

Health & Safety Policy Document

Registered address. Cleave Farm,
Templeton, Tiverton, EX16 8BP

CONTENTS

Statement of Intent

General Management of Health and Safety

Amzco Ltd Organisation structure

Responsibilities

Arrangements

HEALTH AND SAFETY POLICY STATEMENT OF INTENT

We at Amzco Limited are committed to fulfilling our duties as an employer to protect, so far as is reasonably practicable, the Health, Safety and Welfare of our employees, clients, visitors, sub-contractors and others who may be affected by our business activities.

We will actively promote a culture of Health and Safety in an effort to reduce the risks and to ensure compliance with the Health and Safety at Work Act 1974 and associated Legislation in addition to relevant good practice.

The Act requires every employer to prepare a written statement of general policy with respect to the health and safety at work of its employees and the organisation and arrangements in force for carrying out that policy, and to bring the statement to the notice of all his employees.

The Company, so far as is reasonable practicable will:

- a) Observe and comply with the requirements of current legislative demands which are associated with the business.
- b) Secure the health, safety and welfare of all employees at places of work under the control of Amzco Limited and elsewhere when performing their duties;
- c) Protect persons who are lawfully and unlawfully on Amzco Limited premises against risk to their health or safety which might arise out of activities in those places;
- d) Maintain safe plant, machinery and equipment and a safe and healthy place of work;
- e) Commit to continuous improvement workers safety through the provision of information instruction and training, and with proactive management of health and safety.
- f) Create staff awareness at all levels of their personal responsibilities for the safety of themselves and others that are affected by their omissions, and of the legal and economic consequences of failure to maintain proper safety standards.
- g) Monitor the performance of activities against this policy to ensure all areas of the business are compliant.
- h) Consult periodically with employees to ensure their issues or concerns are heard by senior management.
- i) Provide Safe systems of work and Risk assessments for all hazardous operations carried out by the company.

This policy will be reviewed and revised as necessary to take account of any significant changes in the operation and structure of the Organisation, legislative changes and best practice guidance. Any changes will be made known to all employees.



Signed

Director: Chris Hawkins

Date 07/11/2016

IMPLEMENTATION OF POLICY AND ACTION PLAN

The health and safety policy forms the foundation for the company's health and safety management systems to be operated across the business. This document will set out the standard which Amzco Ltd aspire to reach by 2017.

The implementation of the arrangements set out within this policy will help Amzco Ltd to provide a healthy and safety workplace for all its employees.

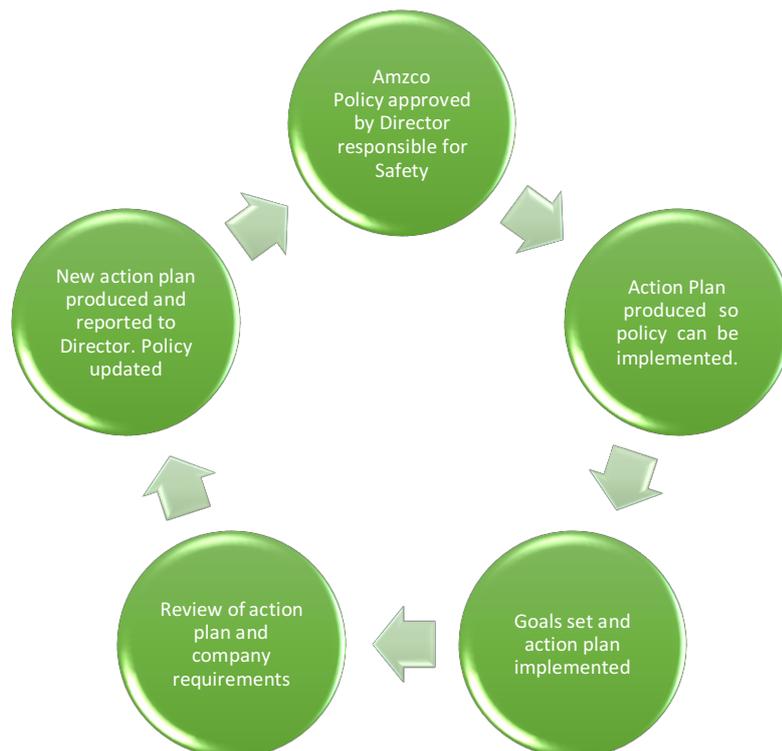
Employers and employees have a legal obligation to comply with statutory regulations on safety. Failure to maintain proper safety standards may result in criminal liability for breaches of regulations and civil liability for the company, the directors and the employees in cases where injury or death may occur from negligence. In addition, the resulting injury, damage, waste or disruption can seriously affect the moral, prosperity and home lives of all the companies' employees. All persons working for or with Amzco Ltd will work to this policy or to a standard which is in place at the time while Amzco Ltd work towards improving Health and Safety.

Amzco Ltd will not accept unsatisfactory health and safety standards from its employees, sub-contractors or consultants. Being in breach of this policy or current standards may result in termination of contract with immediate effect. Amzco Ltd understand that we are currently below the expected standard for health and safety within the UK, and to assist Amzco Ltd to progress we will establish an action plan which will be reviewed annually to set priorities for the following year.

The production of an action plan will allow Amzco Ltd to benchmark their position within the UK against other businesses with similar risks.

The action plan will lay down improvements required and timescales in which they would be expected to be rectified. These may change during the year with areas of increasing concern taking precedence

Strategy for implementation of policy



The general principles employed are as follows: **Risk Assessments**

In compliance with regulation 3 of the Management of Health and Safety at Work Regulations 1999, Amzco Ltd will ensure that all the risks have been assessed and the relevant risk assessments have been completed. To ensure that appropriate measures are put in place in response to the findings of the risk assessments and that these measures are implemented. Any actions arising out of those risk assessments are implemented. Risk assessments will be reviewed annually or earlier if working conditions change.

Information Instruction and Training

Information will be provided to all staff members to ensure they have the relevant instructions to carry out their role in a safe manner. Instruction may come verbal and written instruction.

Verbal: In the event of verbal instruction these must be backed up with a written confirmation that they have been understood.

Written: Written instruction must be in plain English and the person giving the instruction must ensure that it is fully understood, written confirmation must be obtained.

In the event of foreign nationals written or verbal instruction can be translated by a third party, written confirmation must be obtained to prove they have been fully understood.

Training is a central component to the health and safety of employees and third parties. The company recognises the need to ensure that all employees are given appropriate training support to enable all tasks to be completed effectively and safely.

Training will be fundamental in ensuring competent staffing of all business areas.

Regular risk assessments across the range of business activities together with employee appraisals will determine the level of training needed for each job role.

Safe Systems of Work

Where a process has been highlighted as hazardous to the health and safety of staff or others a safe system of work will be formulated by Amzco Ltd to ensure the operators have a written procedure in place to inform them of the safe methodology to carry out the task. Although this is not a legal requirement Amzco Ltd feel providing staff with higher levels of information will assist them in carrying out their roles competently and safely.

Auditing

To ensure that this policy has been understood, and has been interpreted correctly and that required standards are maintained, an annual internal audit will be undertaken. The implementation of recommendations made will be monitored.

The checks will assess:-

- ◆ Amzco Ltd office and associated activities
- ◆ Amzco Ltd on site risk assessments on AD plants
- ◆ Amzco Ltd management of control measures

In addition to this annual audit, audits will be carried out in all business areas by the relevant management.

Auditing will be carried out as follows.

1. Construction site managers – High Risk activities - Weekly recorded inspection of site.
2. AD Plant Manager – High Risk activities - Weekly recorded inspection of plant.
3. Office Manager – Low Risk activities - Monthly recorded inspections.
4. Area manager and cluster managers – Fortnightly recorded inspections
5. Health and Safety Manager – Fortnightly or monthly recorded inspections.
6. Directors – Monthly recorded inspections.

Record Keeping

To ensure that the required systems and procedures are maintained and that a safe system of work is consistently operated, it is necessary to undertake regular checks on certain control aspects. The checks that each Manager responsible for health and safety will need to complete will be listed on a 'Health and Safety Matrix'

The Health & Safety Forum

The Company under the Health and Safety (Consultation of Employees) Regulations 1996 has a responsibility to provide methods of consultation and communication. The Company recognises that staff involvement in the management of health and safety is vital, as health and safety is the responsibility of all management and employees. A Health & Safety Consultation Forum consisting of Health & Safety Manager and employees will be established to fulfil this responsibility.

The Forum will be held on site / plant and will include a tour of the site / plant. It will be held at least once a month prior to the Governance group meeting.

Amendments & Updates

Due to changes in work practice or legislation it may be necessary to add further guidance or additional risk assessments on specific tasks. All necessary guidance and information which is to form part of the procedures or appendices must be submitted to the Group Health & Safety Manager for approval.

If any of these changes are considered to have considerable impact on the business of Amzco Ltd then the Group H & S Manager will take such matters to the Health and Safety Governance Group and Directors for their approval.

All amendments to the policy must be submitted to the Group Health & Safety Manager who will present these changes at the next Health & Safety update for the Directors review and approval.

Management Review Process

The Health & Safety Governance Group through the consultation with the Health & Safety Manager, will review the health and safety management within the company on a quarterly basis. This review will allow for any corrective action to be taken, assess if agreed objectives have been achieved and review the policy/risk assessments in the light of new data.

The report and recommendations of the Health & Safety Governance Group will be presented to the Directors Group on a bi-annual basis for formal review and approval.

The Company recognises the need to learn from accidents or 'near misses' that occur within the business and to examine the cause of such accidents or 'near misses' to prevent a recurrence. To ensure that this occurs all accidents and 'near misses', however minor, to all employees and third parties will be recorded in an accident book.

The Group Health & Safety Manager will provide a summary of all accidents and incidents to the Health and Safety Governance Group in the quarterly report.

On an annual basis, an analysis of all accidents will be carried out and discussed by the Health & Safety Governance group who will recommend priorities for action to the Directors for the following year.

All serious accidents will be examined by the Health & Safety Governance Group.

Amzco Ltd H&S Organisation Structure

Director Responsible for Safety (MD)

Director Responsible for implementing Safety

Group Health and Safety Manager

Construction Manager

Site Managers

Sub contractors

Employees

Plant Operator

Contractors

Operations Manager

Plant Manager

Fire Warden

First Aider

Safety Rep (Forum Member)

Farming and Feedstock Manager

Contractors

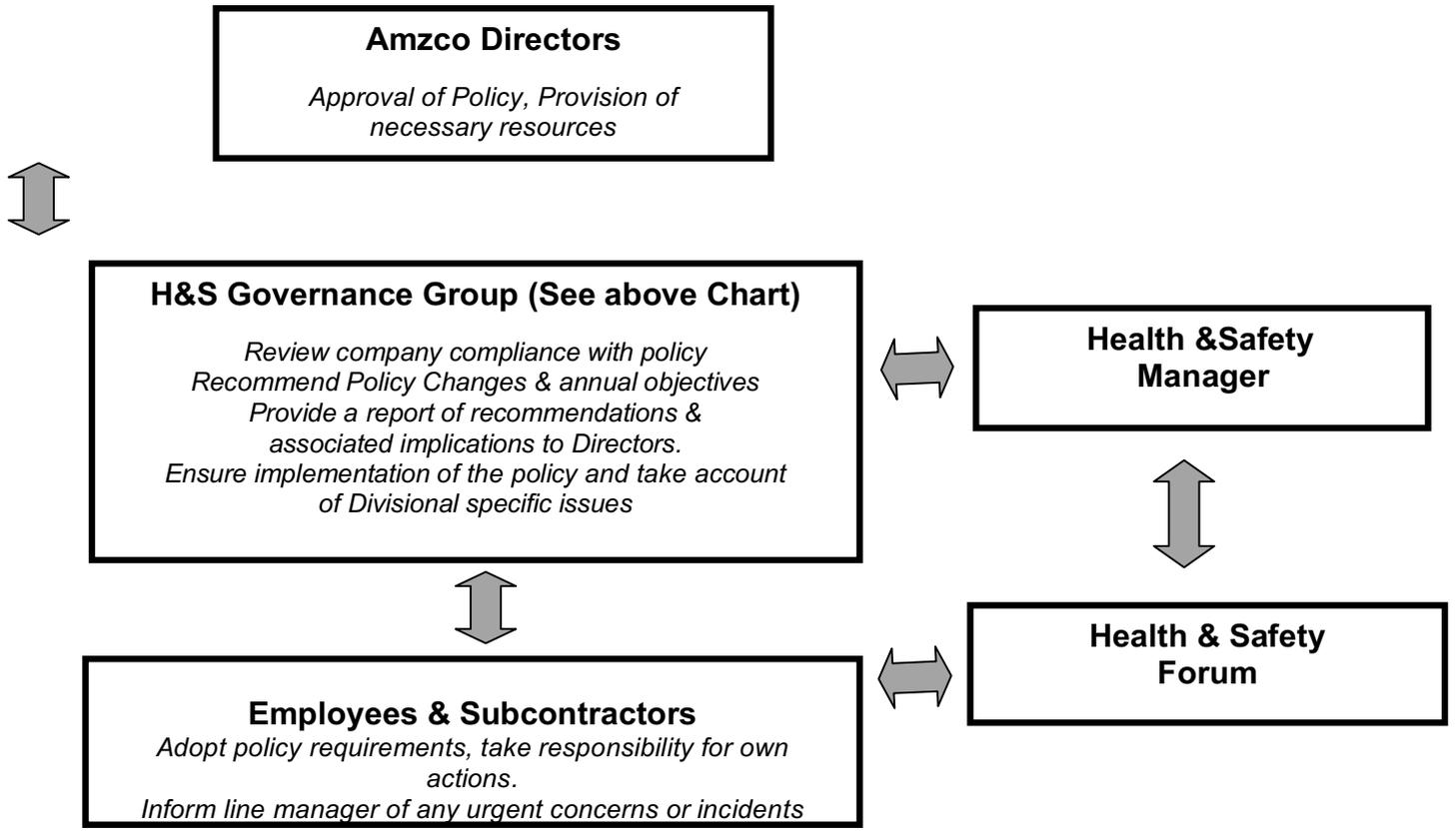
Visitors

Suppliers

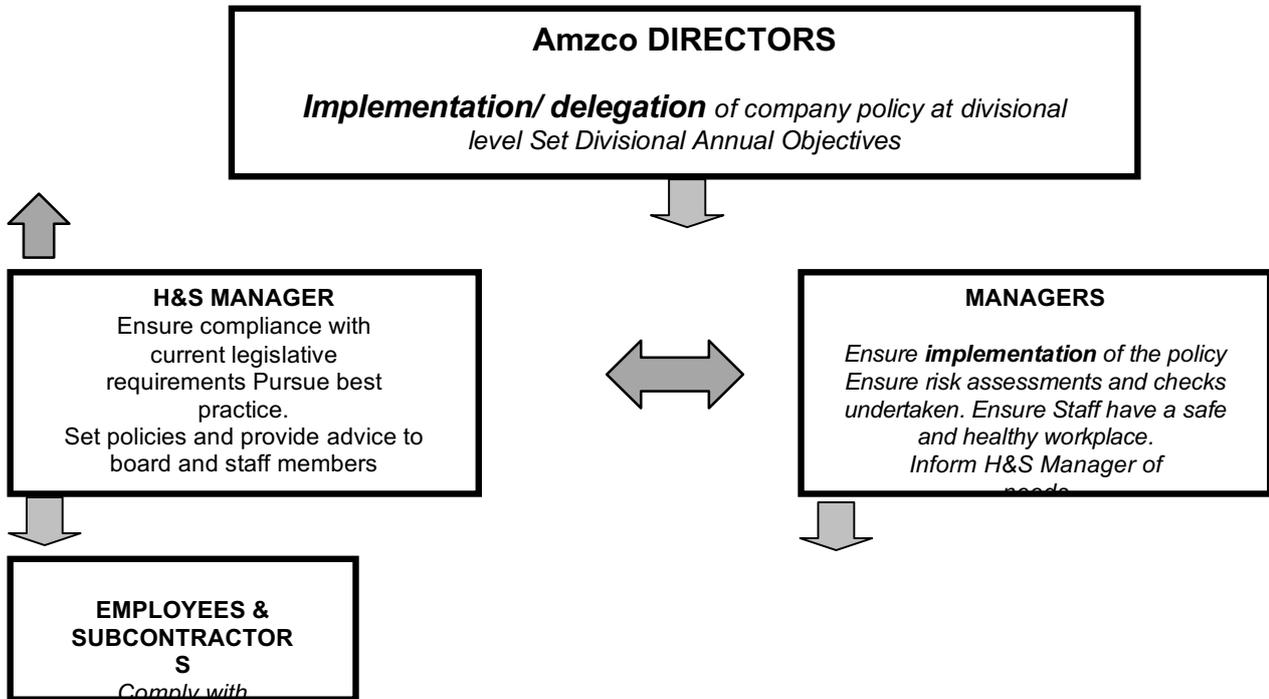
Safety Rep (Forum Member)

Flow of Information

Policy, Review, Audit, Consult



Implementation



RESPONSIBILITIES

Amzco Ltd HR Directors

- ◆ Are responsible for ensuring that adequate resources are budgeted for and made available to enable the health and safety policy to be implemented and operated within the company.
- ◆ Are responsible for ensuring the review of Company performance with regard to implementation of the health and safety policy.
- ◆ Are responsible for ensuring that day to day management of health and safety is delegated to the respective nominated Senior Managers and AD plant Operation Managers and Operators.
- ◆ Are responsible for the approval of the Health & Safety policy.
- ◆ Approval of the annual company Health & Safety objectives.
- ◆ Ensure that health and safety is given equal importance to all other business priorities.
- ◆ Are responsible for implementing the policy.
- ◆ Are responsible for ensuring that competent persons are employed to enable Amzco Ltd to carry out its statutory responsibilities.

Health and Safety Governance Group

- ◆ Will review reports & recommendations from employees, and company performance with regard to the implementation of the H & S Policy.
- ◆ Will provide a bi-annual performance review to the Directors, providing recommendations to be made and related implications of these.
- ◆ Review serious accidents & incidents that occur in divisions and provide recommendations for the prevention of the recurrence of such events to the Directors.
- ◆ Ensure that the health and safety policy and respective risk assessments are reviewed and up to date.
- ◆ Will review the accident/incident reports and consider any further action required.
- ◆ Review any training needs.
- ◆ Provide recommendations to the Directors for future improvements to the implementation and operation of the Health & Safety Policy.
- ◆ Ensure the minutes are distributed to the Directors for approval

Group Health and Safety Manager

- ◆ Will formulate the annual Health & Safety objectives for submission to Directors.
- ◆ Provide technical advice and support for the Line Managers, with regards to the implementation of the health and safety policy.
- ◆ Will provide a quarterly report to the Health and Safety Governance Group regarding the performance of health and safety management within the Company.
- ◆ Review potential impacts of new legislation on the Company and advise the Health and Safety Governance Group of appropriate actions required.
- ◆ Review accident and incident data.
- ◆ Ensure that the monthly checks are undertaken in accordance with the H&S matrix.
- ◆ Review the implementation of Health & safety audit recommendations.
- ◆ Facilitate delivery of risk assessments on all new sites and sites with changed procedures or updated equipment
- .

Managers

- ◆ Must ensure staff have access to health and safety documentation.
- ◆ Ensure all appropriate training is carried out for their staff; e.g. awareness of Divisional specific risk assessments, fire, COSHH and manual handling, Lone Working, Driving, Travel abroad etc.
- ◆ Ensure, when required, Personal Protective Equipment (PPE) is provided, maintained and replaced and that staff are trained on its use.
- ◆ Carry out lone workers, young person, expectant mothers and stress risk assessments etc. as required.
- ◆ Ensure any work equipment in disrepair is appropriately signed and isolated if safe to do so.
- ◆ Ensure hazards are identified, investigated and addressed.
- ◆ Ensure that inspections of floor areas, fire routes, walkways and stairways are undertaken.
- ◆ Action all risk assessment recommendations.
- ◆ Ensure health and safety induction training is undertaken within appropriate timescales and records signed in the H & S training records.
- ◆ Ensure all staff attend annual refresher health and safety training through team meetings.
- ◆ Ensure that health and safety is given prominence at review meetings within their teams.
- ◆ Identify the need to retrain employees.

- ◆ Ensure training records are kept up to date.
- ◆ Ensure Divisional specific risk assessments are completed for all company controlled construction operations, AD plant operations, farming operations and office based activities. In addition to operational requirements, risk assessments to include lone working, travelling, driving, and display screen equipment.
- ◆ Ensure all accidents/ incidents and near misses are recorded appropriately and reportable accidents/situations are reported appropriately.
- ◆ Ensure that all staff aware of the Amzco Ltd requirements specific to their tasks and these are monitored.
- ◆ Liaise with senior managers in regards requirements for the plant / site.

All Employees

- ◆ Required to conduct themselves in such a manner as not to put the health and safety of themselves, their colleagues, visitors or other persons at risk.
- ◆ Must follow all safe working procedures, which form part of their ongoing training.
- ◆ Will report any hazards to their line manager in a timely manner.
- ◆ Will look after equipment which is designed to protect health and safety.
- ◆ Must ensure office work is conducted in a safe manner.
- ◆ Must follow the rules when handling machinery and plant, chemicals, ensure correct lift posture when manual handling and use equipment as instructed.
- ◆ With Company cars undertake weekly checks, serviced when required; and that the first aid kit is available.
- ◆ Must not interfere with anything provided in the interests of safety which could lead to an accident or injury.
- ◆ All personal protective equipment (PPE) issued to employees must be worn when required, stored safely and any damaged reported to the line manager immediately.
- ◆ Must only carry out tasks which they have been appropriately trained to do.
- ◆ Must not mess around or play practical jokes which could lead to injury to themselves or others.
- ◆ Must be aware of the location of the Accident Book and record all accidents / incidents and near misses that occur. Line management must be informed of all incidents.

Home Workers / Field Workers

- ◆ Must ensure that the first aid kit kept in any company provided car is maintained.
- ◆ All staff working from home must ensure the working area is safe and that risk assessments are carried out.
- ◆ When working abroad, if they have concerns regarding health risks associated with the relevant country, they must express these to their line manager and ask for further guidance. The decision to act on the advice is up to the employee.
- ◆ For those who organise their own diary, they must liaise with their office administrator or line manager and provide them with details of their onsite contact/ flight/travel/meeting times and estimated duration of work or return.
- ◆ If at any time a field operative feels that they are at risk they must take the appropriate action to avoid any harm to them and ensure that an incident report form is completed and forwarded to the line manager for investigation and risk assessment.

FIRE WARDENS

- ◆ To ensure that all routes of escape are left clear.
- ◆ To carry out weekly inspections of the firefighting equipment and fire detection equipment.
- ◆ To log these inspections in a record book.
- ◆ To carry out fire drills at regular intervals at least annually.
- ◆ To inform the group health and safety manager of the results of said drill.
- ◆ To assist with carrying out fire risk assessments and reviewing them.
- ◆ Point out any problems with the storage of flammables.
- ◆ To check fire doors.
- ◆ Carry out head count in the event of a fire and instruct the emergency services of any condition they may need to know about.

FIRST AIDERS

- ◆ To ensure the first aid box is suitable for the site requirements.
- ◆ To issue items from the first aid box.
- ◆ To ensure the first aid box and eye wash stations are stocked correctly.
- ◆ To perform first aid on personnel who require it.
- ◆ Ensure that after an accident the investigation manager is aware of what first aid was given and any first aid equipment used.
- ◆ To assist with any accident investigation.

SAFETY REPS

- ◆ To assist the manager with matters regarding Health and Safety.
- ◆ To assist with any accident investigation.
- ◆ To ensure employees use safe working practice's.
- ◆ To provide information to the company regarding concerns raised by employee's.
- ◆ To attend the Health and Safety Forum.

VISITORS

- ◆ To comply with the company's policy on health and safety.
- ◆ Not to interfere with anything regarding health and safety.
- ◆ Use any protective equipment that is required.
- ◆ To make the company aware of any personal issues that might affect the way the company deals with an emergency.
- ◆ To not knowingly do anything which may harm them or others.
- ◆ Stay with the employee who is their escort during their visit.

CONTRACTORS

- ◆ To be vigilant to their own and the safety of others that may be affected by their work.
- ◆ To keep Amzco Limited advised of any accidents they may have had.
- ◆ To issue the company with suitable risk assessments for the tasks they carry out for Amzco Ltd.
- ◆ Only use tools and equipment that meet current legislation requirements.
- ◆ Ensure all their employees have been trained and are competent for the tasks they carry out.
- ◆ To provide PPE for their own use in accordance to the risk assessment and Amzco Ltd policy.
- ◆ To provide a safe system of work for all hazardous operations.
- ◆ To work in accordance to Amzco Ltd health and safety policy and procedures.
- ◆ To complete a sub-contractor pre-qualification questionnaire before starting work with Amzco Ltd.
- ◆ To inform Amzco Ltd of any prosecutions or pending legal action against them with regards health, safety or the environment.
- ◆ To provide competent health and safety advice to their employees.
- ◆ Carry out regular site safety inspections to ensure their own policy is being adhered to

GENERAL ARRANGEMENTS

ABRASIVE WHEELS

Here at Amzco Ltd we are very conscious of the risks involved with the use of abrasive wheels and ensure that we have competent and certificated persons to fit abrasive wheels to all our cutters and grinders.

Using the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) we constructed our policy on abrasive wheels. Incorporating parts of the Abrasive Wheels Regulations 1970 as this is a more specific regulation towards abrasive wheels, although superseded by PUWER 98.

Where possible on site all cutting will be carried out in a specific area, reducing the risk to others from sparks and flying debris or if required by our environmental or general risk assessments, this will be discussed in the planning stages and assessed daily. Permits may also be required for specific cutting operations these will be obtained prior to commencement. Only trained competent persons will change the abrasive wheel. Proof of competency will be required prior to approval being given. A list of approved personnel should be logged with the manager.

ACCIDENT / INCIDENT & NEAR MISS REPORTING PROCEDURE

Although we take great care and believe all accidents are avoidable it is inevitable that incidents will occur within the company from time to time. We aim to reduce the possibility of accidents by good safety management procedures as these are crucial for understanding and reducing the percentage of accidents. We take our responsibilities as a conscientious employer very seriously. Through the reporting of accidents to the HSE they are able to identify accident trends, take remedial action, provide guidance and produce legislation where necessary. The same is done within our company structure. All accidents incidents and near-misses are to be reported to the manager. The manager will record the facts in the site accident book, and/or using our accident report form. All accidents/incidents and near misses must be reported to the group health and safety manager immediately via telephone or email. If required under Reporting of Incidents Diseases or Dangerous Occurrences Regulations 2013 (RIDDOR) he will inform the HSE of the incident.

The collection of accident/incident and near miss data will allow us to build a clearer picture of the safety situation within the work place. The data will be collected and stored either in locked filing cabinets or on password protected computers to maintain confidentiality in accordance with the Data Protection Act (DPA) 1998. We will use the data collected to compile accident statistics. These are recorded on computer with the Group H&S Manager. Personnel details will be removed. Individual trends will be noted but not published.

The H&S Manager will compile a report for the safety director and HSE regarding all major incidents which are reported under RIDDOR.

For minor incidents (incidents not reportable under RIDDOR) the manager will record it on our accident form with recommendations to prevent a reoccurrence. This document will be issued to and reviewed by the group health and safety manager. Any further recommendations required will be noted and published to the manager.

ACCESS- CONTROL OF PERSONS

In order to minimise risk of injuries to persons Amzco Ltd controlled sites are controlled areas. Within the site there may be restricted areas requiring specialist equipment or training to enter. This is where the control of persons is important. From the planning stages consideration is given to potential hazards.

Training programs may also be run in order to achieve an understanding within our workforce.

Every visitor to any one of our sites must report to the site office this is located in a green zone (safe zone). In the site office visitors will either wait, leave goods or be inducted. Only once they have undergone the site induction and if they are wearing the correct PPE will they be allowed on site. All visitors will be accompanied around site by a representative of Amzco Ltd.

Security on site is crucial and controlling visitors both lawful and unlawful will help to ensure the safety of our staff and the visitor themselves.

Access to site may also affect members of the public, Amzco Ltd will provide traffic management plans to ensure their safety when passing our site. This may include signage, member of staff being present or protected walkways. In all instances Amzco Ltd will ensure these measures do not affect the health, safety or welfare of the public.

ASBESTOS

Asbestos is a risk to health when airborne asbestos fibres are inhaled. It can cause a number of asbestos-related diseases which are all incurable. With this firmly in mind we ensure we are always conduct an asbestos survey. If the presence of asbestos is discovered or is likely to be found a note of its location will be made on a register.

Regular checks will be made to ensure no damage has occurred and been left unnoticed. To reduce any risk to employees, contractors, visitors and the public, any work on asbestos containing material will only be carried out by specialist contractors. All employees are advised to report any damage or potential risk immediately. In the instance of Asbestos being present on adjacent property the manager will inform all visitors, contractors or other staff members of the position and state of the ACM. If possible ACM is found within the boundaries of the Amzco Ltd site, it must be reported immediately to the group health and safety manager and all staff. Additional information can be obtained from the Control of Asbestos Regulations 2012. ACM should be removed from site with a licenced contractor unless express permission is given by the Group Health and Safety manager. In this instance reference should be made to our procedure for asbestos.

ALCOHOL AND DRUGS

The use of alcohol and drugs in the work place is a growing concern to employers. The risk to health and safety of employees and others who may be affected by their acts and omissions is very obvious.

We have as an employer not only a common law duty to provide a safe working environment but also several other important pieces of government legislation are involved where alcohol and drugs are concerned, including the Misuse of Drugs Act 1971, and the Misuse of Drugs Regulations 2001. We also have a moral duty to ensure our employees do not endanger themselves when at work.

Our alcohol and drugs policy does not differentiate between illegal drugs and drugs prescribed by a doctor or bought over the counter. Drugs bought over the counter have warnings printed on the packets and information sheets provided, giving details of side effects which may affect the co-ordination of the employee. It is the duty of the employee to provide details of any drugs he/she has taken or requires.

Any drug which is illegal to purchase is banned from all Amzco Ltd sites.

Any drug which is classed as a Legal High is banned from all Amzco Ltd sites.

Similarly with alcohol all alcohol is banned from Amzco Ltd sites. It is the employee's duty to provide us or his employer with information if he/she has a problem with alcohol abuse. If an employee has been drinking the previous night it is their responsibility to ensure they are fit for work the following day and if they feel over the limit not to attend work. If Amzco Ltd feel the employee is under the influence of alcohol the employee will be asked to leave the premises and if they have driven to work the police will be informed.

It is sometimes hard for people to gauge as alcohol levels change with each person. Our alcohol and drugs training procedure aims to educate employees in the dangers and recognition of signs leading to alcohol or drug abuse. This is carried out in the form of posters, toolbox talks and the provision of a route to counselling if requested. Due to the danger involved in this business it is vital we deal with anyone

reporting for work in an unfit state properly.

Our procedures for alcohol and drugs are: -

- ⇒ Zero tolerance for illegal substances.
- ⇒ All other drugs must be approved by doctor for use at work.
- ⇒ Alcohol is 40 mg per 100ml of blood (half the drink drive limit).
- ⇒ Anyone found to be taking illegal drugs or consuming alcohol while on company premises or in company vehicles will be subject to disciplinary action this will be instant dismissal from the site.
- ⇒ Anyone who feels they have a dependency on either drugs or alcohol will be advised of the actions they are required to take, before attempting to work. (this will include seeking advice from their doctor and / or professional counselling)

We expect any employee with a dependency problem to advise the HR dept. of any issues they have so we can begin to help.

The disciplinary action that will be taken if alcohol or drugs are believed to be misused on company premises are as follows:-

(This does not include employees who have been tested and found to have traces in their system)

In the first instance employee will be interviewed by their manager regarding the allegation and evidence gathered for the employee and company.

If found to be misusing alcohol or drugs the employee will be suspended without pay from work until further investigations can be made, or an appeal has been raised by the individual. (This will not exceed 7 working days).

Any evidence will be forwarded to the employee and an interview will take place with the employee.

If the employee is found to be guilty of committing an offence against the company policy they will receive written confirmation of dismissal from work. This will be of immediate effect.

Anyone found to be dealing or in possession of drugs on our sites will be reported to the police.

CDM REGULATIONS

The Construction (Design & Management) Regulations (CDM) are the main set of regulations for managing the health, safety and welfare of construction projects.

CDM applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

This guide is based on sound industry practice and will help small businesses and organisations deliver building and construction projects in a way that prevents injury and ill-health. Amzco Ltd will ensure the CDM regulations 2015 are followed at all stages of the construction process.

Notification

If the project is to run for more than 30 days or 500 man hours it must be notified.

The information should be sent to the HSE using the F10 form. This can be electronic or paper based.

The electronic form can be found at the following address.

<https://www.hse.gov.uk/forms/notification/index.htm>.

If you print the form to send manually it must be sent to the following address. F10 Scanning

Centre

HSE, c/o Central Despatch Redgrave Court

Merton Road Bootle Merseyside L20 7HS

Amzco Ltd will ensure they carry out their duties under these regulations to the best of their ability and provide resources to ensure all other parties are able to fulfil their duties under the same regulations.

Responsibilities

There are six main responsible persons within the regulations, these are:-

| | |
|---------------|-----------------------------|
| Client | Principal Designer |
| Designer | Principal Contractor |
| Contractors | Worker |

Client Responsibilities

- designers, contractors and other team members that they propose to engage are competent (or work under the supervision of a competent person), are adequately resourced and appointed early enough for the work they have to do. Guidance on assessing competence is given in the CDM regulations;
- They allow sufficient time for each stage of the project, from concept onwards;
- They co-operate with others concerned in the project as is necessary to allow other duty holders to comply with their duties under the Regulations;
- They co-ordinate their own work with others involved with the project in order to ensure the safety of those carrying out the construction work, and others who may be affected by it;
- There are reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out, so far as is reasonably practicable, safely and without risk to health. (This does not mean managing the work themselves, as few clients have the expertise and resources needed and it can cause confusion);
- Contractors have made arrangements for suitable welfare facilities to be provided from the start and throughout the construction phase;

- Any fixed workplaces which are to be constructed will comply, in respect of their design and the materials used, with any requirements of the Workplace (Health, Safety and Welfare) Regulations.
- Relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to them in order to comply with Regulation 10.

Principal Contractor's responsibilities

- Satisfy themselves that clients are aware of their duties, that a CDM
- Co-ordinator has been appointed and HSE notified before they start work;
- Make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase;
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site;
- Ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health.
- Requests from contractors for information should be met promptly;
- Ensure safe working and co-ordination and co-operation between contractors;
- Ensure that a suitable construction phase plan ('the plan') is:
 - (i) Prepared before construction work begins,
 - (ii) Developed in discussion with, and communicated to, contractors affected by it,

(iii) Implemented, and

(iv) Kept up to date as the project progresses;

- Satisfy themselves that the designers and contractors that they engage are competent and adequately resourced.
- Ensure suitable welfare facilities are provided from the start of the construction phase;
- Take reasonable steps to prevent unauthorised access to the site;
- Prepare and enforce any necessary site rules;
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;
- Liaise with the CDM co-ordinator on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan;
- Provide the CDM co-ordinator promptly with any information relevant to the health and safety file.
- Ensure that all the workers have been provided with suitable health and safety induction, information and training;
- Ensure that the workforce is consulted about health and safety matters
- Display the project notification.

CONFINED SPACES

Under the Confined Space Regulations 1997 a confined space can be either a place which is substantially, though not always entirely, enclosed or a place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the confined space or nearby. Some confined spaces are not easily identified while others are obvious, such as closed tanks and drains. A confined space may not necessarily be enclosed on all sides; some other confined spaces may only become confined occasionally depending on the work being carried out.

In the first instance Amzco Ltd will attempt to have the works carried out by other means to prevent personnel having to enter confined spaces.

We will ensure when planning work, consideration is given to the fact work may become enclosed after the work has begun.

Only confined space trained operatives will be allowed access using a system of control measures including the issue of a permit to work, to ensure no unauthorised persons enter the area, and the correct control procedures are put into place to protect the worker. The permit will include details of any specific tools required for the work, who will be carrying out the work and what method of rescue will be in place. All areas classified as confined space, will have a top man present during all works. And a system in place to provide notification of who is within the space while work is carried out. (tally card or similar)

C.O.S.H.H. (Control of Substances Hazardous to Health)

Many of the substances used by Amzco Ltd are classified under the Control of Substances Hazardous to Health Regulations 2002.

We ensure an assessment is carried out on all substances used within the company that may affect the health of our employees and others.

We also deal with microorganisms such as Leptospirosis (Weils Disease) in our daily work processes.

If required an exposure limit will be set on substances used the exposure limits can be found in the HSE publication EH40.

The C.O.S.H.H Assessment is fundamental to the safe system of work adopted for the use of substances within the company. It is also required under legislation.

The assessment is carried out by a competent person after information is provided by the manufacture or supplier on the substance. A COSHH assessment request form can be sent from site if substances have been supplied direct to them. These must be accompanied by the material data sheet for the substance.

The form gets sent to our Group Health and Safety Manager who will then provide an assessment on the material or substance.

After the substance has been assessed Amzco Ltd will ensure all protective measures are taken to prevent harm to the user and others this will include the provision of PPE. The health and safety manager will provide details of the correct type to be used for each substance.

Health surveillance will be carried out and if required occupational health experts will be involved. This will include checking skin condition and asking the operative if they have experienced any ill health during or after using a substance.

Records will be kept of all monitoring for at least 5 years. If they are representative of a personal exposure for an identifiable substance such as Asbestos or Silica employee records will be kept for at least 40 years. All employees will be briefed on the C.O.S.H.H Assessment for the substance used and receive toolbox talks regarding C.O.S.H.H

C.O.S.H.H. Management Action Plan.

1. Gather information about the substance which is being used or is to be used – such as labelling, safety data sheets. Evaluate the work process and working practices.
2. From the information gathered and observations made, decide if there are likely to be or are any risks to health.
3. Decide what action needs to be taken to prevent exposure (Priority), or control exposure.
4. Take all actions necessary to ensure that all control measures are properly used and maintained.

Decide if there are any requirements for exposure monitoring and health surveillance. Provide necessary information, instruction and training.

5. Record the assessment.
6. Inform staff who may be exposed of the hazards associated with the substance through tool box talk briefings
7. Review the assessment regularly and revise if required.
8. Inform staff of any revisions.

CRANES

Cranes are common place within our business and still pose a very real danger to all who work near them. On average there are 17 fatal accidents each year involving lifting operations, we don't want to become part of those statistics. Company policy require that safe systems of work be developed. These are crucial to minimising the risks involved with heavy lifting. Our safe system of work follows a standard format, starting with thorough planning of the operation along with suitable selection and provision of equipment. We also ensure all equipment is maintained, tested and examined by trained and competent persons as necessary. **Lifting accessories are to be tested 6 monthly** – Chains, strops, shackles, skips, stillage's etc.

Lifting Equipment is to be tested 12 monthly unless lifting persons – cranes, lorry loaders, hoists. All equipment is to be operated and directed by trained and competent people.

A lift supervisor must be present during all lifts, in the event of a basic lift this can be the competent slinger signaller. Under no circumstances can the crane operator be the lift supervisor for their own lift.

This person must have the authority to stop a lift in the event health and safety is compromised.

We also require all certification to be in date and provided prior to the lift being carried out.

Any damaged or unserviceable lifting accessories must be removed from service and re-tested or destroyed. Unauthorised use of equipment, by both workers and members of the public who may be trespassing must be prevented. It is our duty to ensure the safety of all persons, both those involved in the lift and of those not involved but may be affected by the lifting operation. This will include persons attempting Suicide. All cranes must be secured to prevent unauthorised access and use. Both during and after the lift has been carried out.

CONSULTATION

Amzco Ltd will consult with its staff members on health and safety matters. In the first instance all staff will receive an induction carried out by their manager.

Weekly Toolbox talks will be given by the manager on a relevant subject to continually inform the members of staff of health and safety issues which could affect them.

Bi monthly meetings of the Health and Safety Forum will be held so the representative of employee safety can speak openly and frankly about safety concerns they may have or to put forward ideas of how we can improve safety within the workplace.

The findings of the Forum will be taken to the Governance group by the Group Health and Safety manager so that directors are made aware of any issues further down the chain of command.

Amzco Ltd also have an open door policy so that contractors or staff members can speak directly to the Group Health and Safety Manager or Director Responsible for Safety. For contact details please speak to the Amzco Ltd HR department.

DIRECTOR TOURS

To ensure safety is driven from board level down, directors for Amzco Ltd will carry out tours of all sites and plants currently under the control of Amzco Ltd. These will not be just safety tours but will look at operations, performance and safety. The directors will compile a report of any findings and issue to the manager for the team to action.

Monthly health and safety director tours will also be carried out these will be formal tours of the operations and look at health and safety concerns only.

Each month a different director will carry out the tour along with the Health and Safety manager, operations manager and the plant or site manager.

The tour will be led by the plant/site manager and will follow the format below.

1. Short introduction to the plant / site by the site manager.
2. A formal walk around the plant / site.
3. A debrief regarding any issues found.
4. A written report detailing all findings and concerns issued to the site manager.

A tour matrix will be provided to all directors and sites detailing who will attend and when.

DUST AND FUMES AND GASES.

Dust is taken here to mean anything that forms a powder or cloud and is a nuisance, including cement, wood, stone, fillers and plastics, straw, mud.

Fumes are defined as an amount of gas or vapour that smells strongly or is dangerous to inhale **Gases** are defined as an air-like fluid substance which expands freely to fill any space available, irrespective of its quantity.

The high speed cutting of loose materials can produce dust, tasks that produce dust will be identified under or procedure of risk assessment.

Measures will be put into place to control the presence of dust and fumes and gases being released into a respirable area on site, to reduce the hazard to employees and other working close to the source.

If dust is visible in the air consideration may have to be given to the application of C.O.S.H.H. as well as visible dust that can be seen in the air dusts can sometimes be so fine that it cannot be seen by the naked eye, these are also a cause for many serious health problems. Problems arising from dust and fumes and gases may include skin irritation, dermatitis, bronchitis, and nasal and other types of cancer. To prevent such problems arising the application of safe systems of work are maintained and exposure limits highlighted in EH40 are never exceeded.

Specific precautions and personal protective equipment may be necessary to reduce or eliminate the risk to health and safety. FFP3 mask are to be used as a minimum for cutting or drilling concrete and stone. FFP2 masks may be used for cutting wood or steel. All masks will be fit tested to the user before the operation is carried out. The selection of the mask is very important and an assessment should be made before any mask is purchased.

Dust in confined space is a particular hazard because of the known risk to health and the potential for explosion. To reduce dust within the work place we use systems such as dust extraction or watering down work pieces to reduce the amount of dust. Fumes are reduced by ensuring that all tools and equipment that create fumes are well maintained on a regular basis. All fume creating plant will be sited

far enough away from confined spaces and excavations to prevent fumes entering into the space and creating a dangerous atmosphere for the workforce.

Gas monitors will be provided and worn by operators to ensure they have a warning system present in the event of leaking gas. This will be worn at waist level to ensure that early warning is provided. Gas monitors will be maintained to a high standard to ensure they work correctly. Dust and fumes are also an environmental consideration and as such personnel should refer to the environmental policy for additional control procedures

DSE (Display screen equipment)

As part of its commitment to the safety of all its staff Amzco Ltd conduct DSE assessments for all its office staff and users of computers, the term user is as defined under the DSE regulations. All assessments will be conducted by the user themselves so a true account of the hazards can be determined, including stress, peer pressure, the assessment will then be evaluated by the HR Manager and health and safety manager who will propose any control procedures required.

DRIVING COMPANY VEHICLES

All drivers of company vehicles must provide a copy of their licence before attempting to operate our vehicles, a copy must then be sent annually to the HR Department to ensure we are aware of any penalties. All drivers will be expected to drive to the current legal speed limits for public roads and speed limits set by sites. All drivers are expected to driver in a courteous manner and to ensure they give themselves plenty of time to carry out their journey. If driving for more than 2 hours continuously drivers are expected to take at least a 15 minute break to relieve fatigue. No vehicle is to be overloaded on any occasion beyond its capacity; all drivers are to be aware of their vehicles capacity. It is the driver's responsibility to ensure that the tyre pressure, water levels, oil levels are all correct. Under No circumstances will any alcohol be allowed in any company vehicle, this will include travelling to and from the work place. Any evidence of alcohol found in vehicles will result in disciplinary action being taken against the driver. Neither the driver nor any passengers will smoke tobacco products within company vehicles.

Company vehicles will be maintained to a road worthy standard by the company. The company will ensure that insurances and road fund licence has been paid and are current.

For staff who are driving their own vehicles will maintain, insure and tax there vehicle to ensure it is road worthy and safe to drive. The company expect all drivers to drive in accordance to the Highway Code.

ELECTRICITY

Electricity and electrical installations on Amzco Ltd sites are a present danger. We are able to reduce the risks from electric shock and possible death by following simple guidelines and control measures.

We ensure all our equipment is suitable for the job and maintained accordingly under The Provision and Use of Work Equipment Regulations 1998 (PUWER).

Maintenance and repairs to fixed electrical installations will be carried out exclusively by our approved electrical contractor. No tampering or adaptation is permitted and is a disciplinary offence.

All work on electrical systems will be carried out under a permit to work system, this will include a system to lock out the item being worked on.

Other measures include highly visible signs marking locations and possible locations of potential electrical hazards. All cables discovered or encountered will be treated as live until confirmed as dead by a professional. Fixed electrical installations will be inspected and tested on a five yearly basis by an IEE approved electrical contractor. Office portable appliances will be tested annually. Site based portable tools will be tested on a quarterly basis or as required, in the event of 240v tools being used they must have an RCD fitted to them. 240V tools will require testing monthly. No operative will carry out repairs on electrical items unless authorised to do so by Amzco Ltd .

EMERGENCY PROTOCOL

In the event of an emergency on site all operatives will follow the site specific procedure set out by the site manager at induction.

A muster point will be set up and all site personnel will be briefed on its position at their site induction. The muster point will be away from any buildings and access routes into site. A warning system will be used to warn all operatives on site of an emergency.

All employees and visitors will sign in when they arrive on site and sign out when they leave, this register will be used in the event of an emergency as a roll call.

In the event of a serious emergency a spokesperson will be nominated to represent the company to the media. This person will be a member of senior management. Each site will have its own emergency protocol, and be available for all visitors to read.

FIRE PREVENTION

All Amzco Ltd projects have with it associated fire risks. We aim with our fire prevention policy to reduce those risks to a minimum. Every member of staff entering one of our sites or entering our yard will receive a fire briefing as part of their induction. This will not only cover Emergency procedures but prevention. Common sources of fire include;

- Ignition of flammable substances and fuels
- Sparks from cutting and welding
- Malfunction of electrical appliances
- Discarded smoking materials
- Arson and malicious fire-raising

Our fire prevention policy sets out measures to deal with each of these in turn;

- On our sites all flammable substances are kept away from sources of ignition in Flam Boxes these are fire resistant bunded containers clearly visible, located away from buildings and walkways.
 - All cutting and hot work will be supervised, relevant permits obtained and restricted to 'safe areas' if possible. Special attention should be paid to nearby combustible materials.
 - Electrical equipment is serviced and inspected regularly by qualified electrical contractor. Any faulty or damaged equipment is returned immediately for repair.
 - We operate a strict no smoking policy on all our sites. On site smoking is only permitted in designated areas which are signed.
 - All buildings are locked when not in use fuels and other flammable materials are stored safely in locked containers.
 - Boundary fencing and locked gates will be used to prevent unlawful access.
 - DSEAR areas are marked up to inform all personnel of the highly hazardous areas.
- Other considerations in our fire prevention policy cover buildings, on site temporary buildings and our head offices. On site buildings may include offices, canteens, drying rooms and toilets. These buildings

are often constructed with wall linings and hold combustible materials such as paper and may be placed on top of one another. All temporary buildings should be separated from the construction site or plant by a reasonable fire break. This gap should be as large as possible, but must be at least 6 metres. When a gap is less than this the building should be constructed of a fire-resisting material to BS476. When temporary buildings are stacked on top of each other the floors, roofs and other members should have at least 30 minute fire resistance. An adequate number and suitable types of fire extinguisher will be located about the buildings. Fire wardens will be present at sites, plants and the main office, these will have the responsibility of ensuring all personnel are safely evacuated and a role call is given. The fire warden will also ensure regular checks of firefighting equipment is carried out (weekly) and a fire drill is carried out annually.

FIRST AID

The company not only recognises its duties to employees, but also accepts responsibilities for dealing with visitors that may be injured by our acts and omissions.

The company will ensure that it has sufficient first aid cover for the number of employees and visitors at the premises or site. First aiders will all receive full training by a HSE approved provider this will be renewed every 3 years. All employees will be informed of the first aid arrangements, including equipment and personnel. This will require notices being posted and signs being displayed, provisions will be made for employees with language or reading difficulties.

We will ensure that there is sufficient and if necessary specific first aid equipment available on each site for example stretchers rescue man baskets. Maintenance of first aid boxes and eye wash stations are the responsibility of the first aider and will be carried out weekly a formal report will be provided showing these checks have been carried out. Maintenance of stretchers and lifting devices for persons will be carried out on a six monthly basis. Other responsibilities of the first aider may include recording of accidents in the accident book and reporting serious incidents or near misses to our health and safety manager. This would be at the discretion of the site management team.

FORKLIFT TRUCKS

The efficiency and safety of forklift trucks depends mainly on the competence of those who control, maintain and operate them. Operators must be properly trained in all aspects of forklift truck operation. Every employee who is to operate a forklift truck will have to pass an approved course and maintain their training records. They will also be required to have a permit to operate issued by their manager.

While stacking or unloading materials a qualified banksman should be used to assist the forklift driver with visibility issues. If a banksman is used they must be over 18 years of age and sufficiently trained in the workings of the forklift and be able to direct the driver as necessary. There are different types of forklift each suited to a different type of job. Careful thought must be given to ensuring the capacity is appropriate for the work to be done, for example safe working loads will be lower if the mast is tilted or the boom extended.

When stabilisers are fitted to a forklift they must be used in accordance to manufactures requirements.

When raising or travelling with a load care must be taken to ensure that the centre of gravity of the load is central to the length of the forks. Great care must be taken when stacking materials with a fork lift, key points to remember when stacking include;

- Locate stack on firm level ground
- Height must be no greater than three times the width
- Heavy items to be stacked at the bottom of pile
- Compactness and security of wedging to avoid sideways movement
- The avoidance of projecting or protruding items
- Security and stability of stack in high winds.
- The proximity of the stack to traffic routes.

All forklift trucks will be maintained on a regular basis. Our forklifts will be inspected on a yearly basis. All forklift trucks will be fitted with either ROPS or FOPS

ROPS = Roll Over Protection Structure. FOPS = Falling Object Protection Structure.

All forklifts will also be fitted with a levelling indicator, check valves which hold the load in the event of pressure loss and an indicator lamp which shows when the stabilizers are on firm ground.

The forklifts will not be used to lift persons unless fitted with a manufactures basket designed specifically for the type of forklift used. The basket must also be fitted securely to the forklift using the manufactures recommended fixings.

Further information can be found in the HSE booklet HS (G) 113

FOREIGN NATIONALS

Due to the increase in foreign nationals within the UK, Amzco Ltd take great care to ensure all employees and sub contract foreign nationals are able to carry out the work they are employed to do in a safe and considerate manner.

All foreign nationals receive a full induction into the company when arriving at site. Where a foreign national cannot speak good English or understand instructions in English Amzco Ltd will ensure that a translator is present at the induction to brief the employee on his duties and the site rules and procedures. No foreign national will be allowed on site to work unless they sign up to fully understanding our site induction and safe system of work including risk assessments and COSHH assessments. This is not to discriminate against foreign nationals but to ensure that all personnel on site are working in a safe manner and will not be placed in a position of danger due to a misunderstanding by a foreign national. Amzco Ltd will ensure our equal opportunities policy is adhered to at all times.

FUEL (THE STORAGE OF)

As flammable fuels are used daily on site they pose a very present danger to people and to property.

The main hazards are fires and explosions; everything must be done to lessen those associated risks.

First we must divide safety into two areas;

- The storage of substances
- The safe handling and transport of substances

On most sites highly flammable liquids (HFL'S) are stored in small containers ranging from about half a litre to 225 litres, (50 gallon). Provision must be made to store all these liquids regardless of the size of the containers. Preferred methods include 'flam boxes' lockable bunded portable storage boxes which are usually red and clearly identifiable, and purpose built compounds for larger or longer jobs. Guidelines for construction of purpose built areas must be strictly followed. Key points to include are;

- They must be constructed on a concrete sloping pad with a sump to catch leaks.
- A low sill should surround the area which is sufficient to contain the contents of the drums plus 10%.
- Thought must be given to locating any fuel storage areas as far away from any water courses as reasonable practical.
- The area should be located at least 2 metres away from nearby buildings or boundaries, unless the boundary forms part of a solid wall then the drums can be stacked up to one metre from the top.
- A roof should be constructed to protect the area from direct sunlight and rain water which can cause run-off and fill the sump with water limiting its capacity to contain leaks.
- All storage areas, bins and drums must be clearly marked, signs must conform to BS5378.

Other points to note;

- Stores must not be built below ground level, because vapours from spillages and leaks will not be able to disperse.

- Adequate cross-ventilation at both high and low levels is necessary
- The store and any Flam boxes must be kept locked when un attended
- A spill kit must be readily available and a container for collection and safe disposal of contaminated absorbents.
- Signs should be positioned on or near the store stating 'highly flammable'
- Naked flames, smoking, matches or lighters not to be allowed in the store, and signs stating this must be clearly displayed.
- The use of mobile phones in or immediately adjacent to the store should be prohibited. Notices to this affect should be displayed.
- Any lighting or other electrical apparatus must be flame proof.

All deliveries of HFL'S should be made directly in to store. Operatives should be advised to only take out of the store the quantity sufficient to enable them to do the job. Decanting and mixing to be done inside the store if possible. Funnels should be used to prevent spillage while decanting, drip trays should be used to catch any possible spills. Any spillage must be properly soaked up using the appropriate methods as per our environmental action plan and all residues placed into the metal bin and disposed of as hazardous flammable waste.

HAND TOOLS

All hand tools are to be inspected on a daily basis by the user. Any repairs to tools must be done by an approved repair specialist. Any hired tools will be returned to the supplier for any maintenance required. Tools owned by employees or sub-contractors, will be repaired and maintained at their own cost. All tools must be approved by Amzco Ltd prior to being used on site. All tools will be suitable for the task they are used for. Tools will be marked with a CE mark, and be intrinsically safe if used within an explosive atmosphere area.

If any tool is found to be defective it will be removed from use until it has been suitably repaired.

Any tool, which is beyond repair, will be disposed of in a way that it will not be possible to use it in the future.

HOUSEKEEPING

Housekeeping within the workplace is similar to the regime conducted at home putting things away tidily, not leaving things lying about for others to clear up or hurt themselves on. Good housekeeping is easy and everyone on site should be aware of it and let it become part of their daily routine. It's just as easy to put your tools away tidily as it is to leave them lying about on work benches, on the floor, on scaffolding, resting on pipes or other positions where they can create a tripping hazard, fall onto a person or be damaged in a fall. Incorporate good housekeeping into systems of work for example while dismantling scaffold stack it neatly with similar size tubes this will save time later on.

Some key points to remember;

- If dismantling anything, stack parts away neatly and tidily.
- Do not leave materials in walkways, they could cut off someone's escape route or cause a tripping hazard.
- If dismantling anything which leaves a sharp edge or point remember to remove or at least bend over any protruding items as they are a common cause of injury to feet and hands.
- All rubbish and waste should be placed in to appropriate skips or bins provided these will be clearly marked, all rubbish will be collected regularly to minimise risk of fire and disease.
- If high winds are present on site skips should be covered to reduce the risk of dust and waste being spread around site.
- If waste is placed into piles around site this must also be placed into the skip as soon as practicable.
- Tools that are broken should also be placed into skips rather than thrown onto the floor where they become a hazard to others.

LADDERS

We will ensure that ladders or stepladders are only used for work at heights if a suitable risk assessment has deemed them acceptable. Ladders may only be used in situations where other work equipment such as a scaffold is not justified because of the short duration of the work, or because of existing features on site that cannot be altered. Due to the inherent risks involved with using ladders we have introduced a permit to work system. Each time a ladder is required to reach an area other than for access or egress a permit is required. This permit will be issued by the site supervisor and be attached to the risk assessment. The permit will run for no longer than 1 working shift maximum. **Ladders must be the last resort.**

Briefly the other main requirements for ladders are;

- Ladders must only be used in conjunction with fall arrest systems, no ladder over 6 metres in height can be used for work.
- Under no circumstances must anyone interfere with a ladder which has been positioned by another person without first obtaining proper permission, “that ladder may just form part of someone’s escape route!”
- The surface on which the ladder rests must be of sufficient strength
- The ladder must be placed so that it is stable during use
- Ladders must be prevented from slipping by being secured at or near their top or bottom, or with anti-slip or stability devices, or by other effective means
- Access ladders to extend one metre above the landing place unless other hand holds have been provided.
- Rest platforms must be provided every 9 metres for ladder access routes
- Ladders to be used in such a way that the user always has a secure hand hold available

- The user must be able to maintain **3 points of contact with the ladder at all times** this will prohibit anyone from carrying items up with them.
- Ladders should be set, as near as possible, at an angle of 75° (a ratio of 1 unit of length out to 4 units of length up).
- Only one person is allowed on a ladder at any one time
- When a ladder must be left standing after working hours a ladder lock or board must be secured between the rungs to prevent unauthorised access, if the site is not made secure in another way which prevents unlawful access.

All ladders and stepladders are 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998 and, as such must be safe, suitable for the job and well maintained. Great care is taken to ensure our ladders remain in good condition and any damaged ladders are immediately destroyed if un-repairable or repaired to a sufficient standard.. All Ladders will have identification markings attached to them so they can be identified against the regime of inspection. These ID marking must be in a highly visible position. .

The inspections carried out will also be recorded on an inspection checklist The competent person will inspect the condition of the Stiles, rungs and treads, fittings rivets and welds and general condition of the ladder.

LIFTING GEAR

All lifting accessories are work equipment under the Provision and Use of Work equipment Regulations 1998 which require that an employer provide equipment that is suitable for the job and in good working order. These are but one set of regulations we must abide by the other relevant legislation which is LOLER. The introduction of the Lifting Operations and Lifting Equipment Regulations 1998 brought about specific legislation for lifting operations and lifting equipment that applies to all sectors of industries. We aim to ensure our lifting accessories such as (chains, slings, shackles, swivel, eye bolt, etc.) and any loose equipment used with lifting are compliant to the above regulations. The following table can be used by site management.

All Lifting gear will be inspected by a competent person from an external company. The regime of inspection will be 6 monthly or following an incident involving the lifting gear. A record of inspection will be kept in the offices of the work place where the lifting gear is being used. **Lifting gear is only to be used for lifting**, chains and strops may be handy to use when towing but this action can stretch the chain or damage the strop. Any lifting accessory used for this purpose must be removed from service until it has received a full re inspection by a competent person.

Chains, rope slings and lifting gear

Safety checklist

Prior to commencement of work

whilst work is in progress

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|---|--|
| <p>Ensure that an adequately trained, competent person is available to take charge of the operation</p> <p>Ensure that a current record has been issued and is available for each chain rope sling and lifting gear, or wire rope</p> <p>Ensure weekly or regular inspections are carried out by a competent person and a record made. (The format of the discontinued F91 Part 1 can still be used)</p> <p>Examine the slings that are provided and check that a thorough examination has been carried out and that a record is available</p> <p>Identify and ensure that all slings are clearly marked with the safe working load</p> <p>Ensure that correct and up to date copies of the Sling Chart and Safe Working Load Tables are available, when using multi-leg slings</p> <p>Ensure that only the correct crane signals will be used</p> <p>Ensure that a suitable rack is available for storing slings, etc. when they are not in use. Wire ropes should be stored in a dry atmosphere</p> <p>Ensure that the weights of loads to be lifted are known in advance, and that load weights are clearly marked</p> <p>Find out, in advance, the type of eyebolt fitted to the load, to ensure that the correct equipment, shackles, hooks and lifting beams are available on site.</p> | <p>Ensure that copies of the Sling Chart and Safe Working Load Tables are being used, where necessary</p> <p>Ensure that the correct techniques are being used for the attachment to the appliance and slinging</p> <p>Ensure, wherever possible, that the angles of slings are no more than 90 degrees</p> <p>Ensure that regular inspections of the equipment are carried out (see Appendix E)</p> <p>Limit the use of endless wire rope slings</p> <p>Ensure that wire rope slings are protected from sharp corners of loads by suitable packing's</p> <p>Ensure that slingers understand that 'doubling up' slings does NOT 'double up' the safe working load; avoid this practice if possible</p> <p>Prevent stops, slings and ropes from being dragged along the ground</p> <p>Ensure that hooks used for lifting are NOT also carrying unused slings</p> <p>Ensure that any unused leg of a multi-legging is correctly hooked back. The correct leg only should be used</p> <p>Ensure that unfit slings are removed from the site, and a responsible person informed</p> <p>Ensure that the crane hook is positioned above the load's centre of gravity</p> <p>Ensure that the load is free before lifting and that all legs have a direct load</p> <p>Ensure that 'snatch' loading does NOT take place</p> <p>Ensure that NO ONE rides on a load which has been slung and is being lifted</p> <p>Use tag lines to stabilise long or large loads</p> <p>Ensure that the load is landed onto battens to prevent any damage to slings, and to assist their easy removal</p> <p>Ensure that no one is under a load</p> |
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LIFTING PLAN

The use of a crane or other lifting appliance is a highly risky process and as such should always be properly managed and planned. Amzco Ltd will ensure all lifts carried out by our employees or sub-contractors cranes are carried out with a suitable lift plan written up prior to the lift taking place.. The lift plan will include items such as lifting accessories, position of crane, driver and slinger names etc. All lift plans will be completed by a competent appointed person who has received training in how to prepare a lift plan.

The plan will be issued before any lifting is carried out and the driver and slinger will sign to the fact they have read and understood the contents of the plan.

LIQUID PETROLEUM GASES

Liquefied Petroleum Gases (LPG) is used on our AD Plants.

Commonly known as propane or butane, such gases are colourless, odourless and heavier than air; an odouring agent is added so that any accidental escape of gas will be noticed.

As both gases are heavier than air at normal temperatures, any leakage will tend to fall to the lowest level and may become ignited at some considerable distance from the source.

The gases form an explosive mixture with air (between 2 and 10%) and react vigorously with oxidising materials. They are highly explosive when exposed to heat or flame and there is a risk of explosion if the cylinders are exposed to fire or over-heating.

When the gas consumption rate of a burner is greater than the evaporation rate within the cylinder, the vapour pressure drops. As a result, the liquid cools and moisture may condense, or even freeze, on the outside of the cylinder.

The main hazards associated with LPG include:

- Fire
- Explosion
- Asphyxiation

All LPG tanks should be marked with the proof test pressure and the test date, along with further identifications, if applicable, that the cylinder has been thoroughly examined and tested during the preceding five years.

LPG cylinders may be stored alongside others whose major risk factor is flammability or which are inert. LPG cylinders should not be stored near oxygen cylinders, other flammable liquids, oxidising materials such as sodium chlorate, toxic or corrosive substances. Such materials should be kept at least 3 metres away from LPG tanks

Adequate ventilation must be provided where LPG is used to ensure no build-up of gas occurs or oxygen is depleted.

Fire extinguishers, preferably of the dry powder type, should be placed around any storage compound. A minimum of 4.5.kg of dry powder is necessary for up to 450kg of LPG; 9kg for quantities above this.

LONE WORKING

It is our duty as employers to assess the risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations. Lone workers are those who work by themselves without close or direct supervision. Some examples of situations that might require lone working are given on the following below.

People in Fixed Establishments where:

- Only one person works on the premises, e.g. in small workshops, sales facilities and also homeworkers;
- People work separately from others, e.g. on large construction sites or loading feedstock;
- People work outside normal hours, e.g. cleaners, security, special production, maintenance or repair staff etc.

Mobile Workers working away from their fixed base:

- On construction, plant installation, maintenance and cleaning work, electrical repairs, vehicle recovery etc.;
- Service workers, e.g. pest control workers, drivers, engineers, architects, estate agents, sales representatives and similar professionals visiting domestic and commercial premises.

Any lone working must be performed under a risk assessment.

To reduce the risk of lone workers, if you are required to carry out lone work you must report to your line manager or plant manager via telephone, radio or in person at least every three hours.

Every care will be taken to reduce the need for any lone working, if work is required to be carried out alone during this NO power tools such as saws, planners drills will be used at all.

If work using powered tools is required the line manager or plant manager must establish a system of checking on the person at regular intervals not exceeding 30 minutes. The system may include, visiting the person, observing on CCTV or speaking via a communication device to the person.

LEGIONNAIRES DISEASE

Legionnaire's disease is a potentially fatal form of pneumonia that is contracted through the inhalation of fine water mists containing the legionella bacteria.

The bacteria thrive at temperatures between 20°C and 45°C; this is the range that hot water storage tanks feeding showerheads and cooling towers operate at. If hot water storage tanks and cooling towers are not kept clean and rust, sludge, scale, algae and other bacteria allowed to accumulate, there is a risk that the legionella bacteria will develop.

Other potential sources of legionella include hot water storage tanks for spray taps and dehumidifiers.

The location of cooling towers must be notified to the local authority in order to comply with The Notification of Cooling Towers and Evaporative Condenser Regulations 1992.

A regular maintenance program is in place to ensure that the risk from legionella is reduced as far as is reasonable practicable, including inspection of showers and water tanks at our offices, we also have written procedures for the correct use of the systems, The measures to control legionella growth and minimise aerosol releases including: storing cold water below 20°C and hot water above 60°C (but distributing it at 50°C).

The frequency of checks to ensure that the scheme remains effective. This may include a water treatment contractor performing a legionella screen and the person operating the system performing regular bacteria counts.

MANUAL HANDLING

The company will assess manual handling operations with the intention of eliminating such operations where reasonably practicable through the use of powered equipment such as forklift trucks.

An assessment of the operation if lifting is required will include:-

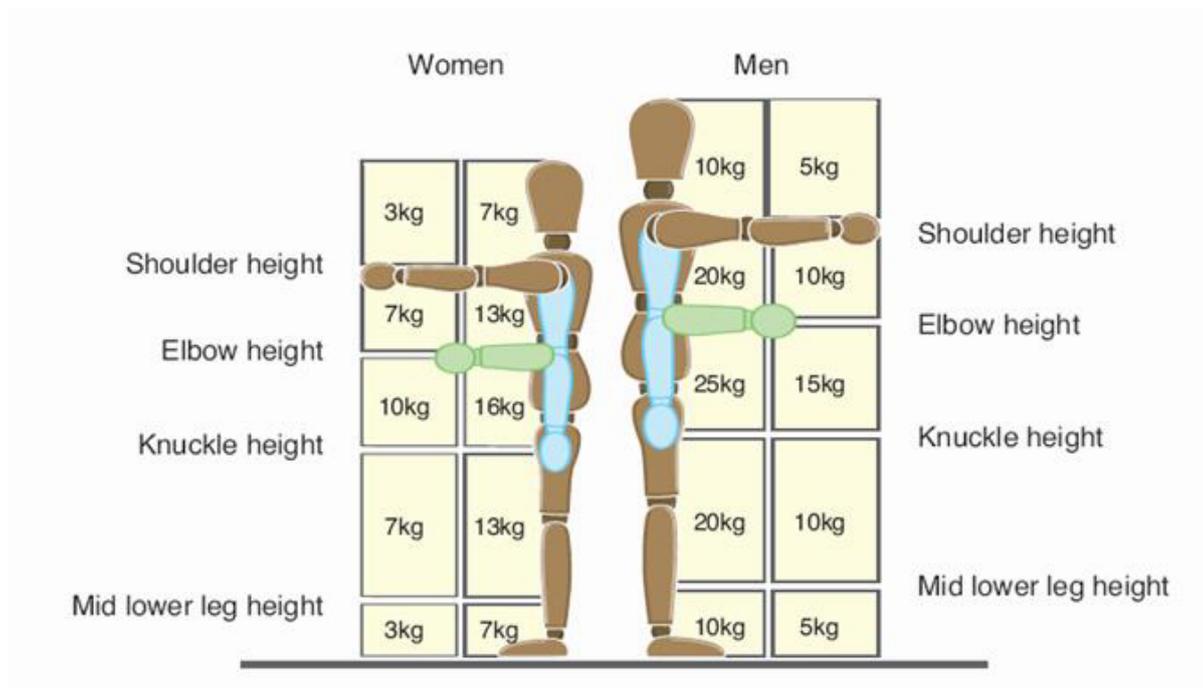
- ⇒ Assessing the load to ensure it is stable
- ⇒ Assess the path in which the person is to travel to ensure it is clear from obstructions.
- ⇒ Ensure the person lifting is capable of lifting the load.
- ⇒ Provide Personal Protective Equipment to protect the person lifting the load.

All assessments of manual handling will be recorded on our manual handling assessment form.

Training in the correct technique to use when carrying out manual handling will be provided.

Amzco Ltd do not expect staff to lift items which they feel are too heavy for them.

As a general rule (not exclusive) the following diagram should be followed. This set out recommended maximum weights at different handling positions.



MOBILE ELEVATED WORKING PLATFORMS

Mobile elevated working platforms cover all forms of pedestrian controlled mechanically propelled working platform, (scissor lift, cherry picker, etc.) all MEWP's will be supplied by a competent supplier and all users will be trained in their correct use and for the specific machine type (Scissor lift or boom lift).

All MEWP's will be regularly inspected by the user at the beginning of the shift and a record kept of this inspection. During use of the MEWP the operator will wear a full body harness when in the basket of the machine; this will be attached to the basket via a fixed length lanyard to prevent the operator climbing onto the handrails of the basket.

The MEWP will only be moved with the basket lowered to as far as is practicable, a banksman will be used during all moving operations. Warning signs and exclusion zones will be set up to protect other site operatives and so no contact with the machine can be made from the ground including that of other vehicles. A full risk assessment will be undertaken before MEWP's are used taking into account issues such as overheads, entrapment risks, ground voids and traffic routes etc.

METHOD STATEMENTS (safe systems of work)

A safe system of work otherwise known as a method statement will be produced for all high risk and medium risk tasks. This will be produced to give clear details of how a process or task will be carried out safely. The method statement will be produced before a new project is undertaken, and issued to the employees carrying out the work. Amzco Ltd expect all sub-contractors to provide a comprehensive safe system of work prior to carrying out their work.

The method statement will contain relevant information including:-

- Name and address of project.
- Company Name.
- Task or Process.
- Supervisory responsibility.
- Access and egress.
- Work Boundaries
- Lighting
- Lifting operations
- Personal Protective Equipment.
- Health control measures
- Any other relevant information that will be beneficial to the operative to carry out the job safely

All operatives involved in the work will be required to sign to the fact they understand the contents and how to carry out the work safely.

A copy of the safe system of work will be kept on site for further information or for new employees to sign to.

The method statement needs to be produced by a competent person or a competent team of people to ensure that the technical complexities and the risks associated with the task have been considered and the interests of all of the parties involved have been addressed.

In situations where the sub-contractor has provided Amzco Ltd with a safe system of work this must be issued to Amzco Ltd 14 day prior to the work being carried out. This will allow Amzco Ltd to review it to ensure that the controls are adequate.

MOBILE PHONES

Mobile phones are an essential means of communication at work providing benefits for safety, efficiency and an important asset in the event of an emergency.

There are 3 main hazards associated with mobile phone use:

1. Mobile phones distract their user, for example (drivers of vehicles, pedestrians and plant operators increasing the risk of an accident). It should be noted that if a driver is found guilty of a lack of concentration or momentary inattention on a public road they might be prosecuted.
2. The potential heating effect on the brain from the radio waves being emitted from the phone.
3. The phone being dropped and creating a spark within an explosive area.

It is our policy that **no employee will use a mobile phone while in a un-safe area.**

Anyone requiring using a phone during work time must go to the nearest safe zone to make or take a call.

The safe zones will be the office or welfare areas.

We do understand that employees have families and may be expecting an urgent call in these instances we would encourage them to speak to the site supervisor who will provide a list of emergency contact numbers for families to call in the event of an emergency. For details on driving and mobile phones please refer to our mobile phone policy. All drivers must sign to the fact they will adhere to our mobile phone policy.

NOISE

Noise is a hazard which we take extremely seriously as nearly all our employees are exposed to high levels of noise at one time or another during their employment with us.

After the introduction of the noise at work regulations 2005 which set lower limits on noise exposure.

Amzco Ltd have produced a seven point action plan to deal with the hazard of noise.

- Identify noisy activities and environments.
- Assess the associated risks.
- Identify those who may be harmed.
- Take measurements.
- Implement controls.
- Record findings.
- Review and revise when required.

Plant will be regularly maintained to help reduce noise. Low noise equipment will be selected for use on site where practicable. Barriers will be used where possible to protect users and other persons from noise. As a last line of defence PPE will be used both ear plugs and ear defenders are available for operatives. Warning signs will be placed to warn of areas where noise may damage peoples hearing. This will include members of the public other contractors and employees.

Noise levels for actions are set at the following:-

1. Amzco Ltd will assess the risk to employees from noise when the level is at or above 80 dB(A)
2. Amzco Ltd will put control procedures into place and reduce the risk from noise when the level is at 85 dB(A).
3. A peak noise level of 87 dB(A) will be policed at employees will not be exposed to noise levels at or above this. Protection devices and control processes will be taken into account to establish the peak level.

OFFICE SAFETY

Traditionally, construction sites, operating AD Plants and farm work has always been regarded as "dangerous" while offices have been thought of as being safe. However, there is just as great a potential in offices as there are in other workplaces although the risks may be less obvious. Every year, over 5,000 serious injuries are sustained by office staff - and they are only the injuries which keep people off work for more than three days.

Slips, trips and falls are the most common cause of injury in offices, those occurring on the same level being almost as numerous as those on stairs. Next comes the handling and lifting of goods, materials and equipment, followed by stepping on and striking against things, falling objects, machinery, transport, the use of hand tools, fire and electricity.

As the majority of our office staff are women Amzco Ltd will take extra care in regards to chemicals and lifting.

Women of child bearing age must inform Amzco Ltd HR if they are intending to become pregnant or think they may be.

DSE assessments will be carried out by the users of visual display equipment and records of these kept on file. Eye tests will be provided free of charge at least every two years or if requested by the employee. COSHH assessments will be carried out on all hazardous chemicals used within the office environment. Simple ideas such as covering trailing leads or re-routing them, keeping walkways clear sitting correctly at your desk can all lead to preventing accidents within the office.

OVERHEAD POWER CABLES

Due to the requirement for cranes on site the risk from overhead power cable is very apparent.

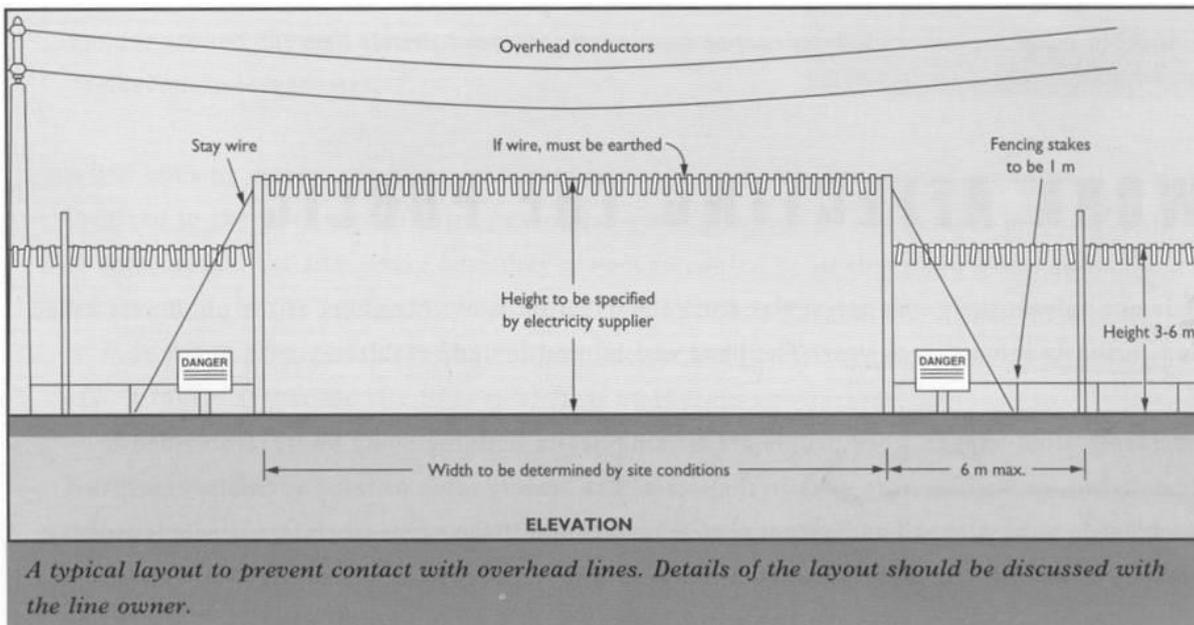
Overhead electric cables do not have to be damaged or even touched as an arc can jump a gap of 300mm, this can be extended if damp conditions are present to approx. 2000mm.

Precautions will be put into place for any work required near or under overhead power cables.

Goal posts and shrouding will be used where required these will be provided and set up in accordance to legislation.

As soon as possible, the local Electricity Board should be consulted to ascertain if it may be possible for them to divert or shut down the overhead line and to clarify the safety precautions required. In general, the following precautions must be taken:

Goal posts should be erected parallel to the overhead line and not less than 6 metres from it.



The goal posts should be rigid, of non-conductive material, and clearly identified. The gap between the uprights of the goal posts where vehicles need to travel should be as small as possible but not more than 10 metres wide. Passageways in which plant can travel must be clearly marked.

The height of the crossbar on the goal posts should be determined by the local Electricity Board.

Signs should be provided on each side of the approach to the hazard, warning drivers of danger ahead.

Where work is undertaken beneath the line, the local Electricity Board should be consulted to ascertain safe clearance heights. Restraining devices can be fitted to the plant to ensure compliance with these height restrictions or consideration should be given to using smaller plant or a different system or work.

All work close to or underneath cables must be supervised by a competent person and a permit to work must be produced. Any work under or in close proximity to overhead power lines must be notified to the Project manager and Group Health and Safety Manager prior to beginning. A safe system of work must also be established and signed off by Amzco Ltd

PROTECTIVE CLOTHING AND EQUIPMENT

Personal protective equipment must be regarded as a last line of protection, other forms of safety controls must first be considered to protect the employees. Bearing this in mind PPE is still commonly used throughout our projects, such items as: -

- Helmets BS EN 397
- Gloves EN 388
- High visibility clothing BS EN 471:1994
- Safety boots BS 5462
- Hearing protection EN 352
- Eye protection BS EN 166
- Respiratory protection Various standards FFP2 or FFP3 only to be used on Amzco Ltd sites
- Weather protection EN 343

An assessment will be made of the type and standard used for each task.

Employees will receive PPE free of charge, if misuse of PPE is found a charge will be made for damage and subsequent replacement.

Sub-contractors are required to supply all necessary PPE for themselves and any employee working for them.

If Amzco Ltd have to supply PPE to the sub-contractor it will be charged at the following rate.

1. Helmets - £30
2. Light Eye Protection (safety glasses) - £20 a pair
3. Goggles - £25 a pair
4. Gloves - £15 a pair
5. High visibility vests - £20
6. Hearing defenders - £40
7. Ear Plugs - £5
8. Safety Boots - £60
9. Respiratory protection devices - £30 a mask

PPE is any item that protects the wearer/user from a hazard likely to cause them harm.

Amzco Ltd specify which class of Personal protective equipment is required for each task. Details can be found on the risk assessment for the task in hand.

Training in the use of the PPE is provided for all employees and sub-contractors, if required.

The minimum PPE requirement for work on Amzco Ltd sites is, Helmet, High visibility clothing, and safety boots.

PAINT SPRAYING AND THE SAFE USE OF PAINT

Amzco Ltd do not as normal practice carry out spray painting as part of its business, if any painting is required a safe system of work will be written up by the manager and an assessment made of the paint used to ensure the correct PPE is provided.

PASSIVE SMOKING AT WORK (No Smoking Policy)

Due to increased pressure from action groups and a moral duty to our employees smoking at work is to be banned within buildings and vehicles.

No person is to smoke in any vehicle which is under the control of Amzco Ltd . No person will smoke in any building either permanent or temporary.

Anyone found to be in breach of the legislation will impose a fine of up to £200 in a court of law. Or £30 fixed penalty.

Amzco Ltd will not tolerate any employee or visitor smoking within a smoke free environment. No Smoking will be allowed either in any high risk area such as flammable storage areas. Smoking will only be allowed in designated smoking areas.

Anyone found to be contravening these requirements will be given a warning in line with our HR procedure.

Help and advice will be provided to any employee that requests it to help them give up smoking completely.

PEDESTRIAN AND TRAFFIC ROUTES

All pedestrian routes under the control of Amzco Ltd will be protected from traffic routes with the use of barriers and signage. These routes will be lit in darkness hours and free from slip and trip hazards. All points where a need to cross a traffic route is required will be signed and clear of obstructions. All vehicles will park in designated parking area, away from pedestrian routes. Where pedestrians and vehicles have to use the same route all operatives will be provided with suitable high visibility clothing, all vehicles will also have flashing orange beacons fitted to them. All reversing will be kept to a minimum and any reversing will be carried out under the control of a vehicle watchman where 360° vision is not available.

If practicable a one way system will be provided and used on any site under our control.

REACH (Registration, Evaluation, Authorisation and restriction of Chemicals.)

Amzco Ltd will provide a full inventory of all chemicals used within its process, as part of REACH we will ensure all these chemicals are evaluated for use and the substances are suitable for the purpose. All chemicals used within the company are used as supplied no preparations are carried out on our premises. REACH has no significant effect to the company. But it must be noted in the interest of safety as it may affect us if we change processes or substances used.

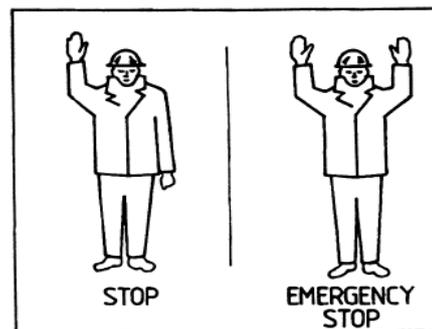
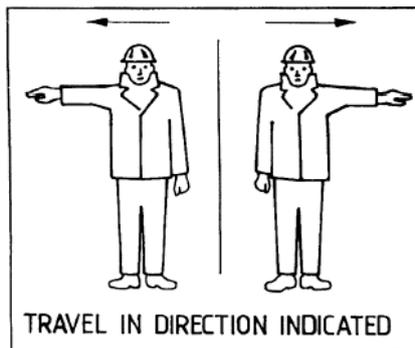
REVERSING VEHICLES

Every care should be taken before site/ plant set up to reduce or eliminate the need to reverse a vehicle on site. Although this is the case, many sites / plants are small and do not have the access routes to provide such a traffic management system. As this is the case any vehicle that is required to reverse must be done under the control of a competent vehicle watchman. This person will give directions to the driver of the vehicle as to where and when to reverse.

The watchman will use hand signals similar to that of a crane signaller.

The watchman must always stay in the view of the driver and must always be wearing high visibility clothing. Extra care must be taken to ensure the watchman does not walk directly behind the vehicle and does not walk between the vehicle and a fixed item, such as a wall.

The watchman must be vigilant for other pedestrians and vehicles stopping the manoeuvre if required.



Examples of direction signals used when reversing a vehicle

RISK ASSESSMENTS

A risk assessment system is used by the company to assist supervisors in the identification of risks that maybe present on our sites.

Copies of these risk assessments will be kept on site in the relevant folder.

Risk assessments will be reviewed at the start of any new contract, prior to beginning a new process or as processes change. This will be carried out by the site / plant managers.

A scoring system will be used to establish the severity of the hazard or risk a matrix of 3 X 5 will be used 15 being the highest risk and 1 being very low risk.

A risk assessment form is available in the site folders or electronically on data sticks. These can be obtained from the document controller.

SAFETY HARNESSSES

Safety harnesses although PPE, deserve a section of their own due to the requirements necessary under legislation concerning them. Harnesses will be provided to protect wearers from falling and injuring themselves when working at height. These will be used in conjunction with either a fixed length lanyard, shock lanyard or fall arrest block. All harnesses will be thoroughly examined by a competent person every 6 months to ensure they are safe to use.

The competent person will sign the harness inspection report as to when it has been inspected and a ticket should attached to the harness for reference. A register will also be kept on site.

If an employee is in doubt as to the compliance of their harness they should speak to the Health and Safety Manager who is qualified to carry out harness inspection and can provide them with the relevant information they need to ensure their harness is safe to use.

SAFETY SIGNS

All signs used by Amzco Ltd will adhere to the BS5378, and the Health and Safety (Safety Signs and Signals) Regulations 1996

There are many different signs required on a construction site ranging from Prohibit signs to Fire escape signs

Below are some of the signs that you may encounter during work with Amzco Ltd



NO SMOKING



**SMOKING & NAKED
FLAMES PROHIBITED**



**DO NOT EXTINGUISH
WITH WATER**



FIRST AID



INDICATION OF DIRECTION

SCAFFOLDING

Working at height and scaffolding poses one of the highest levels of danger during construction works, All scaffolds will be erected by a competent scaffolder holding the correct CISRS card for the level of scaffold erected e.g. Part 1, 2 or advanced.

A safe system of work will be written and adopted regarding all scaffold works and false work systems using scaffold. All scaffolds will be erected or dismantled in accordance to SG4:10.

All scaffolds will be inspected prior to use and on a regular basis not exceeding 7 days; it will also be inspected by a competent person after any adverse weather including lightning and strong winds, after any alterations or if it has been struck by something such as plant..

The company will also use a scaf-tag system so operatives can see the scaffold is safe to use or not.

The tables on the following page set out what type of scaffold work platform can be used and for what task these guide lines will be followed at all times (Table 1) & Wind speeds (Table 2)

Table 1. Access and working scaffolds of tube and couplers

| Duty | Use of platform | Distributed load on platforms Kn/m ² | Max. number of platforms | Commonly used widths using on 225 mm boards | Max. bay length m |
|--------------------------------|---|---|--|--|-------------------|
| Inspection and very light duty | Inspection, painting, stone cleaning, light cleaning, cleaning and access | 0.75 | 1 working platform | 3 boards | 2.7 |
| Light duty | Plastering, painting, stone cleaning, glazing and pointing | 1.50 | 2 working platforms | 4 boards | 2.4 |
| General purpose | General building work including brickwork, window and mullion fixing, rendering, plastering | 2.00 2.00 | 2 working platforms +1 at very light duty | 5 boards or 4 boards + 1 inside | 2.1 2.1 |
| Heavy duty | Blockwork, brickwork heavy cladding | 2.50 | 2 working platforms + 1 at very light duty | 5 boards or 5 boards + 1 inside or 4 boards + 1 inside | 2.0 |
| Masonry or special duty | Masonry work, concrete blockwork and very heavy cladding | 3.00 | 1 working platform + 1 at very light duty | 6 to 8 boards | 1.8 |

| Wind Force Number | Description of Wind | Wind Effect Locally | Speed mph | Speed m/sec |
|-------------------|---------------------|---|-----------|-------------|
| 0 | Calm | Calm, smoke rises vertically | 1 | 0-1 |
| 1 | Light air | Direction of wind shown by smoke drift, but not by wind or weather vanes | 1-3 | 1-2 |
| 2 | Light breeze | Wind felt on face. Leaves rustle. Wind or weather vanes move | 4-7 | 2-3 |
| 3 | Gentle breeze | Leaves and small twigs in constant motion. Wind extends light flags | 8-12 | 3-5 |
| 4 | Moderate breeze | Wind raises dust and loose paper. Small branches move | 13-18 | 5-8 |
| 5 | Fresh breeze | Small trees in leaf begin to sway. Little crested wavelets form on inland waters | 19-24 | 8-11 |
| 6 | Strong breeze | Large branches in motion. Umbrellas used with some difficulty | 25-31 | 11-14 |
| 7 | Near gale | Whole trees in motion. Becoming difficult to walk against the wind | 32-38 | 14-17 |
| 8 | Gale | Twigs break off trees. Progress is generally impeded | 39-46 | 17-21 |
| 9 | Strong gale | Chimney pots, slates and tiles may be blown off. Other slight structural damage may be caused | 47-54 | 21-24 |

Table 2. Wind speeds

SPILLS EMERGENCY RESPONSE

All spills and the response required to be taken are covered in our Environmental policy, regarding health and safety all personnel responding to a spill will be trained in the correct procedure to follow and the correct PPE that must be worn during the clean-up. The clean-up response team will ensure the spill response policy is adhered to at all times during the task.

STRESS

All employees are offered the opportunity to speak to the contracts managers or managing director regarding stress. If an employee feels they are suffering from stress the company will work with them to reduce the risk of stress in their daily task. The company will arrange a meeting with a doctor or the employee may speak to their own G.P regarding the matter. If found to be suffering from stress the employee will be offered a Work Life solution (WLS). This may involve reducing the work pressure and load, or changing their role within the company.

TRAINING PROCEDURE

All employees are trained in their job and training is also provided for specific tasks such as confined space, lifting operations use of abrasive wheels and plant operations etc. a training matrix is produced annually which included the training we see will be required over the next twelve months, this is produced and issued by the training co-ordinator. We also carry out toolbox talks on a weekly basis to keep employees up to date with site specific tasks for example working at height. These will be carried out by the site manager or an appointed person. Anyone who feels they may need additional training to carry out their work must speak in the first instance to their line manager.

VEHICLES

All vehicles will receive regular maintenance by the supplier of the vehicle, if hired. The company will ensure all vehicles owned by them receive regular maintenance. All drivers will ensure that water and oil levels are kept correct and tyre pressures are adequate. Any damage to the vehicles will be reported as soon as possible to the drivers line manager. Defects will be placed into a defect's book and the approved garage will sign off the book when the repair has been carried out. While on site or the public road, speed limits will be adhered to at all times.

VIBRATION

All care will be taken to reduce the need for vibrating tools and equipment. Where operatives are exposed to vibration, they will be required to complete a vibration register stating the times they use the equipment, what breaks they have had and the exposure value of the tool. These registers are available from the site management team. The most common injury caused by vibration is Vibration White Finger (VWF) this is where the hands become damaged due to excessive vibration. The site supervisor will carry out health checks on the employees this will consist of looking at the hands of the employee and asking questions such as do they lose feeling in their fingers during cold spells, etc. the employee has a duty to inform us of any damage they may have received during employment with Amzco Ltd or any other employer.

For further information on VWF please contact the group health and safety manager for details.

VISITORS AND CHILDREN ON AMZCO LIMITED SITES

Every care will be taken to ensure any of our sites do not pose a danger to visitors, both lawful and unlawful, this also includes children who through their nature find sites interesting.

All site boundaries will be secure with no gaps or holes large enough for a person to pass through in the hording or fencing. All plant and equipment will be stored in a safe manner with keys to movable plant removed from site or locked in a key safe.

All holes will be securely covered or fencing placed around it to prevent persons falling in. all scaffolds will be left in a safe manner, ladders removed where practicable and no unfinished scaffolds. All signage will be clear and understandable having pictograms as well as writing.

VIOLENCE

Amzco Ltd will attempt to prevent any act of violence to its employees by others and will not allow any type of violence from its own employees towards others. Anyone found to be violent towards anyone else while working for Amzco Ltd will be removed from the premises and the police will be informed if required.

Anyone that has a complaint towards another person is requested to speak to their supervisor or directly to the site / plant manager, rather than confront the person directly as this may lead to a situation.

WELDING

During the repair process of tools and equipment welding may be required. Amzco Ltd will designate a competent welder to carry out these tasks. While welding a permit to work will be established and a fire extinguisher will be present at all times, no flammable liquid or substance will be present at any time. The correct PPE will be worn at all times. Protection of other is also paramount when welding as the arc causes a very intense light to be given off, (UV Radiation) this can cause serious injury to wearers of contact lenses. This ultra violet light is also very dangerous to the user as it can cause serious skin damage so overalls must be worn at all times.

WORK EQUIPMENT

All our work equipment used is covered under the Provision and Use of Work Equipment Regulations 1998 (PUWER), these regulations set out procedures for ensuring the work equipment is safe, suitable and sufficient for use in the work place. The term work equipment means any piece of equipment used while at work this includes such items as computers, vehicles and pieces of plant. All our work equipment will be thoroughly examined and inspected and tested where required, and a record kept of these inspections.

Any damaged items of work equipment will be taken out of service and repaired or destroyed. All employees will be trained in the use of the work equipment they require for their job.

All items of work equipment supplied by others will carry a certificate of conformity and a record of any tests it may require or has had.

WELFARE FACILITIES

It is the duty of any person in control of a workplace to ensure, so far as is reasonably practicable, that the requirements of the Workplace health safety and welfare regulations are complied with in relation to that place of work.

At all our facilities welfare will be provided for our employees use. This will include Toilets, washing facilities, canteen and a place to dry clothing, when wet.

We will ensure all welfare facilities are kept clean and tidy and free from food waste. All waste will be placed into the correct waste reciprocal.

The following table shows what minimum requirements we will provide on any of our sites where we are in control of welfare facilities.

We expect all persons using the welfare provided to respect it and not to mis-use it in any way. All rubbish should be placed into the correct bins and persons should not deface the walls or tables provided.

| Type of Facility | Acceptable Provision | Notes |
|---------------------------------------|---|--|
| Toilets | <ul style="list-style-type: none"> . Fixed installation: <ul style="list-style-type: none"> at their base location at the satellite compound on site . Portable installation on site . Suitably designed vehicle incorporating a chemical toilet . Fixed installation near site (includes public toilets) . Portable installation near site . Pre-arranged use of private | <p>It is not acceptable to allow employees to make their own ad-hoc toilet arrangements;</p> <p>Fixed facilities can be arranged for gangs with different employers.</p> |
| Washing facilities | <ul style="list-style-type: none"> . Hand basins/bowls as part of installations as above . Hand-washing facilities made available within the work vehicle with a supply of clean hot and cold, or warm water (running water so far as is reasonably practicable) . Provision of non-alcoholic wet wipes as an interim measure or in addition to | |
| Rest Areas | <ul style="list-style-type: none"> . Fixed installation: <ul style="list-style-type: none"> at their base location at the satellite compound on site . Mobile installations on site . Work vehicle which is readily available and has sufficient seating . Facilities which are conveniently accessible to the worksite (includes private facilities) | <p>The Rest Area should be heated;</p> <p>Areas need to be provided for smoking outside of the buildings.</p> |
| Drinking Water | <ul style="list-style-type: none"> . Fixed installation: <ul style="list-style-type: none"> at their base location at the satellite compound on site . Suitable container of drinking water adequately labelled on vehicle . Boiling water for hot drinks | <p>If a container is used it needs to be regularly changed to prevent it becoming stagnant or contaminated.</p> |
| Area for hanging and storing clothing | <ul style="list-style-type: none"> . Fixed installation: <ul style="list-style-type: none"> at their base location at the satellite compound on site . On vehicle if appropriate | <p>This needs to be secure;</p> <p>It must be clean and dry;</p> <p>It must provide an area for the storage of personal protective equipment.</p> |

WORKING AT HEIGHT

Working at height is covered by the working at height regulations 2010, this states all working at height must be assessed and protection devices such as hand rails or harnesses used. This is for any height above or below ground. We will ensure that all employees and others affected by our works are protected at all times from falling. Correctly built working platforms will be used at all times for any work at height these will include handrails toe boards and protection around ladder access points. Where no means of fixed protection can be used harnesses and fall arrest blocks will be used. When this is the case a rescue plan will be implemented in case of an operative falling. No work will be carried out off a ladder unless a risk assessment has shown it is reasonable practicable to do so, in which case a permit to use a ladder will be required and a method statement covering the process written and briefed to the operative carrying out the works. Consideration will also be taken to weather conditions if adverse weather conditions pose a threat to the safety of any employee work will be suspended until safe to carry out, taking this into account the working platform will always be inspected after adverse weather before access is granted.

WEATHER CONDITIONS

Where weather conditions place our employees in danger such as working at height or inside excavations or confined spaces. Work will be stopped until safe to commence again.

Weather that can affect our works includes high winds, Rain and Lightning, snow and ice.

We also take care to ensure our employees are aware of the dangers when fine weather is upon us.

The sun can cause its own health and safety risks to our employees and as such advice is given on using sun protection creams, and ensuring plenty of water is drunk during the day. Consideration will be taken to Personal Protective Equipment required for tasks which may lead to overheating of the operative and heat stroke. Ice and snow also pose a threat from slips and bad driving conditions employees are briefed to drive as little as possible when bad conditions arise, suitable footwear with anti-slip soles are provided to reduce the possibility of an injury occurring from a slip also gritting will occur on footpaths and steps to prevent slips. The cold can also affect the moral of the workforce, workers should ensure plenty of warm drinks are consumed, and they wear suitable clothing to keep them warm (plenty of layers) care must be taken not to wear clothing that will interfere with the work they are carrying out.

YOUNG PERSONS

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. Children under 13 years old are generally prohibited from any form of employment. Children between 13 and the minimum school leaving age (MSLA) which is just before or just after their 16th birthday are prohibited from being employed in industrial undertakings such as factories and construction sites, except when on work experience schemes approved by the local education authority. When Amzco Ltd offer work experience placements to children we must provide them with at least the same health, safety and welfare protection that we give our own employees. There are also some age- related restrictions which prohibit young workers, including children on work experience, from working with particular machinery or undertaking particular tasks. No young person will use any type of tool including powered tools or tools which by virtue of its design can cause an injury (chisels, open bladed knives)

The parent/guardian of the young person will be informed of the risks to the child's health and safety by the company before the young person is allowed to start work. No young person will be allowed to use or come into contact with any substance which may cause harm to their health such as diesel, brick acid, solvents etc.

A competent mature person will supervise the young person at all times while at work.

Time is also a consideration for young persons no young person will work more than 8 hours in any 24 hour period during day light hours. No night work will be allowed for any young persons at any time.