

HEALTH & SAFETY POLICY

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Signed : Mr Francis O'Hagan
Operations Director

Date 1st December 2021

Section 1 - Health & Safety Policy Statement

O'Hagan Civils Limited provides and supplies plant hire services, skilled and unskilled railway contingent labour, civil engineering and construction works / services to Construction, Civil Engineering and Railway Infrastructure Organisations in the UK.

O'Hagan Civils Limited recognises and accepts our responsibility in accordance with the Health and Safety at Work etc. Act 1974. O'Hagan Civils Limited is committed to meeting, satisfying and complying with applicable UK legislative requirements, including the requirements of the Health And Safety At Work, etc Act 1974 (HASAWA 1974).

Hence, O'Hagan Civils Limited is fully committed to ensuring the Health, Safety and Welfare of its staff and employees and those of its contractors' employees so far as is reasonably practicable. It is the Policy of O'Hagan Civils Limited to achieve and maintain a safe and healthy environment for all its staff, employees and others who may be affected by its activities and operations. O'Hagan Civils Limited will consider all hazards associated with all areas of its business, and where appropriate, carry out and implement appropriate control measures, with the commitment to controlling occupational health & safety risks using the hierarchy of controls.

O'Hagan Civils Limited will take all reasonable measures to ensure the Health, Safety and Welfare of its employees and that of its subcontractors' employees in fulfilment of its moral, legal and economic responsibilities, so far as is reasonably practicable. These measures are also aimed at protecting others who may be affected by our work activities. In addition, O'Hagan Civils Limited will provide sufficient resources, advice and support to all employees and its subcontractors for the management of health and safety.

This policy shall be used to provide a framework for setting, monitoring and reviewing our occupational health & safety objectives and targets with the aim of continual improvement of its occupational health & safety management system to enhance our safety performance, and in line with its Clients' targets and objectives.

O'Hagan Civils Limited is committed to worker participation through the involvement of workers, and where they exist, workers' representatives, in the decision-making processes in the occupational health & safety management system. The Company notifies and expects all persons undertaking works at work sites of the requirement to comply with all company rules and to co-operate with and conform to the Safety Policy of the Company. The company will ensure that welfare facilities including first aid boxes are available to all its employees and Contractors. O'Hagan Civils Limited will undertake to co-ordinate its activities with those provided by the Main Contractor and our Clients. This Policy statement supports Clients' Safety Plans and aligns with their Policy Statements

All employees will be given access to the Company Health and Safety Policy with the master copy being available within our offices at all times. The Policy is constantly updated in line with new legislation and Company policy. The Company undertakes training programmes and regular management of record to ensure a suitable level of competency and expertise is maintained within its workforce.

The Operations Director has overall responsibility for Health, Safety and Welfare and will encourage all employees of O'Hagan Civils Limited to report all accidents, incidents, near-misses and other events which indicate a lapse in Health and Safety standards. The cause of such events will be identified and measures designed to prevent recurrence implemented.

All staff are made aware of their particular responsibilities with regard to Health and Safety for themselves and of those under their control and are instructed to ensure that those responsibilities are adopted by others should they not be present.

The company's initial induction training, pre-work site induction, etc will be used to communicate this health and safety policy statement, the Company health and safety policy and any other relevant health and safety information, safety rules, procedures and instructions. Periodic refresher training, internal memos, toolbox talks, briefing sessions, safety alerts and posters will also be used to communicate this policy statement, its changes and other relevant health and safety information. Copies of this Policy Statement shall also be issued to employees and subcontractors, displayed on our website for communication to our clients, suppliers and other interested parties.

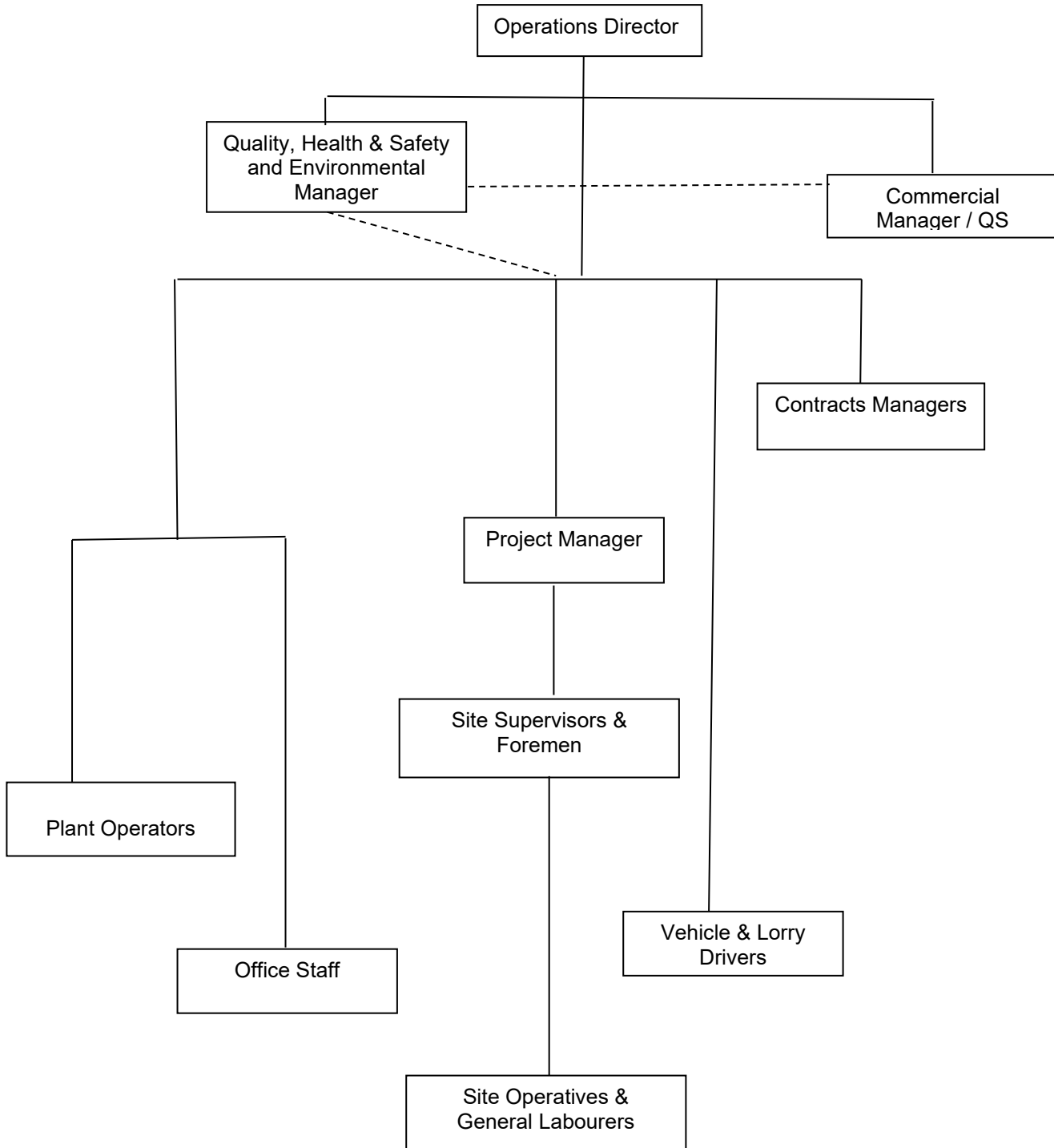
This policy statement, including the health and safety policy, will be reviewed by myself, at least annually, to ensure that it is relevant to our organizational activities and arrangements and that it is up-to-date. The policy shall also be reviewed upon introduction of a relevant health and safety legislation / regulation, or change to an existing one. Where necessary, the policy will be revised to reflect the outcome of the review.

Signed.....  F. O'Hagan
Operations Director

Dated: 1st December 2021

Section 2 - Organisation

1. Health & Safety Organisation Structure



————— Direct Relationship
----- Indirect Relationship

2.2 Operations Director

Main responsibilities are to:

- a) Initiate & Formulate the company's health & safety policy.
- b) Allocate & provide sufficient financial, human and other tangible resources, responsibilities and duties so that the company policy is effectively employed and applied in all company areas and activities, and, to achieve the health and safety objectives.
- c) Make specific health & safety arrangements including the provision of an effective monitoring and communication system in order to promote a continuing awareness among all employees.
- d) Set measurable and achievable health and safety objectives which take account of all foreseeable risks connected with any company business activities.
- e) Set targets for achievement of the company health and safety objectives.
- f) Set the standards for actions necessary to develop and maintain a positive health and safety culture in four key areas – control, competence, communication and co-operation.
- g) Ensure that the company's activities are conducted in such a way that the general public are not exposed to risks to their health & safety.
- h) Ensure that sub-contractors and their employees understand and accept their responsibilities under the health & safety at work, etc act 1974, submit their company's safety policy, review and maintain log of the risk assessments and method statements issued, ensure they work to statutory regulations and that all documentation required from them is provided prior to commencement of the work activity.
- i) Review all relevant documentation and correspondence from enforcement agencies, training summaries, etc, in order to co-ordinate action at senior management level.
- j) Establish and maintain adequate training programmes, either internally or externally, for all employees under the Company's control, in order to equip them with the knowledge they require to conduct their activities safely.
- k) Keep informed about statutory legislation, common law and codes of practice, and maintain a document register of current legislation and relevant safety literature.
- l) Annually review the company health & safety policy and ensure that all employees are informed of any significant changes.
- m) Reprimand any manager, supervisor or member of staff failing to discharge satisfactorily the responsibilities allocated to them.
- n) Ensure health & safety assistance is available from a qualified and competent health & safety professional (in-house full-time or external advisor / consultant) as required by Regulation 7 of the Management of Health & Safety At Work Regulations 1999.
- o) Review the annual report produced by the competent Health & Safety Advisor on the Company's health & safety performance, with the focus on continual improvement.

The Operations Director also acts as the Contracts Manager as well as the Head of the Transport Department. He is therefore also be expected to own and fulfill the health and safety roles and responsibilities documented within this Health & Safety Policy for the Contract Manager and Transport Manager.

2.3 Contract Manager

He is the Management Representatives for planning, organizing and oversee the management of the Company's Contracts and Worksite Activities. His / her main responsibility is the on-time and save delivery of the Company's contracts and services, and, therefore have delegated responsibilities for ensuring the successful and effective establishment of the Health & Safety Policy, including the arrangements documented herein. His / her main health and safety responsibilities are to:

- a) Establish the company's policies, including the health and safety policy, in his / her areas of responsibilities, ensuring that the policies are effectively implemented and applied to achieve the company's objectives and targets, including the health and safety objectives.
- b) Establish and promote standards set by the Operations Director for actions necessary to develop and maintain a positive health and safety culture in four key areas – control, competence, communication and co-operation, within their areas of responsibility.
- c) Issue and distribute relevant and adequate PPE to Company staff and employees working on sites on behalf of the Company (either directly or indirectly through Site Agents and Site Foremen / Supervisors), and, to all visitors visiting our sites, free of charge, and to instruct them on how to correctly wear and look after the PPE at all times.
- d) Establish and maintain adequate training programmes, either internally or externally, for all employees under his / her control, in order to equip them with the knowledge they require to conduct their activities safely.
- e) Ensure that, when acting as a Contractor or Principal Contractor, all duties are carried out in relation to the Construction (Design and Managements Regulations) 2015 (CDM Regulations 2015).
- f) Plan and organize the delivery of contracts / works, including the production of Construction Phase Plans, Method Statements and Risk Assessments (RAMS), under the support, guidance and advice from the competent Health & Safety Advisor, presenting the RAMS to the Clients for review and approval as may be appropriate. He / She is also responsible for Site Set-up, Site Mobilisation, Site Demobilisation, etc, as may be required and delegated by the terms and conditions of the contracts and/or the Clients.
- g) Ensure that sub-contractors and their employees understand and accept their responsibilities under the health & safety at work, etc act 1974, submit their company's safety policy, review and maintain log of the risk assessments and method statements issued, ensure they work to statutory regulations and that all documentation required from them is provided prior to commencement of the work activity.
- h) Ensure adequate and suitable welfare facilities, satisfying the requirements of Schedule 2 of CDM Regulations 2015, are provided and available on site, before work commences.
- i) Have an awareness of the main hazards on site and ensure that suitable and sufficient control measures are identified, being implemented and maintained (e.g. by ensuring that all plant, tools and equipment being used on site, including portable electrical equipment, are certificated, tested and maintained up to date, and, are checked before use and on regular basis).
- j) Organise sites so that work is carried out to the required standard with minimum risk to men, equipment and materials – and to give other contractors precise instructions on their responsibilities for correct working methods.
- k) Ensure that safe working practices are regularly observed.

- l) Ensure that the company's activities are conducted in such a way that the general public are not exposed to risks to their health & safety.
- m) Ensure the provision of adequate staff and materials to meet, implement and achieve the health and safety policy requirements.
- n) Identify training needs and make recommendations.
- o) Carry out random site inspections, to ensure safe working procedures are being followed and to ensure all employees are wearing the correct PPE at all times.
- p) Enlist the support, guidance and assistance of the competent Health & Safety Advisor for investigating incidents, accidents and dangerous occurrences at all times.

2.4 Transport Manager

He / She is the Management Representative for planning, organizing and managing the Company's Transport operations and therefore has delegated responsibilities for ensuring the successful and effective establishment of the Health & Safety Policy, including the arrangements documented herein. His/Her main responsibilities are to:

- a) Establish the company's policies, including the health and safety policy, within the Transport Operations area, ensuring that the policies are effectively implemented and applied to achieve the company's objectives and targets, including the health and safety objectives.
- b) Promote the adoption and establishment of Company health and safety policy and procedures within your area of responsibility.
- c) Ensure that current and future employment practices within the Transport Department take adequate account of health & safety requirements.
- d) Ensure that the company fully complies with the rules and regulations of the Drivers & Vehicle Licensing Authority (DVSA) as well as the terms and conditions associated with the Company's Operator Licence ('O' Licence).
- e) Ensure that drivers employed to drive Company Vehicles have the relevant training and experience in health & safety to maintain the established health and safety culture within the Company (e.g. daily walkaround /pre-use checks of company vehicles, adherence to drugs & alcohol policy, regular eye-sight checks, etc).
- f) Ensure that the company's vehicles are driven in such a manner that all relevant highway codes are observed, members of the public and vulnerable road-users, including motorcyclists, cyclists, road-workers, etc are not endangered or exposed to risks to their health & safety.
- g) Establish and promote standards set by the Operations Director for actions necessary to develop and maintain a positive health and safety culture in four key areas – control, competence, communication and co-operation, within his area of responsibility.
- h) Issue and distribute relevant and adequate PPE to company drivers, and, ensure that the issued PPE are correctly worn and looked after at all times.
- i) Establish and maintain adequate training programmes, either internally or externally, for all employees under his control, in order to equip them with the knowledge they require to conduct their activities safely.
- j) Ensure that vehicle maintenance sub-contractors and their employees understand and accept their responsibilities under the health & safety at work, etc act 1974, submit their company's safety policy, review and maintain log of their risk assessments and method statements,

ensure they work to statutory regulations and that all documentation required from them is provided prior to commencement of their vehicle servicing contract.

- k) Seek support, guidance and assistance from the competent Health & Safety Advisor in investigating incidents, accidents and dangerous occurrences as necessary and appropriate at all times.
- l) Ensure that all accidents and incidents involving Company vehicles are recorded and investigated, including driving infringements, negative outcomes of roadside checks, etc, with a view to identifying root causes and establish actions to prevent their recurrence.

2.5 Project Manager

Project Managers are usually responsible for the planning and management of projects and work-sites. In summary, their health and safety roles and responsibilities are to:

- a) Ensure that requirements of the company's health & safety policy are implemented as required.
- b) Provide health and safety induction for site employees, subcontractors and visitors.
- c) Implement disciplinary procedures on site if safety rules and practices are not adhered to.
- d) Have an awareness of the main hazards on site and ensure all control measures are being implemented and maintained
- e) Organise sites so that work is carried out to the required standard with minimum risk to employees, equipment, materials and members of the public – and to give employees and contractors precise instructions on their responsibilities for correct working methods and safe systems of work.
- f) Ensure that safe working practices (safe systems of work) are established and regularly implemented.
- g) Ensure that the company's activities are conducted in such a way that the employees and general public are not exposed to risks to their health & safety.
- h) Set good personal example by wearing appropriate PPE and working safely. Implement behavioural safety on work sites
- i) Ensure only properly inspected and maintained plant and equipment are used on site.
- j) Carry out regular site inspections and audits, to ensure safe working procedures are being followed and to ensure that all employees are wearing the correct PPE at all times.
- k) Report all accidents, incidents, near-misses and dangerous occurrences to both the Quality, Health & Safety and Environmental Manager and the Operations Director.
- l) Ensure the provision and use of Personal Protective Equipment, tools, plants and services on work-sites.
- m) Co-ordinate and organise health & safety arrangements on work-sites.
- (n) Record and investigate all accidents, incidents, near-misses and dangerous occurrences on worksites. Where appropriate and necessary, involve the Quality, Health & Safety and Environmental Manager in the investigation (dependent on the complexity, seriousness and/or severity of the incident, accident and near misses but for all dangerous occurrences and RIDDOR reportable ones).

2.6 Site Supervisors

The Site Supervisor is usually responsible for the day-to-day supervision and running of a work-site. In summary, his health and safety roles and responsibilities are to:

- a) organise the delivery of works in accordance with the client-accepted Construction Phase Plan (where O'Hagan Civils Limited acts as the Principal Contractor and has written and submitted one), RAMS, Contract Manager / Site Agent's Instructions, specified / agreed arrangements and safe systems of work;
- b) organise the site to ensure good housekeeping in all areas of the site and so that works are carried out to the required standard with minimum risk to men, equipment and materials – and to give sub-contractors precise instructions on their responsibilities for correct working methods;
- c) ensure that safe working practices are regularly observed and safe systems of work are established and implemented;
- d) ensure that all site rules, including client-specified rules (e.g. reporting, signing in and out rules, etc), are implemented, obeyed and complied with by site employees and visitors, at all times
- e) ensure that the company's activities are conducted in such a way that the general public are not exposed to risks to their health & safety;
- e) have an awareness of the main hazards on site and ensure that suitable and sufficient control measures are implemented and maintained (e.g. by ensuring that all plant, tools and equipment being used on site, including portable electrical equipment, are certificated, tested and maintained up to date, and, are checked before use and on regular basis; that identified and documented controls are always implemented and maintained; etc);
- f) always ensure the establishment and implementation the company's policies, including the health and safety policy, on the site, ensuring that the policies are effectively implemented and applied to achieve the company's objectives and targets, including the company's health and safety objectives.
- g) implement and promote standards set by the Operations Director for actions necessary to develop and maintain a positive health and safety culture in four key areas – control, competence, communication and co-operation, within his area of responsibility.
- h) ensure that relevant and adequate PPE are correctly worn by all site employees and visitors at all times, including the additional PPE specified by the client, at all times;
- i) delivery of site induction training, contents of RAMS, toolbox talks and other safety briefings as may be identified by the Contract Manager and/or Operations Director. Where necessary and required, the involvement, support, advice and guidance of the competent Health & Safety Advisor (Quality, Health & Safety and Environmental Manager) shall be sought;
- j) participate in and contribute to activity and site risk assessment, including their reviews;
- k) plan and organize works so that they are delivered safely, on-time and to budget;
- l) record and investigate accidents, incidents and near-misses on site, and, to communicate the outcome of the investigations and lessons learnt to all levels on the site as well as to O'Hagan Civils Limited's management;

- m) carry out daily/weekly site inspection to ensure safety, adherence to all relevant health & safety requirements, including regulatory and client requirement;
- n) coordinate works delivery to ensure achievement of health and safety and client requirements;
- o) regularly liaise and cooperate with clients, other contractors and other interested parties on site.

2.7 Employees (including Foremen, Operatives, Plant Operators, Drivers & Office Staff) and Sub-contractors

Employees, under the company policy and the Health and Safety at Work, etc, Act 1974 have a duty to take reasonable care for the health and safety of themselves and of those that may be affected by their actions or omissions. They also have the responsibility to adhere to this and other company's health and safety rules, and, not to intentionally or recklessly interfere with or misuse anything provided for them in the interests of health, safety or welfare. They are obliged to cooperate with management in the implementation and fulfilment of this policy

Every employee has a responsibility for his or her own safety and for the safety of others and duty to co-operate with the employer by:

- working safely and following the specified codes of practice;
- using the protective equipment provided and not to interfere with or misuse anything provided in the interest of health and safety;
- complying with all safety rules and procedures;
- reporting defects in the workplace;
- reporting all accidents, incidents and near-misses, and, assisting in subsequent investigations.

Failure to co-operate will be treated as a serious breach of the contract of employment and disciplinary measures will be taken.

In summary, the Main responsibilities of the employees are to:

- a) be familiar with the requirements of the company health & safety policy and their responsibilities under the health & safety at work act 1974, in particular section 7 which states:
 'It shall be the duty of every employee while at work to –
 - i) take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work, and
 - ii) as regards any duty or requirement imposed on his employer or any other person by or under the relevant statutory provisions, co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with';
- b) obey and adhere to the Company's health and safety rules and procedures, at all times;
- c) work to agreed methods of working and procedures with regards to the work activities and report any shortcomings;
- d) be fully competent and conversant with the correct method of using the appropriate tools and/or equipment for the task at hand and ensure that it is in good working order;

- e) report immediately all accidents, incidents, near-misses and dangerous occurrences to their superior and the office (Managing Director) immediately;
- f) carry out their work in a safe manner i.e. implement the established safe systems of work, at all times;
- g) report immediately any defects in tools, plant or equipment to their superior immediately'.

2.8 Quality, Health and Safety and Environmental Manager

Currently, within O'Hagan Civils Limited, the Quality, Health & Safety and Environmental Manager is the competent Health & Safety Advisor.

O'Hagan Civils Limited has appointed, under Regulation 7 of the Management of Health and Safety at Work Regulations 1999, a competent Health & Safety Advisor, for the purpose of providing up-to-date and effective health & safety assistance.

The minimum competency requirements for the competent Health and Safety Advisor are: NEBOSH Diploma, or, NVQ Level 4, or, Degree Equivalent in Occupational Health & Safety; Some Qualification in Quality and/or Environmental Related Subject Desirable (e.g. IRCA Registered Lead Auditor Qualification; IEAMA Lead Auditor's Qualification); Membership of the Institute of Occupational Safety & Health (IOSH); 5 years minimum experience at Management Level or as a Quality, Safety & Environmental Management Consultant in the Construction Industry.

Main responsibilities are to:

- a) review company health and safety policy to ensure compliance with statutory requirements are met at least annually.
- b) advise on education and training for improved safety management.
- c) investigate serious accidents and incidents, and, produce reports with recommendations on actions to prevent reoccurrence, as well as on lessons to be learnt.
- d) monitor accidents and incidents for the purpose of assessing trends and investigate all accidents involving death, major injury or dangerous occurrences.
- e) develop means by which safe and healthy working practices are adopted within the company.
- f) Risk & COSHH Assessments.
- g) provide specialist health & safety training and advice to the company.
- h) undertake resource and competence assessments of suppliers and contractors when called to do so.
- i) provide health and safety support for staff via telephone/post/fax/email enquiries.
- j) hold review meetings on the performance of health and safety.
- k) keep the Operations Director and Managers informed about statutory legislation, common law and codes of practice.
- l) produce an annual report on the company's performance on health & safety and present it to the Operations Director for review.
- m) receive and review contractors monitoring arrangements (i.e. health and safety inspections).

2.9 First Aiders

Main responsibilities are:

- a) Ensure that the first aid provisions are adequate for the sites, or projects, they are working on, and that any equipment is kept in an easily accessible position for all staff, visitors and contractors.
- b) Regularly inspect the first aid provisions to make sure that the contents are intact and that any out of date equipment is replenished.
- c) Provide first aid assistance to persons requiring treatment.
- d) Record instances in the accident book when they have provided first aid assistance.

Section 3 - Arrangements

The arrangements to control Health & Safety in the company include the following:

1) Planning

O'Hagan Civils Limited plans all its work activities for hazard identification, risk assessment and risk control.

Our planning ensures that risk assessments are carried out, legislative compliance is achieved, and that safe systems of working are in place.

The aim of our planning is to manage safety in, not inspect risks out, and, to continuously improve to an injury-free environment.

2) New Employees

All new employees will undergo initial induction training. The initial induction session will underline the health and safety risks associated with the company's activities.

All new members of staff will be made aware of their responsibilities towards health & safety and will receive a copy of the company 'Health & Safety Policy'.

The company will assess the skills needed to carry out all tasks safely.

The company will ensure that all employees are adequately instructed and trained for the purpose of their work, and records will be kept.

Additional site / project specific induction training will be held before commencement of each project (Site Induction) for every employee (both new and old).

Those people employed for specialist work will have undergone the necessary training, and have the necessary experience to carry out the work safely.

After all information has been issued, a signed document by the employee will be kept to demonstrate they have had induction training.

3) Fire Safety

O'Hagan Civils Limited complies with the requirements of the Regulatory Reform (Fire Safety) Order 2006. O'Hagan Civils Limited recognises the fact that the Operations Director is the 'responsible person' under the Regulatory Reform (Fire Safety) Order 2005, and, will take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of our employees and other relevant persons (e.g. visitors, members of the public, clients, subcontractors, etc), as well the safety of our premises.

We will make arrangements and provisions to reduce the risk of fire by assessing the risks, to reduce the spread of fire on our premises, provide methods of escape, measures for fighting fires, and establish procedures for serious and imminent danger associated with fire. Fire Risk Assessment of our Office Building, and, where we act as a Principal Contractor, of our work-site, shall be carried out.

Adequate and suitable Fire Fighting Equipment will be made available in the Office, Yard and on work-sites. Employees will be trained on how to use the fire-fighting equipment but also warned not to tackle big fires and, instead, to call for emergency fire services (999). Where required, especially on work-sites where we act as a Principal Contractor, a trained and qualified Fire Marshall / Fire Co-ordinator shall be appointed.

We will provide information, instruction and training to employees on our arrangements for fire. All employees will be made aware of the evacuation procedure should the fire alarm sound through the Initial Induction training, Fire Notices and Initial Site Inductions.

4) First Aid

Within O'Hagan Civils Limited, first-aid provisions are made in line with the stipulations of the Health & Safety (First-Aid) Regulations 1981 (as amended in 2009). Under the First Aid Regulations, most construction, including demolition, is high risk, hence our assessments for the number of trained first aid personnel required on any work-site are based on, viz.: outcome of the assessment of the extent of first aid facilities to be provided on a site; the existing number of employees holding first aid competencies; the location and distance of the nearest public accident and emergency hospital; etc. Our assessments on the extent of first aid facilities to be provided on work-sites are based on the checklist table provided by the HSE. The table below provides us with a guidance on the type, number and extent of first aid arrangements and facilities to be provided on our work-site unless otherwise specified and over-ridden by the contract or client:

Risk Level	Number of employees supplied	First Aid Provision
High Risk – e.g. Construction or Demolition Site	Fewer than 5 (<5)	At least one appointed person
	5 – 50 Employees	At least one first aider
	More than 50	One additional first aider for every 50 employees supplied
	Where there are hazards for which additional first aid skills are necessary	In addition, at least one first aider trained in the specific emergency action.

In general, O'Hagan Civils Limited will ensure there is at least 1 Emergency First Aider At Work (EFAW) in every work-gang / team and a Qualified First-aider At Work allocated to every work-site. The emergency first aider at work and/or qualified first-aider will be able to carry out first aid in an emergency. All employees will be made aware of this person during their induction training (initial induction and site induction trainings).

First Aid Boxes will be kept in our main office at all times, and when on site, in the Site Office Cabin or Welfare Cabin, and, in the Site Supervisor's vehicle. The locations of the First Aid Boxes shall be displayed on sites and in the main office. Our First Aid 'Appointed Person' is in charge of looking after the First Aid Boxes to make sure the contents are full and adequate, as well for the issue and withdrawal of First Aid Boxes to Sites and Site Supervisors. She is our First Aid Administrator.

The competencies of our first-aiders shall be in line with the stipulations of The Health and Safety (First-Aid) Regulations 1981 (as amended). Hence our Emergency First Aid At Work Persons would have undergone the Emergency First Aid at Work Initial Training whilst the Qualified First Aider At Work would have attended the Initial 3-day First Aid At Work (FAW) Training followed by up-to-date 2-day re-certification course after 3 years. All First Aiders shall also receive additional training relating to industry related hazards/risks and appropriate first aid treatments.

5) Accident Reporting

All injuries, accidents and incidents will be recorded and investigated. A full report of the accident shall be logged as appropriate.

The reporting of injuries, diseases and dangerous occurrences will be conducted as required by current legislation (RIDDOR 2013). RIDDOR reportable accidents and incidents shall be immediately reported to the HSE by phone, e-mail or fax. The report shall be followed up in writing using either HSE Form F2508 or F2508A (for RIDDOR reportable dangerous diseases) within 15 working days. Similarly, over-7-day sickness absenteeism by staff and employees due to work-related accidents, injuries and diseases will be notified to the HSE. The reporting will normally be carried out by the Operations Manager, and assisted by the Health and Safety Consultant when required.

Please see the accident reporting procedure ref. OHAPR04 for further details.

6) Housekeeping

All employees have a responsibility to ensure the premises, and areas of work are kept clean, tidy and have a safe access. All waste is to be emptied on a daily basis into the appropriate receptacles.

7) Risk Assessments

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (as amended) places a legal duty on employers and self-employed to assess the risks that arise out of their work activities to the health and safety of their employees and others who may be affected by their work.

Within O'Hagan Civils Limited, Risk Assessments will be carried out before any new works or operations commence. The results of risk assessments will be in writing and will detail the foreseeable hazards, personnel affected, degree of risk and the precautionary measures to be taken to eliminate or effectively control the risks.

Risk assessments will be carried out by those competent to do so. These will generally include the Quality, Health & Safety and Environmental Manager, Operations Director and Site Agents who have been trained in carrying out Risk assessments. The Quality, Health & Safety and Environmental Manager shall give guidance and support to the risk assessment team. He shall also be required to review the completed Risk Assessment prior to issue and implementation. The Operations Director shall review and approve all Risk assessments prior to issue. Where necessary, he shall seek guidance and assistance from the Quality, Health & Safety and Environmental Manager as a professional.

Assessments relating to Young Persons (e.g. work-experience young persons) must take account of their lack of experience, absence of awareness, physique and their immaturity. As a company we have a policy regarding the restriction on the employment of young persons (under 18).

Similarly, Risk assessments relating to Expectant and New Mothers will be carried out whenever applicable.

The company will prepare a written method statement resulting from the findings of the risk assessment. The method statement will detail the sequence of works and identify the relevant precautionary measures required to ensure that the activity is conducted safely and without risks to health.

8) Asbestos

O'Hagan Civils Limited recognizes the requirements of The Control of Asbestos Regulations 2012 (CAR 2012). Under the Regulations, it is the duty of employers to assess the risk to health of any employee exposed to asbestos. Where the risk is significant, steps must be taken to control the risk. The steps include elimination, reduction of exposure by process control or local exhaust ventilation, or as a last resort, using personal protective equipment including respirators.

Within O'Hagan Civils Limited, only employees who have attended basic asbestos awareness training are allowed to work in the vicinity of asbestos. In addition, where there is a high likelihood of presence of asbestos (e.g. within the structural steelwork of large buildings constructed between 1960s and 1970s); or, as part of building boards and ceiling tiles (e.g. in spray coatings, pipe insulation and lagging, wall boards, soffits, canopies); in Cement Products (e.g. corrugated roofs, flat sheets), in Bitumen products (Felts, DPCs), and, in External Panels on buildings, O'Hagan Civils Limited will arrange for an Asbestos Survey (Refurbishment & Demolition Survey) to be carried out by a Licensed Asbestos Surveyor / Specialist before work can start. Where the survey result identifies any Asbestos Containing Material ACM, a licensed Asbestos Removal Contractor shall be hired / used irrespective of whether it is a notifiable or non-notifiable removal work. Once the removal work is completed by the Asbestos Removal Contractor, the Contractor will be expected to issue a certificate of decontamination.

Where a small amount of 'white' (Chrysolite) asbestos is discovered and appropriate a 'Permit To Work' within the vicinity of the asbestos will be raised and utilized to establish a safe system of work. Part of the conditions for the implementation and operation of the 'Permit To Work' is that the Asbestos Containing Material must not be disturbed and/or damped down, the use of the correct PPE (e.g. disposable paper boiler suit, nose masks, eye-protection, safety shoes, hard hat, gloves, ear muffs, etc).

The mandatory PPE for all O'Hagan Civils Limited' demolition operatives on all sites include hard hat, safety shoes, overall, reflective / hi-vis vests, eye glasses, dust masks, gloves, ear-muffs, irrespective of whether asbestos is likely to be present or not.

Operatives, Staff and other employees who are likely to come in contact with Asbestos during their work activities will receive Asbestos awareness Training reinforced with Site Initial Induction prior to commencing work on sites with Asbestos Containing Material (ACM). The induction, amongst other topics, cover O'Hagan Civils Limited' Procedure for 'Working with Asbestos and that includes our instructions on actions to be taken in the case of an operative inadvertently coming in contact with Asbestos whilst working. See our 'Work Instruction on Actions To Be Taken When Accidentally In Contact With Asbestos Whilst Working'.

Basically, the instruction is for the operative, staff and employee to keep still and to not move but call for help by ringing one of 01805 633004 (O'Hagan Civils Limited's Main Office), or, 07787 762528 (O'Hagan Civils Limited's Operations Director), or, 07724008444 (O'Hagan Civils Limited Health & Safety Manager). These numbers are required to be stored on the Staff / Employee's Mobile Phone as part of the O'Hagan Civils Limited's Emergency Numbers. There is also an out-of-hour Emergency Number to cover out-of-hours emergencies. Key Emergency Telephone Numbers, which include those ones, are documented within the Method Statements, publicized on work-sites as part of the Site Initial Induction and displayed on Site Notice Boards. If working in an area where there is no telephone signals, 2-way walkie-talkies are issued and used to maintain communication between the work-area and the site office (site supervisor). In that case, the operative, staff or employee shall contact the site office to call for help from O'Hagan Civils Limited's Main Office.

The Operations Director shall immediately contact one of O'Hagan Civils Limited'-approved Asbestos Decontamination and Removal Specialists on O'Hagan Civils Limited' Approved Suppliers List, and request for the subcontractor to immediately attend the site concerned and decontaminate the employee, member of staff or operative and the work-area involved. At the same time, the Operations Director shall alert the Site Supervisor / Agent and notify him of the incident. The Site Agent / Supervisor shall instruct other members of the Site Team to keep away from the area where asbestos has been inadvertently found and advise them that an Asbestos Decontamination Specialist is on his / her way to attend to the Operative involved. Work on that site shall be suspended until the site is declared safe by the Asbestos Decontamination Specialist.

The decontamination process to be employed by the Asbestos Decontamination Specialist shall involve:

- Use the brush attachment on a Class H Vacuum Cleaner to clean off the employee's overall. The brush attachment is then vacuumed off.
- Use Damp Rags by a 'patting' action to clean off the employee's overall. Rubbing can disturb fibres.
- Where there are two workers, they can help to clean each other.
- Clean employee's safety boots, hard-hat and other items of his / her PPE with another set of damp rags.
- Ask the employee to take off (peel off) his/her overalls, hard-hat, safety boots and other items of his / her PPE, and them in a suitable asbestos waste container.
- Bag up the overalls, hard-hat, safety boots and other items of his / her PPE for a specialist laundry.
- Finally, ask the employee to remove your disposable respirator and place it in the asbestos waste container.
- Seal the container off.
- Where site washing facilities is available, ask the employee to use it and have a shower from head to toe. If so, the washing facilities must be for the employee's use only, and, the employee instructed to use damp rags to clean out the washing facilities after use. Where this is not available, send the employee to a Decontamination Unit.
- Keep other people out during personal decontamination, and until you have cleaned the facilities.
- Wash every time you leave the work area.
- Use damp rags to clean the washing facilities at the end of the job.
- Clean the facilities daily if the job lasts more than one day.
- Inspect the facilities visually once the job is finished.
- Clearance air sampling is not normally needed for washing facilities.

Staff and employees involved in working in the vicinity of asbestos shall be issued with a copy of HSE's em8 as part of their site initial induction. They will be required to sign for the receipt and acknowledgement of it.

Staff and employees who are involved in working in the vicinity of asbestos are subject to regular health surveillance and records of the surveillance are kept and maintained for 40 years.

9) Safe System of Work - Method Statements & Permits to Work

O'Hagan Civils Limited will implement safe systems of work during the delivery of its work activities. The safe systems of work will include the establishment of safe working environment, safe methodology, safe employees, safe materials, etc. Where necessary and appropriate, permits to work (e.g. permit to enter a confined space, working in the vicinity of asbestos, hot work permit, permit to lift heavy/awkward loads, etc) will be employed and implemented as part of the safe systems of work (see below). All permits shall be issued by the Quality, Health & Safety and Environmental Manager.

In addition, the company will prepare a written method statement resulting from the findings of the risk assessment. The method statement will detail the sequence of works and identify the relevant precautionary measures required to ensure that the activity is conducted safely and without risks to health.

10) Permits to Work

The company will work under the requirements of a permit to work system when necessary and appropriate to do so, and, for activities which may pose danger and high risk (e.g. permit to dig for excavation work, permit to enter a confined space, working in the vicinity of asbestos, hot work permit, permit to work at height, etc). Permits to work will be under the control of the Operations Director and/or the Company Safety Manager, and, implemented by employees under the control of a competent manager (Contract Manager), competent Site Agent or competent Site Supervisor.

The company will ensure that all personnel under their control are provided with adequate information, instructions, training and supervision to ensure the effective implementation of any permit to work system affecting their work.

11) Electricity and Electrical Safety (inc. Portable Electrical Equipment)

The Electricity at Work Regulations 1989 stipulate that: all electricity systems shall be of such construction so as to prevent, so far as reasonably practicable, any danger; all work on or near an electricity system, including operation, use or maintenance, shall be carried out, so far as it is reasonably practicable, so as not to give rise to any danger; any equipment provided to protect people while they are at work on or near any electrical equipment, shall be suitable for use and properly maintained. Hence, in general safe systems of work will be implemented when working with or near electricity. This will involve the use of permits to work, establishing suitable physical restraints to limit operations of plant, cranes and excavators (e.g. use of height restrictor / limiter, use of goal-posts, etc), use of cable and service locators when working in the proximity of underground services, etc

Only trained and competent people will be authorised to work on electrical equipment. An appropriate safe system of work will be developed if work on any electrical items or general electricity arises.

All portable appliances will be tested periodically to ensure correct operation and that they work properly. Portable electrical equipment being used in the Offices and on work-sites will be subjected to Pat-testing every 12 months. They will be allocated a unique number and records will be kept of when they were tested, any faults found and a new test date. Tested portable electrical equipment will be labeled to indicate date of test or due date of next test.

Electrical equipment shall be visually checked for visible damage to wiring and equipment before each use. Records of the pre-use checks shall also be kept and maintained.

All portable electrical appliances will be checked and tested periodically to ensure that they are fit for the purpose intended and for the work. They will be given a unique identification number and records will be kept of when they are tested, any faults found and a new test date. Tested portable electrical equipment will be labeled to indicate date of test or due date of next test. Electrical equipment shall be visually checked for visible damage to wiring and equipment before each use. Records of the pre-use checks shall also be kept and maintained.

Only equipment operating on 110 Volts are allowed to be used on site for our service delivery works / activities. Only trained and competent people will be authorised to work on electrical equipment.

An appropriate safe system of work will be developed if work on any electrical items or general electricity arises.

The Quality, Health & Safety and Environmental Manager is responsible for arranging and co-ordinating portable electrical equipment testing within the Company. He compiles and maintains a list of company-owned portable electrical equipment. Site Agents / Site Supervisors are responsible for ensuring that all portable electrical equipment on their sites (e.g. Electric Kettles, Microwaves, Portable Electrical Tools, Extension Leads, etc) have up-to-date and current PAT Testing Certificates.

12) COSHH

The Control of Substances Hazardous to Health Regulations 2002 (as amended) place duties on employers to carry out a risk assessment of health risks created by work involving substances hazardous to health, and to either prevent exposures of employees to such substances, or, where that is not reasonably practicable, to adequately control exposure to the substances.

Within O'Hagan Civils Limited, the company will ensure that when working with any substances hazardous to health, suitable and appropriate COSHH assessment will be carried out before works commence.

Hence, when all products and substances are ordered, a request for all associated safety data sheets are made. The received information will be used to provide information for carrying out the COSHH Assessment. Results of COSHH Assessment, including the control measures will be communicated to relevant employees and others that may need to work with hazardous substances using Toolbox Talks and Briefings. All information will be kept on record. No products or substances are to be used without the appropriate information.

Please refer to the COSHH Assessment Procedure ref. OHAPR34 for further details.

13) Manual Handling

In line with the Manual Handling Operations Regulations 1992 (as amended), Manual Handling will be avoided within O'Hagan Civils Limited where possible. Where Manual Handling cannot be avoided, a risk assessment will be undertaken to identify the hazards and controls to eliminate the risk or reduce it to as low as reasonably practicable, considering the load, individual(s) involved in the manual handling operation, the task and the environment. Information, Instructions, Training and Supervision will be given to all employees who may be involved in manual handling operations.

The company will take steps to reduce, where practicable, the risk of injury from manual handling operations. In all cases of manually handling anything weighing over 25Kg, mechanical device shall be considered for moving the load. Also in such cases, Manual Handling Risk Assessment shall be carried out first. The company will also consult with employees and contractor's representative on health and safety matters.

14) Display Screen Equipment

In line with the requirements of the Health and Safety (Display Screen Equipment) Regulations 2002 (as amended), O'Hagan Civils Limited takes reasonable care for the health, safety and well-being of staff, employees and others who use display screen equipment as a significant part of their work.

The company will conduct an analysis and assessment on all employees who are using display screen equipment, so as to evaluate the health and safety risks to employees who use display screen equipment.

Assessments will be made of each workstation to include ergonomics and lighting.

The company shall take steps to ensure compliance with the Health & Safety (Display Screen Equipment) Regulations 2002 (as amended).

15) Noise

The Control of Noise at Work Regulations 2005 require employers to provide a place of work that is free of risks to health from noise so far as is reasonably practicable and to protect the health and safety of anyone who may be affected by noise created by the employers' work activities, except for the provision of health surveillance, and information and instruction. The Regulations set out 3 levels of Action and Limit known as Lower Exposure Action Value of 80 db(A), Upper Exposure Action Value of 85 db(A), and, Exposure Limit Value of 87 db(A).

O'Hagan Civils Limited will carry out Noise Risk Assessment to identify potential hazards resulting from exposure to Noise and establish appropriate controls to eliminate or reduce the noise hazard to as low as reasonably practicable. Noise monitoring and assessments could be one of the control measures, and, where the noise level is at or above the lower exposure action level, noise risk assessment, information and instruction about the noise hazard would be provided to employees and others who may be affected, and, suitable hearing protection would be made freely available. Where the noise level is likely to be at or above the upper exposure action level, mandatory noise monitoring / noise measurement shall be introduced. The noise risk assessment, where implemented, has to take into consideration the level and type of noise and its duration.

In addition, consideration has to be given to introducing alternative working practices to reduce the noise level to as low as reasonably practicable. Where the noise level is at the Exposure Limit Value, O'Hagan Civils Limited will take actions to reduce the exposure limit, use signage to mark up or identify the area and enforce the use of suitable hearing protection whilst in the noisy area.

As a rough guide, should it be necessary for anyone to shout to be heard at a distance of up to 2m away, then it can be judged that a noise level assessment is required and that suitable hearing protection is to be worn.

Suitable hearing protection equipment (e.g. ear-muffs, ear plugs, etc) will be provided to all employees who are likely to be exposed to noise free of charge.

16) Vibration

The Control of Vibration at Work Regulations 2005 impose duties on employers to protect employees and others who may be exposed to risk of ill health because of vibration at work.

Within O'Hagan Civils Limited, actions are established to ensure that no one is exposed to hand-arm vibration at a level of the daily exposure action value of 2.5 m/s² or of daily exposure limit of 5 m/s². Our arrangements for achieving this is to establish the vibration level of each vibrating plant and equipment, monitor the use of such plant and equipment to ensure that the duration of use of such vibrating plant and equipment is minimised through job rotation and regular breaks. We shall also ensure that vibrating plant and equipment are regularly maintained.

17) Monitoring – Inspection, Audit & Occupational Health Surveillance

Within O'Hagan Civils Limited, we employ both Active and Reactive Monitoring to ensure continual improvement on our health and safety performance. Our Active Monitoring includes Site Safety Monitoring and Inspection, Internal Management Systems Audit, Director's Safety Tours, Occupational Health Surveillance which includes Hearing / Audiometry Test, Visual check of Fingers, Palms & Hands for visible changes, Blood Sampling, Eyesight Checks, etc. We also require new employees to complete a Pre-employment Medical Questionnaire. Any employee who indicates pre-employment medical condition like Dermatitis, Respiratory, etc will be subject to further medical tests or interview by an Occupational Nurse/Doctor. Our Reactive Monitoring includes the Investigation and Review of Accidents and Incidents, Absenteeism and Sickness Monitoring.

18) CDM

CDM 2015 Regulations apply to all Construction Projects including those projects with domestic clients. Construction Projects are notifiable if they are lasting for more than 30 working days and have more than 20 workers working simultaneously at any point in the project; or exceed 500 Person-days. O'Hagan Civils Limited recognises its responsibilities under the CDM Regulations 2015. Usually in our capacity as a Contractor / Principal Contractor, we will ensure that our employees and subcontractors are competent to perform their duties. We will cooperate with the Client, Designer, Principal Designer and other Contractors. We will provide information to the Principal Designer regarding the compilation of the Health & Safety File. We will ensure that the F10 Notification is displayed and that sufficient welfare facilities are provided in line with schedule 2 of the Regulations. We will plan our work and ensure that the Construction Phase Health & Safety Plan has been generated and issued. Where we act as the Principal Contractor, we will satisfy ourselves that clients are aware of their duties under the CDM, and, that a Principal Designer has been appointed. We will fulfil the General Duties specified under Regulation 8 of the CDM 2015. We will display the F10 Notification. We will also satisfy ourselves that the designer, principal designer and contractors engaged on the project are competent and adequately resourced. We will ensure that the construction phase is properly planned, managed and monitored.

We will prepare and submit a suitable construction phase plan before the work starts. Details of the Construction Phase Plan will be developed in discussion with, and communicated to the contractors affected by it. We will regularly review and keep up-to-date the construction phase plan. We will provide copies of or provide access to the construction phase plan and other information to contractors in time for them to plan their work. We will ensure that adequate and suitable welfare facilities are provided from the start of the construction phase. We will take reasonable steps to prevent unauthorized access to the site. We will prepare and enforce any necessary site rules. We will provide the Principal Designer with any information relevant to the Health & Safety File promptly. We will ensure that all the workers are provided with suitable health & safety induction, information and training. We will ensure that the workforce is consulted about health & safety matters.

19) Communication and Consultation

All consultation with employees will be in accordance with the Health and Safety (Consultation with Employees) Regulations.

In addition, all new starters are given a copy of the company health & Safety policy, and all other relevant procedures. All employees are notified of any changes to legislation, which are relevant.

O'Hagan Civils Limited will inform, instruct, train and supervise employees about the risks they face in their work. Safety awareness talks (Toolbox Talks) can play a part in this and will promote the discussion of safety procedures. This will be repeated at intervals. Records will be kept of all who receive this training.

Should additional training or discussion be deemed necessary following the introduction of new legislation then this will be instigated by the Company.

The Operations Director and Managers have a responsibility of communicating and consulting the views of all employees. Although there is no trade union within O'Hagan Civils Limited, nevertheless, we recognise the Safety Representatives and Safety Committees Regulations 1977 and therefore consult with staff and employees on a 'one-to-one' basis. We hold regular meetings with individual or team of staff and employees. In addition to our 'open-door policy' on communication and consultation with individual employees and members of staff, regular / ad-hoc meetings are held with employees and members of staff to ensure that we communicate and consult with all employees, as and when necessary.

20) Information

The company, with assistance from the appointed Health & Safety Consultant, will provide comprehensible and relevant health and safety information to its employees. Information resulting from an assessment, the protective and preventive measures, any procedures under regulation 7 of the Management of Health and Safety at Work, and risks notified to the company by others in shared facilities.

21) Instructions

The company will give clear and unambiguous instructions for the work in hand. The instructions will normally include, but not necessarily be limited to, a description of the objective, sequence of work, foreseeable hazards and precautionary / preventative measures that are to be taken.

22) Training

Under the Management of Health and Safety at Work Regulations, the company shall provide induction training, i.e. when employees are first recruited and additionally before they are exposed to new or increased risks due to a change of responsibility, new working methods or equipment, or when starting on a new project or construction site. During the induction training, which is used to communicate Company's Policies, Organisation, Arrangements, Company Rules, Regulations and Requirements, including Safety, new members of staff and employees are advised and instructed that no one in the company is allowed to operate a piece of equipment, plant or tools unless they have been trained, competent and have the appropriate compensation to operate the plant, equipment or tool. They are also advised that the Operations Director is responsible for Training and should be approached if they have any training need or requirement. That message is reinforced during site inductions.

The Company will ensure that all its employees are competent for the work they do through education, training, skills, awareness and attitudes. We will endeavour to ensure that all work operatives achieve CSCS (Construction Site Certification Scheme) or CPCS (Construction Plant Competence Scheme) certification as a minimum. Additional training shall be identified and provided in line with our business needs and nature of our works, e.g. scaffolding inspection, first aid, confined space, asbestos awareness, PASMA training for Tower Erection & Dismantling, etc.

Copies of all training certificates will be kept in the office.

Please refer to the company's training & development procedure ref. OHAPR20.

23) Maintenance of Plant and Equipment

All plant and equipment on site will have been inspected prior to use. The work equipment include those used for our demolition work, lifting equipment and working at height covered by the Provision & Use of Work Equipment Regulations 1998, Lifting Operations & Lifting Equipment Regulations 1998, and Work At Height Regulations 2005 respectively.

The company will ensure no equipment or plant to be used on site has not been checked, maintained, tested and inspected by a competent person.

Records of all equipment maintenance, testing and inspections are kept.

Please see specific 'Procedure For Controlling Plant and Equipment' ref. OHAPR19.

24) Supervision

The company will provide adequate levels of suitably trained, experienced and competent gangers and supervisors, to ensure that the works proceed safely and without risks to health, and that all operations and personnel are adequately monitored and supervised.

25) Drugs and Alcohol

O'Hagan Civils Limited recognises the requirements of the Transport and Work Act 1992 and the Misuse of Drugs Act 1971, and, hence forbids the consumption of alcohol during working time. Similarly, the use, possession, storage, transportation, promotion and/or sale of illegal drugs or drug equipment is forbidden during working time, in the workplace or at the worksite and is a breach of the Company Policy and the law. In the case of employees, such action will be considered to be an act of gross misconduct and the Company may take appropriate disciplinary action up to and including dismissal. All alcoholic drinks and unauthorised drugs are strictly prohibited from the company offices and any person found in possession or under the influence of such substances will be refused access or immediately removed from site as appropriate.

The use of prescribed drugs or 'over-the counter' drugs following an illness must be notified to both the Contracts Manager and the Operations Director as soon as possible.

The Operations Director shall seek professional advice (e.g. from a Registered Pharmacist) about the potential effect of the prescribed drug on the employee in relation to the discharge of the employee's duties, and, decide on the appropriate action which may include relieving the employee of his / her duties whilst on the prescribed drug.

All alcoholic drinks and unauthorised drugs are strictly prohibited from the company offices and sites. Any person found in possession or under the influence of such substances will be refused access or immediately removed from site as appropriate.

Please see specific Drugs and Alcohol Policy.

26) Confined Spaces

The Confined Spaces Regulations 1997 require employers to plan work so that entry to confined spaces is avoided so far as is reasonably practicable. They also require a safe system of work to be developed and implemented if entry to a confined space is unavoidable, and adequate emergency arrangements, which will also safeguard rescuers, to be put in place before work starts.

No O'Hagan Civils Limited staff will be allowed to work in confined spaces without the appropriate training, namely in tunnels, underground facilities, sewers due to the nature of business.

The Operations Director will advise on specific training for employees, after consultation with the appointed Health & Safety Consultant.

On a work-site where confined space exists, a Confined Space Supervisor, usually, someone who has undertaken a 2-day confined space training course and have appropriate experience and knowledge of confined space operations. The fully trained and competent Confined Space Supervisor shall be responsible for ensuring the planning, safe system of work and implementation of this are suitable for the operation.

The Confined Space Supervisor and the Contract Manager shall carry out a risk assessment of the demolition within the Confined Space. Where necessary, the help and guidance of the External Safety Advisor shall be sought. A decision shall also be made on whether atmospheric testing is required or not, dependent on whether it is a class 3 (Low Risk), class 2 (Medium Risk), or, class 3 (High Risk) Confined space. If atmospheric testing is required, an outside subcontractor shall be engaged to carry out the testing.

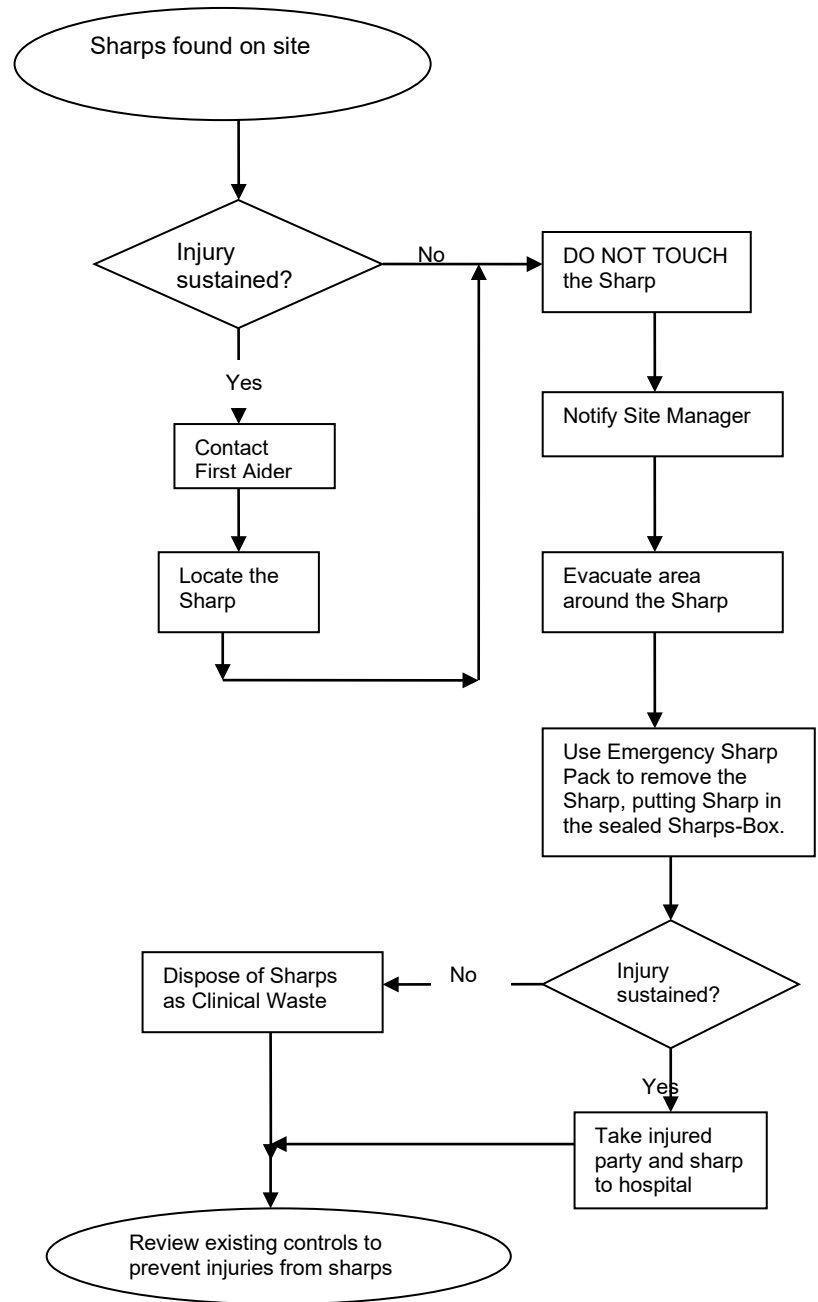
Based on the results / outcome of the atmospheric testing, a decision would be made to either allow or prohibit entry into the confined space. A risk assessment and method statement relating to carrying out the work inside the confined space, with all relevant controls suitably addressing the outcome of the atmospheric testing, shall be compiled. This shall include emergencies and rescue, ventilation, fire prevention, gas purging, PPE, Limited Working Time, Entry and Exit, Lighting, Evacuation Procedure, etc. Continuous gas monitoring shall be undertaken throughout the work and records of that shall be kept and maintained.

27) Procedure For Dealing With Sharps On Work-sites

As part of our site survey, the Contract Manager shall look for evidence of sharps on the site during site visits. He / She shall consider whether the location is known to have a problem with drug-users. If evidence is found, the Contract Manager shall contact the local Environmental Health Department to arrange / schedule removal.

As part of arrangement for site mobilization, every work team / gang is issued with 'Sharps-box' (Emergency Sharps Pack) which is sealed and cannot be opened. The team / gang shall sign for the issue and receipt of the sharps-box (Emergency Sharps Pack). In addition, the Site Initial Induction shall be used to ensure that (a) there is an Emergency Sharps Pack on each site, and, (b) Site staff / employees are briefed on the contents of this procedure as part of their site initial induction.

Instructions for dealing with Sharps On Site



28) Dusts

Construction dusts mainly include three main types of dusts one may find on a construction site, viz.:

silica dust – created when working on silica-containing materials like concrete, mortar and sandstone (also known as respirable crystalline silica or RCS);

wood dust – created when working on softwood, hardwood and wood-based products like MDF and plywood;

lower toxicity dusts – created when working on materials containing very little or no silica. The most common include gypsum (eg in plasterboard), limestone, marble and dolomite.

O'Hagan Civils Limited recognises the health risks associated with anyone who breathes in these dusts and appreciate the damage they can do to the lungs and airways. The main dust-related diseases affecting construction workers are: lung cancer; silicosis; chronic obstructive pulmonary disease (COPD); asthma. Some lung disease, like advanced silicosis or asthma, can come on quite quickly, however, most of these diseases take a long time to develop. Dust can build up in the lungs and harm them gradually over time. We also recognize that the Control of Substances Hazardous to Health Regulations 2002 (COSHH) cover activities which may expose workers to construction dust. Hence, we assess the risks associated with the demolition dusts, control and mitigate the risks and regularly review the controls.

Our outcome of the assessment of the risks is included within the RAMS generated for each construction work, and, the minimum controls we implement include damping down the dusts with water as part of our routine process of work, using either machine controlled water-mists, wetting / water-suppression on a cut-off saw, or, use of water-jets. We also explore the possibility of using a less powerful tool to reduce the amount of dusts generated as well as the implementation of a dust-reduction working methods.

As a minimum, our construction site operatives are issued with disposable dust masks or half-masks, and, where the level of dusts is potentially significant, they are issued with Respiratory Protective Equipment (RPE) with the appropriate Assigned Protection Factor (APF) – e.g. APF of 20. Where issued with RPEs, face fit tests are carried out, ensure that RPE Filters are changed as recommended by the manufacturers / suppliers, and, in all cases, we ensure that the RPE or masks are worn correctly.

We regularly review the effectiveness of our controls.

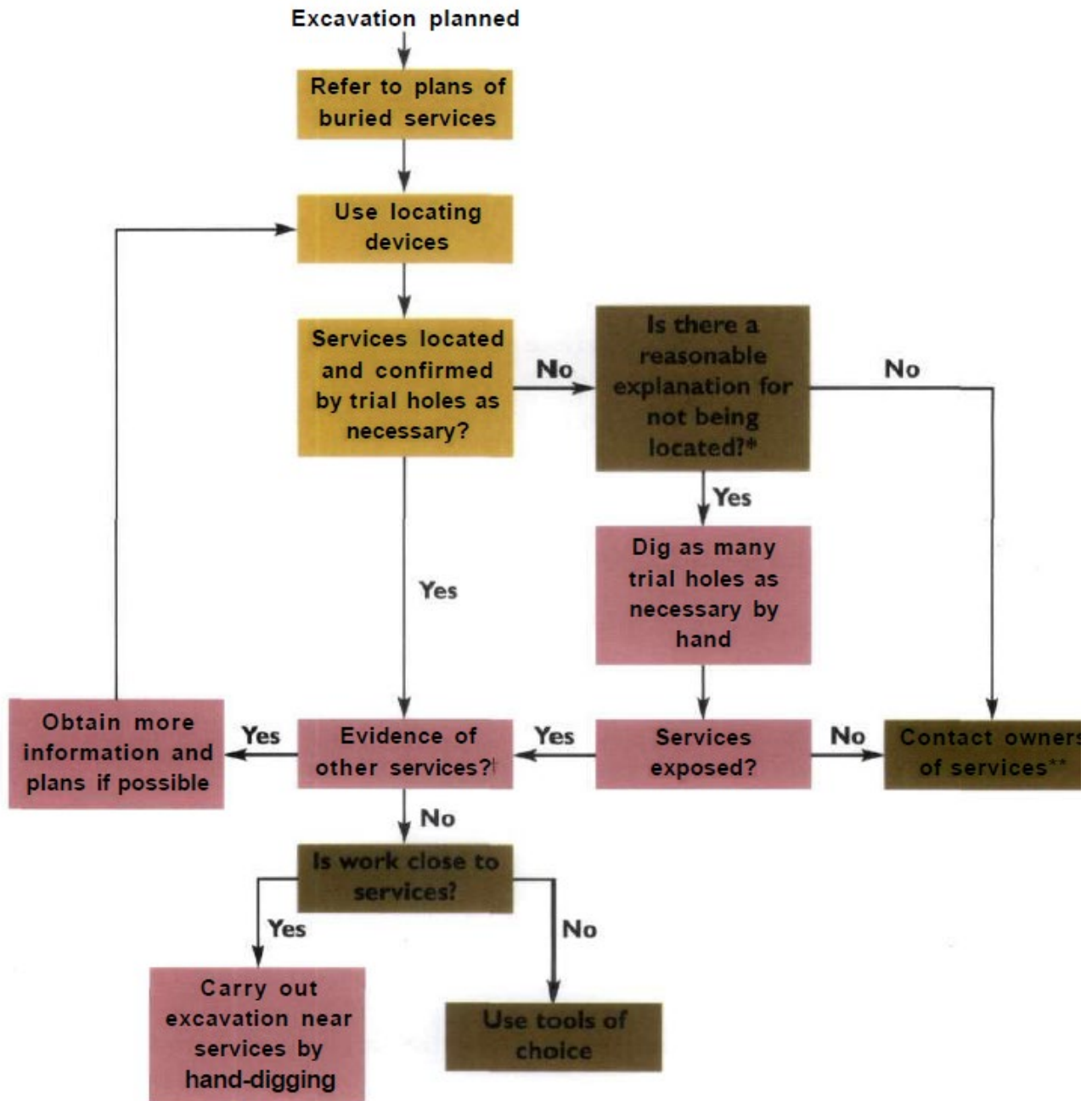
29) Working around Underground Services (reference HSG47)

The term 'service(s)' means all underground pipes, cables and equipment associated with the electricity, gas, water (including piped sewage) and telecommunications industries. It also includes other pipelines which transport a range of petrochemical and other fluids. Similarly, the term 'service connection(s)' means pipes or cables between distribution mains and individual premises.

The HSE Guidance Note HSG 47 Third Edition Published in 2014 is about the dangers of working around underground services and therefore gives guidance on precautions to take and how to avoid those dangers whilst working around underground services. HSG47 outlines unseen dangers arising from working near underground services - with guidance advice on risk reduction, especially concerning ground penetration or below surface operations. It is applicable both to those involved with the running of underground services as well as those concerned with planning, organising and supervising work. Encompassing projects by, or for, major utilities, it also considers general road, construction and demolition work. The Guidance also includes precautions for specific services and first-aid considerations.

According to HSG47 Third Edition Published in 2014, damage to underground services can cause fatal or severe injury. The main dangers associated with working around Underground Services include, viz: hitting electricity cables leading to explosive effects of arcing current supply disruption, electrocution, fire, damage to gas and water pipes, sewers, damage to telecommunication cables, etc. HSG47 therefore calls for the establishment and implementation of safe systems of work. Basically, the safe system of work involves planning the work, making reference to existing service and utility drawings and plans, the use of cable- and pipe-locating devices to detect the locations of the buried services, and, the implementation of safe digging practices.

Within O'Hagan Civils Limited, the Safe System of Work we shall employ when working around buried / underground services will mainly be the use of a Permit System (Permit-to-dig). We shall obtain service and utility drawings and plans for reference but care shall be taken as the drawings and plans may not be up-to-date. We shall also survey the area using calibrated Cable Avoidance Tool (CAT) and Signal Generator (Genny). Where appropriate and suitable, we shall use hand-digging rather than digging by machine. Hence, in addition, the following procedure shall be followed:



30) Appointment of Contractors

Although O'Hagan Civils Limited do not use subcontractors to directly deliver its services, however, we use suppliers such as waste disposal subcontractors, fencing subcontractors, welfare/site cabin suppliers, scaffolders, equipment and tools suppliers including Tower and MEWP suppliers, Training Providers, suppliers of PPE, and suppliers of bought-in or hired-in plant and equipment. These suppliers and subcontractors are selected and evaluated on the basis of their ability to meet all our requirements, including legislative / statutory, quality, safety and environmental requirements. We select and appointed such subcontractors on the basis of their competence and ability to supply and deliver products and services which full meet our requirements, including safety.

Such suppliers and subcontractors are selected and appointed in line with our Purchasing Procedure OHAPR05. All contractors appointed by O'Hagan Civils Limited will have to complete a 'sub-contractors health & safety competence questionnaire'.

Where applicable and relevant, Contractors shall be assessed in accordance with CDM 2015 ACOP which provides practical guidance in assessing competence. Such Contractors shall be assessed by using the competence criteria within the ACOP for CDM Regulations 2015 (L153) which, in turn ensures that relevant demolition subcontractors are assessed in line with the requirements of PAS91 2013 – Assessment of Subcontractors and SSIP – Safety Schemes in Procurement.

Only following a successful assessment will contractors be allowed to commence work.

Records of assessments will be kept in head office for future reviews.

31) Personal Protective Equipment

Personal protective equipment means all equipment, including accessories, additions and clothing used, safety harnesses, etc, which is intended to be worn or held by a person at work to protect that person against one or more risks to health & safety.

Within O'Hagan Civils Limited, we recognise the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended) and provide suitable Personal Protective Equipment and suitable head protection equipment (hard hats) to employees and visitors free of charge. We also ensure that the Personal Protective Equipment and Hard Hats are fit for the purpose and appropriate / suitable for the wearer.

It is the policy of this company that suitable and sufficient personal protective equipment is provided at no cost to our employees where risk assessment has shown a significant risk to their health & safety while at work. For our demolition works, the minimum PPE to be worn include Overall, Hi-visibility Vest, Hard Hat, Safety Boots, Gloves, Eye Goggles, Ear Muffs, Helmet-mounted Ear Plugs, Dust Mask. Additional PPE shall be identified by the Project Manager on the basis of the scope of work and outcome of risk assessments (e.g. Fall restraint and fall arrest equipment like Harnesses, Lanyards and Inertia Reels for working at height). Employees will be trained and shown how to correctly check their PPE to ensure that they are suitable for use.

PPE will only be utilised when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level.

32) Lone Working

As a policy, O'Hagan Civils Limited prohibits its employees and those of its subcontractors from working alone, in order to ensure that no one is placed at risk, or allow themselves to be placed at risk, by working alone. The Company is committed to ensuring the health, safety and welfare of all employees, including those of its subcontractors.

Where Lone Working is highly inevitable, risk assessments will be carried out and suitable and sufficient controls will be put in place to minimize the risk of the employee working alone. The controls, based on the situation and location, will include at least maintaining regular contacts/communication with the person working alone, emergency arrangements in case of sudden illness or incapacity or burglary attacks, emergency contact numbers, etc.

33) Visitors

Visitors to our office and work-sites are given induction to advise them of our safety arrangements and requirements. The induction is also used to inform them of any potential risks and control measures.

Visitors are required to sign to confirm that they have received and understood the information and instructions.

In general, visitors are only allowed on our work-sites on the permission of our clients.

34) Working At Height

Within O'Hagan Civils Limited, Height is defined as where one can fall. It is therefore our Policy that Working At Height must be avoided as far as reasonably practicable. However, where it is unavoidable to work at height, a risk assessment shall be carried out in order to identify and establish effective controls to prevent fall, as well as instructing operatives to work behind protected edges where possible. In identifying such controls, consideration shall be given to the use of Scaffolds, Scaffold Towers, Mobile Elevated Working Platform (MEWP), Scissor Lifts. Safety harnesses shall be worn at all times where there is any risk of falling. Employees / Operatives will ensure harnesses are fixed to secure points / eye bolts.

Where scaffold is used as a working platform, the Contracts Manager will ensure that the scaffold is erected to TG20:08 Standard and that it is not overloaded. Use of Ladders for working at height is prohibited, as ladders are for access only. However, where ladders have to be used for very short duration of work as may be dictated by the outcome of a risk assessment and access restriction, the ladder has to be footed. The operative footing the ladder must also wear the appropriate PPE, e.g. hard-hat, safety boots, goggles, gloves, etc.

As stated above, Scaffolds and working platforms with harnesses and fall-arrest will be used whilst working at height. Scaffolds will only be erected by a competent/certificated scaffolder (e.g. Basic Scaffolder competency – CISRS) and relevant statutory inspections of the scaffoldings (including hand-over and pre-use) must be carried out and recorded. Towers and Scaffolds will be inspected after any movement or alteration, prior to use or at least weekly. Scaffold Towers will be erected and dismantled by a competent PASMA-qualified person.

For 'working at height, the safe system of work employed must attempt to reduce the risk of falling before fall arrest equipment is considered, the use of fall arrest equipment should follow the rules defined in SG4:10. Also, for working at height, 'Permit to Work' will be used where the work involves high risk.

35) Staff/Employee Welfare

O'Hagan Civils Limited recognises its duties under the Workplace (health, Safety and Welfare) Regulations 1992 and makes provisions for suitable and sufficient Welfare Facilities in our Office Building and Workplaces other than Construction Sites.

In our office building and workplaces other than Construction Sites, we provide suitable and sufficient sanitary conveniences and washing facilities at readily accessible places. The sanitary conveniences and washing facilities are kept clean, adequately ventilated and lit. The Washing Facilities have running hot and cold water, soap and means of cleaning or drying hands (e.g. paper towels, warm-air hand dryer, etc). We also provide showers for use where required by the type of work undertaken by our members of staff/employees. We provide separate facilities for men and women. We provide adequate supply of high-quality drinking water with suitable cups either from direct connection to cold water mains supply or refillable enclosed containers in the form of chilled water dispensers supplied by an approved external supplier who also constantly supply refills. We provide facilities for staff and employees to heat or warm their own food in the form of a Microwave Oven, for making hot drinks in the form of an Electric Kettle, and for preventing contamination of their food in the form of a fridge.

We also provide adequate, suitable and secure space for storing workers' own clothing and special clothing. The facilities also allow for drying clothing as far as reasonably practicable. We provide facilities for changing clothing, resting and eating. The rest and eating areas are of sufficient capacity with seating having suitable back supports (chairs not desks). The portable electrical appliances provided like the Electric kettle, Microwave Oven and Fridge are subject to regular PAT Testing.

Due to the 'Anti-smoking' law, we ban smoking in the workplace but make special provision in the form of a dedicated covered sheltered area for those members of staff/employees who smoke. All the facilities are readily accessible from staff/employees work areas and ensure the privacy of the users.

On our Construction Sites, we recognise the requirements of Schedule 2 of the CDM Regulations 2015. We do not act as a Principal Contractor, however, we will ensure that suitable and sufficient welfare facilities are provided on work sites for the use of our staff / employees, using the standards and guidance employed in our office building and other workplaces for the provision of welfare facilities. In general, we employ the template below to assess the welfare facilities provided on construction sites for our staff/employees.

Welfare Facilities Assessment Guideline:

No of Men	No. of toilets	No. of urinals	No. of Washbasins
1-15	1	1	1
16-30	3	3	3
31-45	3	3	3
46-60	5	5	5
61-75	5	5	5
76-90	7	5	7
91-100	7	5	7

36) Cooperation & Coordination

The Contracts Manager shall liaise with the appointed Principal Designer, other Contractors on Site (where present) and the client's management representatives for the purpose of co-operation and coordination so as to share information on risks and to ensure that a co-ordinated approach to implementing risk assessment control measures is achieved. To achieve this, he shall issue copies of the Method Statement, and, where applicable, Construction Phase Plan to the relevant client's management representatives. He shall ensure that the risk control measures documented within the Method Statements are suitable, adequate and sufficient.

O'Hagan Civils Limited will establish effective arrangements to ensure good co-operation and co-ordination of work between all of the parties (other Contractors, Client, Principal Designer, Designer, Employees and other Workers) involved in the project in order to ensure that risks are identified early on in the project and are properly controlled. We will take the lead and actively encourage cooperation and co-ordination between contractors from an early stage. A team approach involving ourselves, the client, designers and other contractors shall be forged to work closely together and encouraged so as to produce the best results. O'Hagan Civils Limited believes that this will allow the client, designers, ourselves, other contractors and facilities management experts, to identify together the best solution for the client's needs, taking into account the practicalities of the work, maintenance and use.

O'Hagan Civils Limited will ensure that those involved in the work (i.e. the client, designer, contractors and others) will always work together even on projects where it is not practical to formally establish an integrated team. Regular meetings will be held with the supervisors and managers or representatives of other contractors and the client on site to jointly discuss issues relating to the work, including potential risks that may affect their employees, as well as hold regular project review /progress meetings. Similarly, our employees will be encouraged to cooperate with other duty-holders and their employees or representatives coming or working on site.

We will coordinate the activities of our employees in a manner which ensures, so far as is reasonably practicable, the health and safety of those employees and others who may be affected by our activities. Project Team meetings and Project Progress Meetings with other duty holders will be employed to achieve coordination and cooperation.

If there are other projects on the same or neighbouring sites (for example adjacent sites in the same area or estate), we will encourage for the co-operation and coordination to be extended to those involved in such projects, so as to ensure that risks from one project is not transferred / exported on to the other.

O'Hagan Civils Limited will encourage good, timely communication as we believe that sensible sharing of relevant information (not everything) about risks and precautions is essential to co-operation and co-ordination of activities, and that that is needed to plan and manage work. Drawings can be used to highlight hazards or unusual work sequences identified by designers, with advice on where to find more information, if required. Induction training and toolbox talks shall be used to ensure that employees/workers understand the risks and precautions, and are a good opportunity to inform workers of site rules or any special risks relating to the project.

37) Wastes

O'Hagan Civils Limited has an environmentally-friendly approach to all its activities and therefore has the commitment to prevent wastes, reduce wastes, segregate wastes, recycle wastes and reuse wastes where practicable. This is documented within our Waste Policy and we also have a Waste Procedure which has been used to document our focus and disciplines in achieving our waste policy. Every employee is made aware of our Waste Policy and Procedure through Initial Induction training, periodic Environmental briefings, as well as our site induction. In addition our Waste Policy is displayed in visible strategic locations on sites and within the Company.

38) Records

Within O'Hagan Civils Limited, pertinent records are kept to demonstrate effective planning, implementation, operation and control of our processes. Records are also kept to demonstrate compliance and continual improvement in our processes. Records shall be generated, kept and maintained in accordance with the disciplines documented within our procedures. Records shall be held and stored in logical order, to prevent deterioration and damage, in such a manner to ensure that the records remain legible and are easily retrievable.

Please see further details in our Procedure For Control of Records ref. OHAPR06.

APPENDICES**APPENDIX I – LIST OF COMPANY PROCEDURES**

REF	TITLE
OHAPR02	PPE ISSUE & CONTROL
OHAPR03	DOCUMENT & STANDARDS CONTROL
OHAPR04	ACCIDENT / INCIDENT REPORTING
OHAPR05	PURCHASING
OHAPR06	CONTROL OF RECORDS
OHAPR07	INTERNAL AUDIT
OHAPR08	CORRECTIVE ACTION
OHAPR09	PREVENTIVE ACTION
OHAPR13	CONTROL OF WORK
OHAPR14	CONTROL OF NON-CONFORMING PRODUCT
OHAPR16	MONITORING & AUDITING OF WORKSITES
OHAPR18	EMERGENCY PREPAREDNESS & RESPONSE
OHAPR19	CONTROLLING PLANT & EQUIPMENT
OHAPR20	TRAINING & DEVELOPMENT
OHAPR21	WORK SAFE
OHAPR23	BRIEFING & COMMUNICATION
OHAPR32	IDENTIFYING LEGAL & OTHER REQUIREMENTS
OHAPR33	RISK ASSESSMENT
OHAPR34	COSHH ASSESSMENT
OHAPR44	COMMUNICATION, PARTICIPATION & CONSULTATION
OHAPR56	PLANNING PROCEDURE