to assess the risks from hand-arm vibration (HAV) exposure and then take measures to reduce and control the risks.

The regulations require that action be taken to control the risks where daily exposure exceeds $2.8 \text{ m/s}^2 \text{ A(8)}$ EAV or Exposure Action Value. Also to prevent daily HAV exposure from exceeding the Exposure Limit Value (ELV) of $5 \text{ m/s}^2 \text{ A(8)}$

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding together with percussive hand tools used for riveting, chipping, hammering and drilling. In the first instance mechanical methods will be used for not requiring the exposure of the operative e.g. using a plant mounted "pecker" but should the operative be exposed the task will be allocated to a number of individuals to ensure job rotation and a reduction in the exposure time.

Belfry will comply with the requirements of the legislation by

- Assessing the need to use vibrating tools and look for alternative means of doing the work
- Considering ways of risk-assessing and then reducing the risk, being mindful of usage time, type of materials and weather
- Using the correct tool having low vibration and high efficiency
- Making sure that tools are in good repair and tool-pieces are sharp
- Users are trained and competent

To ensure that operatives are aware of the effects of hand-arm vibration they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.

Belfry has adopted the system of the Construction Confederation and the (tool) Hire Association Europe who, with HSE approval, have introduced a classifying 'traffic light' system for vibration and danger to health:

- Green (low),
- Orange (medium)
- Red (high)



Below are some examples of maximum usage for tools in order to prevent injury and ill health.

Tool	Hand Vibration (m/s ²)	Maximum usage period in 8 hrs (Minutes)
Pole scabbler	24	3
Med-Heavy Duty Demo Hammer 11kg	14	Assess Risk
2 - stroke breaker, Light Duty Demo 5kg Hammer	10	38
Electric breaker (7kg)	9	46
Rotary/hammer drill (4kg)	10	38
Rotary/hammer drill (9kg)	14	19
7-9" Grinder + 12" Grinder	7.5	67
7.9kg Combi Hammer Drill	7.0	77
18" Petrol Compactor Plate	6.9	77
5.9kg Combi Hammer Drill	6.5	89
Vibrating Poker (Concreting)	5 - 7	77 - 151
Orbital Sander	5.0	151
Jigsaw	3.2	307
Wall chaser (twin blade)	2.5 - 4	235 - 480
Circular Saw 6" - 9" also Rotary Drill, Belt Sander, Floor Sander, Wood Plane, Router, Laminate Trimmer, Mini-grinder	2.5	480

Please note these values are indicative only for modern equipment manufactured to latest specifications. Individual manufacturers equipment may differ. Guidelines from the tool hire company or the manufacturer should be sought to accurately gauge the HAV rating.

The following table is to be used for reference.

Vibration values in m/s^2	Exposure time required to reach action level $2.8m/s^2$	
	A (8)	
	In Minutes	In hours
2.8	480	8.00
3.0	418	6.97
3.5	307	5.12
4.0	235	3.92
4.5	186	3.10
5.0	151	2.51
5.5	124	2.07
6.0	105	1.74
6.5	89	1.48
7.0	77	1.28
7.5	67	1.12
8.0	59	0.98
8.5	52	0.87
9.0	46	0.77
9.5	42	0.69
10.0	38	0.63
10.5	34	0.57
11.0	31	0.52
11.5	28	0.47



INSURANCE

In recognition of its statutory and common law duties the Company has taken out insurance with an approved insurer, with such certificate of insurance being prominently displayed so as to be available for inspection at all reasonable times by employees and regulatory authorities i.e. the Health and Safety Executive Inspectors.

JOINT CONSULTATION

There will be joint consultation with others who may be affected by undertakings and also with respect to, emergency procedures, first aid and fire fighting provisions already in place and any additional requirements that may be needed.

MANUAL HANDLING OPERATIONS - STANDARDS REQUIRED

The following regulations apply to manual handling or lifting of materials:
The Manual Handling Operations Regulations 1992 as amended 2002
Construction (Design and Management) Regulations 2007

PLANNING

All work will be tendered for or negotiated taking into account the above Regulations. The Directors will ensure that materials are landed as close as possible by machine or truck to the work site. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads. A manual handling assessment will be undertaken in all situations in which a risk remains after the implementation of controls in accordance with The Manual Handling Operations Regulations 1992.

All site staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

SUPERVISION

Operatives will be instructed in the correct handling and lifting of loads when mechanical means are practical and staff will ensure that there is a supply of suitable gloves available for issue as required for the handling of materials which cause injury to hands. Safety footwear will be worn at all times on site and the Directors will dismiss from the work site any employee or employee of a subcontractor wearing unsuitable footwear.



The Directors will not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

SAFE SYSTEM AT WORK

The main injuries associated with manual handling and lifting are:

Back strain, slipped disc
Hernias
Musculoskeletal disorders
Lacerations, crushing hands or fingers
Tenosynovitis
Bruised, or broken toes or feet
Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Manual handling operations will be avoided as far as is reasonably practicable i.e. by delivering work equipment, as close to the area of intended works and by the use of lifting devices, but where a risk of injury still exists it will be reduced to the lowest level possible.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and capability of the individual to perform the task in hand. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level possible throughout the workplace.

NOISE SURVEYS

Reference: Control of Noise at Work Regulations 2005

All excessively noisy activities will be restricted to 2 hours in every 4 hours wherever possible. The company will respond to any reasonable request to reduce the duration of noise further if required with due consideration given to the client's requirements and undertakings within the building.



In the prevention of noise induced hearing loss in operatives, should noise levels reach 80dB (A) operatives are to be informed of the risks to their hearing and supplied (if requested) with either appropriately attenuated ear defenders or earplugs.

Should noise levels reach 85dB (A) or above, operatives will be informed of the risks to their hearing and supplied with appropriately attenuated ear defenders or earplugs and instructed to wear them during noisy operations. The contractors are to ensure compliance by carrying out regular active monitoring.

Applicus Ltd may undertake basic noise surveys as required, during requested site inspections. However, operatives will be informed that as a general rule, if they need to raise their voices when standing 2 metres away from a noise source, it is too loud and PPE must be worn.

Where noise levels are suspected of being above the statutory level the Company will inform its external Health and Safety Consultants and request that they carry out full noise surveys, the staff will then be informed of the results. Steps will be taken to reduce noise and as a final defence, suitable and sufficient hearing protection will be provided, free of charge, to the operatives.

Hearing damage results from over exposure to noise. Belfry Property Services Limited undertake, as far is reasonably practicable to:

- Reduce noise at source.
- Isolate the noise source.
- Reduce the time that operatives are exposed to the noise.
- Identify which employees are exposed.
- Keep adequate records of such assessment until a further assessment is made.
- As a long-term undertaking to reduce the noise levels to which employees are subjected.
- Provide the employee with such information as will enable him to carry out his statutory duties.
- To designate ear protection zones and post signage accordingly.



PERSONAL PROTECTIVE EQUIPMENT

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by the Company and will conform with the requirements of the Personal Protective Equipment Regulations 2002.

Staff will be fitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. Belfry Property Services Limited will operate an on-going policy of monitoring equipment use. It will be a disciplinary matter if staff does not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment.

PLANT SAFETY

Ref: Provision and use of Work Equipment Regulations 1998 (PUWER)

Belfry Property Services Limited will ensure that all plant supplied to operatives and customers is safely maintained and in a fit state i.e. is guarded and equipped with safety devices and tested in accordance with all the current regulations and in the case of electrical equipment has a current electrical test certificate. Regular tests, inspections and maintenance will be carried out on plant and equipment supplied to operatives.

To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly repaired by a competent person.

PROTECTING THE PUBLIC

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974. Considerations will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens etc. will be provided to ensure their protection. Should it be required scaffolds will be fitted with mono-flex or netting and an operative will be placed as a "lookout" to guide movements of the Public.

Site/workplace security will be put in place to stop members of the public/third parties getting into a position where they are a danger to themselves or to operatives of Belfry Property Services Ltd. This will include working in occupied buildings where third parties are present. Within occupied premises those persons that require information will be notified of the parameters of the works and will be notified accordingly of any changes to those work parameters.



RISK MANAGEMENT

Risk management is the basis of the Company's objective of achieving safe working places. The risk management procedures the Company adopts are as follows:

- 1. Preparation of method statements/identification of methods of working.**
- 2. Identification of the risks.**
- 3. Assessments of the risks.**
- 4. Identification of methods and practices of working to reduce the risks.**
- 5. Assessment of the reduced risk levels.**
- 6. Implementation of practices and procedures identified in risk assessments.**
- 7. Monitoring and control of risk and risk reduction procedures.**

RISK ASSESSMENTS

The company will carry out on-going risk assessments for internal and external operations. The risks and controls to be implemented will be communicated to all staff. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.

SAFETY CONSULTANTS

Belfry Property Services Limited retains Applicus (Health and Safety) Consultants to advise Management at all levels, when requested, on matters relating to Safety and Health ie. relevant legislation, codes of practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.

SAFETY INSPECTIONS AND AUDITS

Random inspections of work sites may be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations and Approved Codes of Practice. Contractor's safety arrangements will also be vetted to ensure that they are working competently in accordance with the Company Health and Safety requirements, their method statements and to current legislation.



Our Independent Safety Consultants Applicus will on occasions be called upon to undertake independent inspections to cross reference with those undertaken by Belfry Property Services Limited. If at any time a Health and Safety Audit is deemed to be required this will be undertaken by Applicus at the request of the Directors.

STRESS AT WORK

All employees are requested to inform the Management if at any time they feel that they are suffering the symptoms and effects of stress while at work. This may be due to personal matters, the effects of workload in the office, a particular problem or an accumulation of all these matters. There is an open door policy at Belfry Property Services Limited to ensure that any person requiring help and assistance can approach management in order that a confidential meeting can be conducted and a suitable solution can be found.

Employees etc. are reminded that often stress is the result of an accumulation and build up over time whereby relief from the symptoms of stress will result in immediate improvement, to wait often causes unnecessary anguish, which may result in long term effects.

SUPPLIERS

The following paragraph may be inserted on orders to suppliers or hire companies providing any article or substance for use at work.

“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article of substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998”

All information received from suppliers will be passed to the supervisors for implementation and reference by operatives. The company will maintain assessment procedures for the introduction of new work equipment and schedule the identified training needs for the stall allocated to the new equipment.



TRAINING

Safety training is regarded as an indispensable ingredient of an effective Health and Safety programme. It is essential that all persons be trained to perform his or her task effectively and safely. It is the opinion of the Managing Director that a task, if not undertaken safely, is not performed correctly. All workers will be trained in safe working practices and procedures prior to working on site.

All personnel will be trained to ensure their competency in all tasks to be undertaken. When necessary, refresher training will be given. When operatives are required to carry out key tasks they will be provided with the necessary additional training to the required standard and provide proof of competency.

Belfry Property Services Limited will provide any additional specialised courses or training as is appropriate and necessary for the requirements of their duties.

All training deemed to be beneficial will be provided and paid for by Belfry Property Services Limited. In the interests of staff, Health and Safety training will be mandatory with records of training retained at our head office.

The Company has a firm commitment to the training of its employees in matters relating to absolute competency, Health, Safety and Welfare. The objective of this is to ensure that the obligations of the Company in these matters are not only fully complied with, but are exceeded in order that locations of works are as safe as is reasonably practicable.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided and updated in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify to the Supervisors, Senior Construction Managers or Directors any areas where they feel they require training or retraining in up to date methods of work / Health and Safety issues.

On site training may be provided in the form of induction courses and toolbox talks given by the Company.



Time will be made available for this instruction and will, where necessary, include familiarisation with the place of work, provision and explanation of any information contained in risk assessments or method statements, it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

WORKING AT HEIGHT

Belfry Property Services Limited will comply with the Work at Height Regulations 2005 and take effective measures to prevent:

- Any person falling a distance likely to cause personal injury.
- Any person being struck by a falling object likely to cause personal injury.

Any area from which this may occur will have the following controls applied:

- Edge protection for all hazards with reference to stagings/platforms /access walkways etc erected above or below ground level.
- Fixed ladders of sound construction properly maintained and securely fixed.

Belfry Property Services Limited undertake to use scaffolding in line with approved Codes of Practice and will ensure that the register is completed every 7 days and that visual checks are carried out regularly by a competent person. In the event of the scaffold being altered or after inclement weather, a thorough check to the whole structure will be made and the result of this check entered in the register.

The use of Mobile Elevated Work Platforms (MEWPS) or similar will be operated by users trained and certificated by a PASMA or equivalent course.

WORK EQUIPMENT

Belfry Property Services Limited will endeavour to provide a workplace that complies with the statutory provisions contained within the Provision and Use of Work Equipment Regulations 1998 (PUWER). All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order.

Workers will be provided with adequate information and training to enable them to use work equipment safely.



WORKING WITH LEAD

All work will be undertaken in accordance with the Control of Lead at Work Regulations 2002. Where possible the exposure to lead by operatives will be prevented and in situations whereby this isn't reasonably practicable adequate controls will be put in place to reduce the exposure to the lead.

All operatives will receive an induction and regular toolbox talks to raise awareness of the hazard. Old lead piping and flashing etc. will not be worked on in any way, which may produce poisonous dust and fumes. The aim will be to prevent the liberation of fumes and dust therefore operations will be performed using safe systems of work and PPE when necessary. Where highlighted by the assessment protective clothing will be supplied and will be laundered by the company. Welfare facilities supplied will be washed before the toilet is used and before eating and smoking in order to prevent ingestion and absorption of lead.

Should employees be liable to be exposed to lead they will be placed under suitable medical surveillance by a doctor where the exposure of the employee to lead is, or is liable to be significant, or if the blood lead concentration of the employee exceeds the amounts outlined in The Control of Lead at Work Regulations 2002.

WORKPLACE TRANSPORT SAFETY

"Workplace Transport" refers to any vehicle or piece of mobile equipment which is used by employers, employees, self employed or visitors in any work setting (apart from travelling on public roads). Belfry Property Services Limited will reference HS (G) 136 in order to ensure the safety and welfare of third parties at all of their work sites by the segregation of pedestrians and plant and the management of risks.

In order to ensure the competence of staff with regards to their use of plant, certificates will be checked in the first instance and their operations supervised until it is established that they have the capability. The on site management of workplace transport will be assessed by the Site Manager and controls applied as required. At the offices and warehouse of Belfry Property Services Limited the task will be allocated to the Office Manager.

YOUNG PERSONS

When the Company employs people under the age of 18, it will complete explicit risk assessments in respect of the young workers.



The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by them while they are undertaking tasks.

The Company will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working

environment as required by the Management of Health and Safety at Work Regulations (Amended) 2003. The Company will provide the appropriate supervision to ensure that the young persons undertake their tasks safely. No young person, under 18 years of age will be permitted to undertake any work unless they are directly supervised by a fully competent person.

ASBESTOS

The Control of Asbestos at Work Regulations 2002 requires those with responsibilities for repair and maintenance of non-domestic properties to investigate if there are, or may be, any asbestos containing materials (ACMs) present and to record their location and condition and pass on this information to anyone liable to disturb them.

Asbestos contains small fibrous particles that can be breathed in by nose or mouth, which may lodge in the lungs for many years and pose a health risk with consequences that include Asbestosis, lung cancer and Mesothelioma (cancer of the chest wall).

The company does not allow any staff or sub-contractors to work with asbestos or asbestos products. If staff or sub-contractors, in the course of working on a Belfry site or project, believe ACMs are present, they should report this to their supervisor or manager immediately and cease further work pending management advice.

Any work consequently performed on ACMs will be carried out by contractors licensed under the Asbestos (Licensing) Regulations.

CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS 2006

Under the Construction Design and Management (CDM) Regulations sub-contractors are required to comply fully with the site rules of the principal contractor/client and the designated Co-ordinator. If acting as Principal Contractor Belfry will liaise with the CDM Co-ordinator and produce the required 'Construction Health and Safety Plan' for the project.



If operating as a sub-contractor, Belfry will normally complete and submit its own health and safety plan to comply with the Principal contractors 'Construction Health and Safety Plan' and, dependant on the contract, Belfry's own policy and rules may apply additionally if approved.

When the Company is working on a Client's site on the Client's behalf, the Company employees will adhere fully with the requirements of the Client's health and safety policy and rules. In these cases it is the Client's responsibility to ensure that a copy of the policy and rules are available.

The Safety Advisor will visit sites on request to provide help and advice.

The CDM requirements are met by the following provisions which have been covered in this Health and Safety Policy manual:

1. Policy Statement
2. Management Structure for Health & Safety
3. Management Team responsibilities.
4. Health & Safety rules and responsibilities for all employees.
5. Safety arrangements for the control of contractors, sub-contractors and visitors to the site.
6. First Aid provision.
7. Fire and Evacuation Procedures.
8. Working guidelines to structure safe systems of work including where appropriate, specific information for method statements with regard to particular construction operations.
9. Requirements / procedures for reporting accidents and dangerous occurrences.
10. Requirements / procedures for identifying and managing training requirements.

MONITORING OF THE POLICY

Employees are encouraged to bring to the attention of the Directors, areas, which in their opinion, this policy appears inadequate. All such comments will be passed to the Independent Safety Consultants for their consideration and review.

This Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

HEALTH AND SAFETY POLICY DOCUMENTATION REVIEW				
To ensure that we comply with the requirements imposed by the Health and Safety at Work etc. Act 1974, our Health and Safety Policy Statement and Documentation will be reviewed periodically and at least annually.				
DATE OF REVIEW	REVIEWED BY	BRIEF DESCRIPTION OF CHANGES	REVIEW NEXT	
October 2000	M.E.L. (Health & Safety) Consultants Ltd	Initial Policy	October 2001	
December 2001	M.E.L. (Health & Safety) Consultants Ltd	Check legislation, Company details and Organisation schematic diagram. Added additional responsibilities.	December 2002	
May 2003	M.E.L. (Health & Safety) Consultants Ltd	Check legislation, Company details and Organisational schematic diagram. Added additional Arrangements.	June 2004	
May 2004	M.E.L. (Health & Safety) Consultants Ltd	Check legislation, company details additions to responsibilities.	May 2005	
April/May 2005	Applicus Ltd H&S Consultants	Reviewed, no changes. Separate new Fire Safety Plan.	June 2006	
June 2006	Applicus Ltd H&S Consultants	Review and update, incorporating new legislation.	June 2007	
June 2007	Applicus Ltd H&S Consultants	Review and update, incorporating new legislation & extra CDM, HAV & Fire Safety information.	June 2008	
April 2008	Applicus Ltd H&S Consultants	Review and update incorporating Corporate Manslaughter Act 2007.	April 2009	
August 2008	Applicus Ltd H&S Consultants	P12 Noise Regs now 2005, 2m rule p45 extracted as obsolete.	April 2009	



<i>Contd. Over page</i>			
June 2009	Applicus Ltd H&S Consultants	Clarification to Safety Arrangements p9. Change para 1 p25 to show amendment 2006. Addition p38 indicating Manual Handling Regs amended 2002. Additional section p39 re Noise legislation. PUWER legal ref added to Plant Safety p41. Additional info p41 to WAH Regs re MEWPS and PASMA training. New section re Asbestos p47. New section outlining CDM responsibilities p47.	April 2010