



Health & Safety and Environmental Policy

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1 AMENDMENT RECORD

| Date | Policy | Page | Issue | Amendment Detail | Who |
|----------------|---------------|-------------|-----------------------|-------------------------|-----------------|
| 20/9/17 | Whole | | 1st | New Policy | Nautilus |
| 20/9/18 | Whole | | 2nd | Renewal | Nautilus |
| 20/9/19 | Whole | | 3rd | Renewal | Nautilus |
| 20/9/20 | Whole | | 4th | Renewal | Nautilus |
| 01/3/21 | Whole | | 5th | Renewal | Nautilus |
| 01/6/22 | Whole | | 6th | Renewal | Nautilus |



2 INTRODUCTION

This policy document has been prepared to define the way that SILVER BLAZE ('the company'), intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc Act 1974. This act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

The SILVER BLAZE health and safety management document system is contained within this policy document and its associated instructions, procedures, assessments and guidance documents. The document system formally communicates the instructions and procedures covering operation and work activities from the company Directors to their supporting managers, supervisors and all other personnel employed or involved in the company's activities. The document system has been developed to meet statutory requirements for a safety management system to ensure the health and safety of all personnel associated with work activities of the company including contractors, visitors and the general public.

The policy and its associated documents apply, as defined, to all personnel employed or contracted to the company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

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□ **HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT**

This Health, Safety and Environmental Policy Statement recognises SILVER BLAZE's obligations under the Health and Safety at Work etc., Act 1974. This policy statement and the health and safety documentation detailing the means of implementing the policy are in respect of SILVER BLAZE.

SILVER BLAZE has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of its employees and anyone who may be affected by the actions of the Company, its employees, or as a result of SILVER BLAZE activities. SILVER BLAZE fully accepts its obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with it and providing it with adequate information, instruction, training and supervision for it to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguarding employees and others from foreseeable hazards connected with work activities, processes and working systems.



- Ensuring that hazardous areas are kept secure from the public, employees or tenants, or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Ensuring a Smoke Free atmosphere on its premises and within its vehicles and plant

Employees are required to cooperate with the Company and its subsidiary companies not only to ensure their personal safety, and the safety of others who may be affected by their acts or omissions. Failure to comply may result in disciplinary action taken against them under the Terms and Conditions of Employment and Contract.

The Company will communicate the Health, Safety and Environmental Policy to all employees, and it will be freely available to customers and the general public. This policy will be reviewed at least annually to conform to current legislation.

The Policy and the supporting Procedures are to be applied to all activities carried out by the Company and its subsidiaries

All management staff will enforce this Policy. The Managing Director is personally responsible for the health and safety performance of the company and signs this policy statement in acknowledgement of this.

A handwritten signature in blue ink, appearing to read "Ciaran O'Duffy".

Signed:

Ciaran O'Duffy
Managing Director

Date: June 2024

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4 ENVIRONMENTAL POLICY STATEMENT

SILVER BLAZE recognises the need to operate the business in a manner which reflects good environmental management. The Company is aware of the environmental impacts of its operations and will balance its business aims with the need to protect the local and global environment.

Our Environmental Policy shall earn the confidence of employees, shareholders, customers and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company has demonstrated a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

In order to achieve this commitment, we will:



- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost effective manner.
- Regularly measure and evaluate our environmental performance, and improve where necessary.
- Promote a culture of continual environmental improvement within the Company.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Demonstrate control of all our operations and ensure that all are performed with due consideration to the environment.
- Identify, prevent and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Minimise the storage and use of all articles and substances, where appropriate.
- Reduce the consumption of resources (energy, materials, packaging), where feasible.
- Minimise waste through a commitment to reuse, recover or recycle, where feasible.

It is our duty to ensure that good environmental management is practised in all contracts and projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all SILVER BLAZE employees, and it will be freely available to customers and the general public.

The Managing Director is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this overall responsibility.

A handwritten signature in blue ink, appearing to read "Ciaran O'Duffy", is written over a light blue rectangular background.

Signed:

Ciaran O'Duffy
Managing Director

Date: June 2024



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5 SECTION 1: ORGANISATION FOR HEALTH AND SAFETY

5.1 General Organisation

Arrangements for health, safety and welfare will be organised by SILVER BLAZE.

The Managing Director has overall responsibility for health and safety.

The Managing Director has appointed a Health and Safety Manager who is responsible for monitoring the Company's Health, Safety and Environmental Policy and for dealing with related health, safety and welfare issues.

Constructive suggestions to improve health, safety and welfare in the Company are welcomed from any employee.

5.2 General Responsibilities

Directors and management are responsible for the determination and implementation of the Company's Health, Safety and Environmental Policy and ensuring that the Policy is reviewed on a frequent basis.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions.

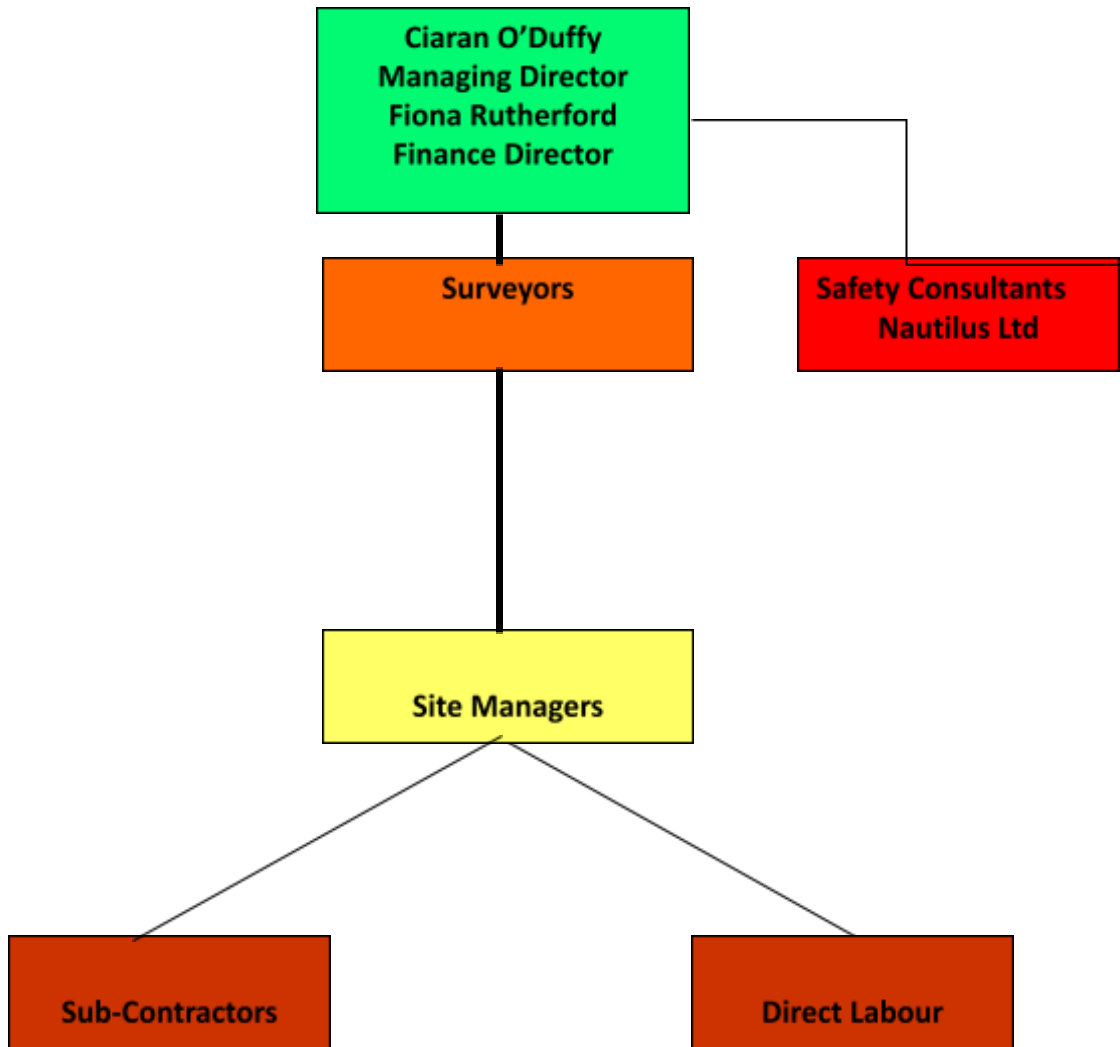
Employees who are responsible for supervision are expected to promote and encourage health and safety awareness in employees and sub-contractors under their control. These supervisors, supported by the Health and Safety Manager, will monitor compliance with the requirements and provide advice on health, safety and welfare matters.

All employees should be aware of and have knowledge of the legislation, best practice and equipment relevant to their work activities.

5.3 Consultation

Employees will be consulted in accordance with the Part 3(24) of the Construction (Design & Management) Regulations 2015, Health and Safety (Consultation with Employees) Regulations 1996 and the Safety Representatives and Safety Committees Regulations 1977 (S.I. 1977/500) whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees. Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

5.4 SILVER BLAZE Health and Safety Organisational Chart



□ **SECTION 2: RESPONSIBILITIES FOR HEALTH AND SAFETY**

The following responsibilities are the main duties of management and are in addition to the duties outlined in general responsibilities.

5.5 Responsibilities of the Safety Director

- To have overall responsibility for health and safety within the Company.
- To ensure that sufficient resources are made available to meet health and safety needs within the Company.
- To appoint competent persons to manage health and safety within the Company.

5.6 Responsibilities of the Health and Safety Consultants

- To act as a focal point within the Company regarding health and safety matters.
- To ensure that the Health, Safety and Environmental Policy is up to date with current legislation.
- To arrange external contracts for risk assessments as necessary
- To arrange specialist training courses, as required.
- To ensure contractors employed by the Company are vetted for Health & Safety prior to establishing a contract.
- To ensure that accidents occurring during the Company undertaking are investigated and controls implemented to prevent re-occurrence.
- To advise SILVER BLAZE on the preparation, promulgation and review of a company Health, Safety and Environmental Policy.
- To provide advice on the following:
 - Legal requirements affecting health, safety and welfare.
 - Personal protective clothing and equipment.
 - Working methods, equipment or materials, which could reduce risks.
 - Potential hazards on new sites, health and safety factors affecting the selection of plant and equipment, and sub-contractors.
 - Specialist services including substances hazardous to health, noise, asbestos removal, development of health and safety plans for site work.
- Carry out Monthly inspections of sites and workplaces as notified by SILVER BLAZE.
- Carry out investigations of serious accidents.

- Assist SILVER BLAZE in notifying and dealing with the Health and Safety Executive, with regard to new sites, dangerous occurrences etc.

5.7 Responsibilities of Management (Project, Site, Maintenance, Landscape and Sales Managers) & Supervisory Staff

- To ensure the health, safety and welfare at work of employees, by providing and maintaining:
 - Relevant risk assessments.
 - Safe Systems of Work.
 - Safe plant or equipment.
 - Safe methods of handling, transporting articles and substances.
 - Supervision, training, instruction, information.
 - Health and Safety records.
 - Safe places of work and safe access/ egress.
 - Safe and healthy working environment.
 - Adequate personal protective clothing and safety equipment.
 - Welfare facilities.
 - Medical surveillance (where the nature of the substances encountered requires it).
- All employees are aware of and have knowledge of their health and safety responsibilities while undergoing their tasks and do not take unnecessary risk.
- To ensure that other people, including sub-contractors, visitors and members of the public, do not have their health and safety placed at risk as a result of the Company's undertakings.
- If the Company has control of premises, to ensure that others who visit the premises to carry out work are provided with a safe place of work and safe access/ egress to their work.

5.8 Responsibilities of Designers, Architects, Engineers & Surveyors

- To read and understand the Company's Health, Safety and Environmental Policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure that the requirements of health and safety legislation, i.e., CDM 2015, are complied with as they apply to the Company activities.
- Identify and assess any potential hazards and risks in order to, as far as reasonably practicable, minimise or remove them.

- To promote safe working methods by providing detailed information and instruction to all employees and sub-contractors.
- Provide adequate information, as required, to ensure the correct implementation of designs, in particular where design changes affect the risk environment on the site.
- Report any unsafe situation observed whilst on site, in particular non-compliance with the requirements of any Health and Safety Plan.
- Set a personal example and carry out your own work in a safe manner, i.e., take precautions when working on or near public roads, and use personal protective equipment issued by the Company to protect health and safety.

5.9 Responsibilities of Office Management

- To ensure all employees have access to the Health, Safety and Environmental policy.
- To ensure that Fire Marshals are nominated and trained.
- To ensure that First Aiders are available, and their names published.
- To maintain a Health & Safety notice board.
- To arrange for and maintain DSE assessments of all workstations.
- To arrange and maintain regular servicing and/or testing of office portable electrical appliances and fire fighting equipment.
- Maintain records, including employees' health and safety training, accident investigations, DSE assessments etc.

5.10 Responsibilities of Fire Marshals

- To ensure that the fire fighting equipment, signage and fire evacuation procedures are in place/ displayed and not misused.
- To regularly inspect the means of escape and ensure no obstructions.
- On hearing the fire alarm:
 - Supervise the evacuation of personnel from your area.
 - Check all rooms, stores, and toilets to ensure full evacuation.
- Ensure that assistance is arranged for disabled persons in your area.

5.11 Responsibilities of First Aiders

- To provide first aid to employees, as trained.
- To ensure that the first aid kits and accident book are maintained.
- To report serious accidents to Management and assist with RIDDOR reporting and where required, assist in any accident investigation.

5.12 Responsibilities of All Employees

- To read and understand the Company's Health, Safety and Environmental Policy and comply with the prescribed arrangements.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted unless express authority is given. Damage to equipment should be notified to the Manager.
- To cooperate with the completion of HSI 101 Accident Incident Report Form, HSI 102 Statement (Injured Person) and/or HSI 103 Statement of Witness forms subsequent to any reported accident.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager, including those where no injury occurred.
- To comply with any reasonable instructions given by Managers or appointed persons, for example the fire warden(s).

5.13 Responsibilities of Sub-Contractors

- To ensure that they have the same duties, as outlined above, for their own employees, and others, who could be affected by their work activities.
- Be aware of and be expected to co-operate fully with SILVER BLAZE to avoid accidents and ill health on Company premises.
- To provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements.

5.14 Responsibilities of Duty Holders (Construction (Design & Management) Regulations 2015)

- All persons appointed to positions to meet the requirements of CDM 2015 Regulations, which place additional duties on the client, as well as the designer, Principal Contractor and sub-contractor, will comply with those duties imposed upon them. There is also a new role of 'Principal Designer who will be taking over some of the CDM-C duties.
- Depending on the nature of the appointment, those duties will include:
 - Provision of relevant information for initial assessments following feasibility study and the intention to build.
 - Carrying out risk assessments of all relevant activities.
 - Competent selection of relevant external/ internal personnel.
 - Formulation of construction Health and Safety Plan.

- Continual monitoring of Health and Safety Plan.
 - Ensure implementation of the Health and Safety Plan by the project management team.
 - Making available information for the Health and Safety File.
 - Identifying the needs of continued and adequate training.
 - Ensuring that all health and safety requirements are met.
 - Notification of projects to Health and Safety Executive.
 - Advising on compliance, so that no breach of the Regulation occurs.
- The exact scope of each person's duties will be determined by the nature of their appointment as laid down under the Construction (Design and Management) Regulations 2015. A replication of those duties as stated in the Approved Code of Practice is at [Appendix 1](#)

5.15 Responsibilities of Buying

- Read and understand the company policy for health and safety.
- Ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with as they apply to the procurement of materials and services supplied to the company.
- Ensure that all equipment or materials purchased by the company are to the standards required by company policy and that they meet the requirements laid down in any Health and Safety Plan to eliminate or reduce risks.
- Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required, and that this information is passed to relevant supervision and included in the Health and Safety Plan.
- Set a personal example by wearing appropriate protective clothing, if required, to visit sites.
- Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.
- Ensure that sub-contractors have received lists of responsibilities and company policy statements in accordance with this policy.
- Rates negotiated for work carried out by sub-contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety measures as defined in the Health and Safety Plan.

5.16 Responsibilities of Estimating/Quantity Surveyors

- Ensure that the requirements of CDM 2015 are complied with as they apply to the Company activities.

- Ensure tenders are adequate to cover sound methods of work and suitable welfare facilities and other control measures identified in the Health and Safety Plan developed to meet the requirements of CDM 2015.
- Report on unsafe practices observed when visiting sites and non-compliance with the requirements of the Health and Safety Plan.
- Have knowledge of the various statutory requirements governing the company's work.
- Set a personal example by wearing appropriate protective clothing when visiting sites.

5.17 Responsibilities of Project Designers

- Read and understand the company policy for health, safety and welfare and ensure that it is brought to the notice of any employees under your control.
- Ensure that you comply with the requirements of the Construction (Design and Management) Regulations 2015 in particular with the specific requirements placed on designers.
- Co-operate with the Principal Designer and Principal Contractor.
- Be aware of the statutory requirements relating to the project and consult the safety adviser for further information and advice as required.
- Arrange for surveys or site visits so that full information on existing site conditions which may affect the health and safety of those involved in the project can be obtained and included in the factors affecting design. Pass the information obtained to the Principal Designer. Examples include:
 - Contaminated ground.
 - Asbestos.
 - Unsafe structures.
 - Services.
 - Storage of chemicals/flammable liquids.
 - Other persons involved or affected by the project.
 - Design Criteria
- Ensure that as part of the design process the health and safety of those involved in the construction process has been considered and that any specific health or safety instructions are included in the design drawings, specifications etc. for the Principal Designer to consider.
- Ensure that the principles for the design are made clear to those who are involved in construction and that the residual hazards are specified in the pre-tender Health and Safety Plan.

- Where necessary, prepare method statements which highlight any particular hazards and precautions required and forward these to the Principal Designer for the Health and Safety Plan.
- Consider the health and safety of those who will use the completed project and those who will be involved in future cleaning, maintenance, repair and, dismantling or demolition.
- Ensure that materials, plant, equipment, substances etc. selected and specified for the project have been evaluated from the health and safety aspect and that where safer alternatives are available these are chosen wherever possible.
- If any unforeseen condition which affects the design is referred back during construction, ensure that any health and safety aspects are considered if the design or specifications have to be adapted. Liaise with the Principal Contractor and the Principal Designer.
- When visiting projects ensure that you set a personal example by wearing appropriate protective clothing.
- If during project visits you observe any hazards or unsafe practices, ensure that these are reported immediately to site supervision.

5.18 Responsibilities of Contracts Management

Ensure that the requirements of CDM 2015 are complied with as they apply to the work activities undertaken by the company. In particular, liaison with the appointed Principal Designer and Principal Contractor in the development of the company's response to requirements of the pre-construction information and Construction Phase Safety Plans.

Where the company is appointed as the Principal Contractor it will ensure that the necessary Construction Phase Health and Safety Plan is developed before work commences and is maintained throughout all phases of construction. It will also ensure that the plan's requirements are brought to the attention of all parties involved and work is undertaken in accordance with the control measures specified in it or identified during the progress of work.

Will ensure that, when the company is undertaking work as a sub-contractor all necessary health and safety information including competence assessments is collated and provided for inclusion in the response to the Pre-Construction Information Plan and the Construction Phase Health and Safety Plan.

The management will ensure that all necessary information effectively meets the legislative requirements and those of the Construction Phase Health and Safety Plan. In particular, it will address the provision of welfare facilities, safe systems of work and the appropriate equipment to avoid injury, damage and wastage.

Determine at the planning stage:

- The most appropriate order and method of work.
- Access and temporary works provisions (scaffolding, suspended scaffolds, stagings, excavation supports etc.).

- An assessment of the risk involved with the use of any substance, process or work activity hazardous to health and safety.
- Storage facilities.
- Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site.
- Provision of adequate lighting and safe method of electrical distribution.
- Hazards arising from underground and overhead services.
- Welfare facilities required.
- Fire precautions.
- Any particular training or instruction required for site personnel.
- Operations which may result in noise levels where action is necessary.
- Areas on sites where safety helmets must be worn and include in the construction safety plan.
- Set a personal example when visiting site by wearing appropriate protective clothing.
- Notifications to local authorities, police, etc. as required by company policy.

Ensure that all sub-contractors are assessed in terms of their health and safety competence and performance. They are to provide their Health, Safety and Environmental Policy and procedures for review to ensure that they comply with the standards set by SILVER BLAZE.

Assess the risks and provide written instructions for any unusual situations that may arise, to establish safe working methods and sequences.

Obtain risk assessments from sub-contractors. These assessments must address any substances, processes or any work activity that are hazardous to health and safety, to ensure that their planned control measures will provide protection to their employees and others on the site.

Ensure, so far as is reasonably practicable, that work is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.

Reprimand any member of site supervisory staff for failing to discharge safety responsibilities satisfactorily.

Review all method statements and precautions with site management and the appointed Health and Safety Manager before work starts.

The selection of a competent person must be agreed and confirmed to the supervisor. Any additional training requirements must be considered at this stage.

Take appropriate action when notified of disregard on site of the appointed H & S Consultant's advice.

Ensure that the Health and Safety Consultant is notified of all new sites, giving as much notice as possible. Instruct of any special circumstance which will require site inspections which are outside of the normal schedule.

5.19 Responsibilities of Company Car Driving

- Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
- Drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- Do not use a handheld mobile phone at any time whilst the vehicle is in motion. The use of hands-free phones should be kept to a minimum and only until such time as the vehicle can be safely stopped.
- Ensure that your vehicle is parked in the designated parking area on sites and that the arrangements made under any Health and Safety Plan for the site in terms of access, speed limits and other control measures for vehicles are complied with.
- Ensure before reversing that there are no obstructions or people behind the vehicle.
- Report all accidents or damage, however minor, to the company secretary.
- Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the company secretary.
- Ensure your vehicle is serviced in accordance with the manufacturer's requirements.
- Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week.
- Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle.
- Do not allow smoking in company vehicles

5.20 Responsibilities of Site Management

- Understand the requirements of the site's Construction Phase Health and Safety Plan.
- Organise sites to ensure that all operations are carried out safely, efficiently with minimum risk to employees, other contractors, the public, equipment or materials and in accordance with the requirements of the site's Construction Phase Health and Safety Plan.
- All information relating to underground and overhead services on the site is obtained and that services are located, marked and plotted accurately before work starts.

- Where necessary, issue written instructions setting out the method of work. Check that contractors engaged in high-risk activities are working in accordance with their agreed method statement and that details of other relevant risk assessments are available. Update the health and safety file appropriately.
- Establish emergency arrangements in accordance with the construction phase safety plan.
- Accompany an HSE Inspector on site visits, record what the inspector has to say in order that the management team can be briefed and act on his recommendations. In the case of the Inspector issuing a Prohibition or Improvement Notice, complying with any requirements of the notice and immediately contact the Contracts Manager and the Health and Safety Manager.

Ensure that: -

- Copies of regulations are available and statutory notices are prominently displayed. Know the requirements of relevant legislation and ensure that they are observed on site.
- Risk assessments have been carried out on any substance, process or work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
- The construction phase health and safety plan is available on site before construction work commences and that it is updated as work progresses to ensure that it reflects the activities in progress or about to be progressed.
- An assessment has been carried out on any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment etc. have been provided.
- Ensure that the “competent persons” appointed to make the necessary inspections of scaffolding; excavations, plant, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
- Supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Fire risk assessments have been carried out and appropriate precautions have been taken for site offices, welfare facilities and work areas, that any flammable liquid or liquefied petroleum gases are stored and used safely.
- Any electricity supply is installed and maintained in a safe and proper manner.
- Keep all registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place.
- Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.

- Do not allow a mechanical excavator to approach or excavate in the vicinity of any underground service without full knowledge of their type and location and ensure a banksman is in attendance.
- Protect all overhead services in accordance with the advice received by the local electricity supply operator before work starts.
- Plan and maintain a tidy site.
- Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and ensure liaison is maintained.
- Ensure that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Display signs on site where safety helmets must be worn.
- Ensure that protective clothing and equipment is issued when required and that records are kept of issue in a “protective clothing and equipment issue register”.
- Ensure that adequate first aid facilities are on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries.
- Co-operate with the Health and Safety Manager. Ask for his/her advice **before** commencing new methods of work or potentially hazardous operations.
- Examine drawings and soil investigation reports to determine excavation support requirements in advance and provide support materials in accordance with company policy.
- Set a personal example by wearing appropriate personal protective equipment on site.
- Ensure that all accidents on site, whether an injury is involved or not, to **any** person (not just employees) and/or damage to plant or equipment is reported in accordance with legislation and company policy.
- Collate information for the health and safety file and pass copies to the Principal Designer as required.

5.21 Responsibilities of Site Supervision

- Understand the regulations applicable to the work on which your operatives are engaged and insist that these regulations are observed and that they are incorporated in the requirements of the site's Health and Safety Plan as they affect the work.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Do not allow operatives to take unnecessary risks.

- Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
- Ensure that young employees (under 21 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision of qualified, authorised training personnel.
- Commend operatives who, by action or initiative, eliminate hazards.
- Do not allow “horseplay” or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- Report immediately any defects of plant or equipment.
- Report any accident, however minor, to supervision immediately.
- Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.
- Look for and suggest ways of eliminating hazards. Bring to the notice of management any improvements or additions to the company safety policy which you feel should be made.
- Organise and undertake as appropriate any on-job training requirements for staff requiring enhanced job competence.

5.22 Responsibilities of Operatives

- Use the correct tools and equipment for the job.
- Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, e.g., safety helmets, goggles, respirators and so on.
- Keep tools in good condition.
- Report immediately to supervision any defects in plant or equipment.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible, remove site hazards yourself, e.g., remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not play dangerous or practical jokes or “horseplay” on site.
- Report to supervision any person seen abusing the welfare facilities provided.

- Report **any** injury to yourself which results from an accident at work, even if the injury does not stop you working.
- Report any damage to plant or equipment.

Suggest safer methods of working and additional training needs to your Supervisor. Undertake any training provided.

5.23 Responsibilities of Architectural/Engineering Design Staff

- Ensure that full information on the previous use of a site is obtained to enable any possible hazards to be identified.
- Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the contract's management and the appointed Principal Designer, for example:
 - The existence of overhead electricity cables.
 - Underground services.
 - Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc.).
- Arrange for sampling and analysis of any suspect materials, soil etc. on site if necessary.
- Do not enter derelict buildings or use any accesses over structures, roofs, areas where there are pits, holes etc. unless you are sure that it is safe to do so.
- Ensure that the design of a building/structure has been considered from health and safety aspects as follows:
 - Any hazardous condition during construction has been highlighted on drawings or other documents.
 - All materials specified have been checked to ensure that safer alternatives are not available and full information is provided to contracts management.
 - The health and safety of the users of the finished building/structure.
 - The health and safety of cleaners and maintenance personnel.
 - Any hazards which may arise at eventual demolition or dismantling. Forward this information to the Principal Designer for inclusion in the Health and Safety Plan and or health and safety file.
- While carrying out site visits wear safety footwear and any other necessary protective clothing. A safety helmet must be worn on any site where there is a risk of falling materials or of striking your head against something.

- Carry a personal first aid kit in your vehicle and ensure that any first aid materials used are replaced as soon as possible.
- Report any accident, however minor, to your manager as soon as possible. If the accident occurs on site, inform site management also.

6 SECTION 3: ARRANGEMENTS FOR HEALTH AND SAFETY

6.1 Introduction

- The general details of SILVER BLAZE arrangements for the management of health and safety are provided within this section. In addition to and supporting these arrangements, detailed health and safety procedures for specific workplaces and activities are set out

6.2 Internal Communications

- All relevant safety information will be provided at all workplaces where employees are located. This will include:
 - H&S Policy.
 - HSE Law poster.
 - Employer's Liability insurance certificate.
 - Fire safety instructions.
 - Names of Fire Wardens & First Aiders.
 - Other safety instructions relevant to that workplace.

6.3 Health, Safety and Environmental Policy

- The Health, Safety and Environmental Policy will be reviewed at least annually to ensure that it is effective.
- The policy will be amended where required and all employees informed of any amendment.
- A copy of the Health, Safety and Environmental Policy will be available to all employees.
- Each workplace with site staff will hold a copy of the policy.
- The Health, Safety and Environmental Policy statement will be displayed on a health and safety notice board.

6.4 Smoking Policy

It is the Policy of SILVER BLAZE to impose a No Smoking Policy throughout its premises, vehicles and plant to comply with legislation banning smoking in all public places.

Smoking in all company vehicles and enclosed plant is forbidden due to the residual effect of the tobacco smoke contamination of soft furnishings. It should be noted that the law states that it is irrelevant whether there is anybody else present. Disciplinary Action **will** be taken against offenders.

6.5 Training

- Management and supervisory staff must ensure that all employees under their control receive appropriate training and have suitable experience to undertake their allocated tasks.
- Where necessary, management and supervisory staff should identify and arrange additional training and instruction for employees.
- Records of training provided will be maintained.

6.6 Induction of Staff

- This induction is provided to ensure that all staff and others are given basic health and safety information upon starting employment within the company to comply with Health and Safety at Work etc. Act 1974 and the associated regulations.
- It is our policy to give training to our employees not only to comply with minimum statutory requirements but to secure a continuing safe and healthy working environment for employees and all those who may be affected by our activities.
- The Director responsible will ensure that all new employees are given induction training, and that this is carried out as soon as possible after the employee commences employment.
- Such induction training will fundamentally cover: -
 - a) Fire procedures, warning systems, and actions to be taken on receiving warning, locations of exits or escape routes and assembly procedures.
 - b) First Aid and injury reporting procedures, names of first aiders/appointed persons.
 - c) Instruction on any prohibited areas (i.e., no smoking).
 - d) Issue of protective clothing and equipment and its use.
 - e) Instruction under Control of Substances Hazardous to Health Regulations 2002 (as amended).
 - f) Instruction applicable to their particular duties at work etc.
- Records of all health and safety training undertaken will be maintained by the Company.

6.6.1 Responsibilities

All employees must: -

- a) Comply with the Company Health, Safety and Environmental Policy.
- b) Fully observe the Safety Rules.
- c) Report to management any safety hazard within their work area or malfunction of any item or plant and equipment.
- d) Fully conform to all written or verbal instructions given to them to ensure their personal safety of others.
- e) Dress sensibly and safely for their particular working environment or occupation.
- f) Conduct them-selves in an orderly manner and refrain from any form of horseplay.
- g) Use correctly all safety equipment and/or protective clothing as may be provided.
- h) Use only those items of equipment or machinery they have been trained and authorised to use in accordance with the manufacturer's instructions.
- i) Report all accidents to Management, whether injury is sustained or not and complete HSI 101 Accident Incident Report Form, HSI 103 Statement (Injured Person) and/or HSI 102 Statement of Witness as required.
- j) Attend, as requested, any training course designed to further the needs of health and safety.
- k) Observe the fire evacuation procedure and the position of all fire equipment and exit routes.
- l) Familiarise themselves with the names and locations of first aid personnel and appointed persons as well as the position of first aid kits.
- m) Inform Management of any possible breaches in health and safety Legislation noted or any possible improvements in safety which can be reasonably achieved.
- n) Do not use alcohol or drugs in such a way as to influence their performance at work. Consumption of alcohol or illegal drugs at work as a breach of Company rules and disciplinary measures will be taken.

6.6.2 PROCEDURE FOR NEW EMPLOYEES ENGAGED BY COMPANY OR TRANSFERRED TO SITE

This procedure is to be carried out by the Site/Workplace Supervisor of the site/workplace where the new employee will be required to work.

The employee must be inducted to site and job specific risks and procedures for their trade prior to starting work on site. What must be included is:

1. Explanation to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
2. Show the new employee where the Company Safety Policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.

3. Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.
4. Show the new employee where copies of Regulations are kept.
5. Warn new employees of any potentially dangerous areas of operations on site or in the workplace.
6. Warn the new employee of any prohibited actions on site or in the workplace, e.g., entering specific areas without a safety helmet, operating plant unless authorised, etc.
7. If there is any training or instruction required, inform management, e.g., abrasive wheels, cartridge tools, scaffold inspection, etc.
8. Issue to the new employee any protective clothing or equipment necessary, e.g., safety helmet, goggles, ear defenders, wet weather clothing, etc., and obtain their signature for the items issued.
9. Show the new employee the location of the first aid box and explain the procedure in the event of an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time.

6.6.3 ADDITIONAL PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OLD

1. Inform employees that they must not operate any plant (including dumpers), give signals to any crane driver, use any power tools or equipment unless being trained under the direct supervision of a competent person.

6.7 Risk Assessment

- Management and supervisory staff are required to carry out risk assessments of work activities, which pose a significant risk to health and safety, to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.
- Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.
- The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work.
- A copy of all risk assessments will be made available at the workplace, and the findings will be brought to the attention of all employees.
- All risk assessments will be monitored and reviewed at regular intervals, at least annually, or when working practices or equipment change. This is to ensure that all risk assessments are adequately controlled and are in compliance with legislation.

6.8 Environmental Control

- SILVER BLAZE is committed to effectively managing all their activities' environmental aspects through compliance with legislation and company policy.
- Appropriate arrangements to protect the environment, will be put in place at all workplaces, including:
 - Approved storage and use of raw materials and substances.
 - Waste minimisation (promoting reuse, recovery and recycling).
 - Identified waste disposal routes under Duty of Care.
 - Monitoring and review of environmental performance.

6.9 Safe Place of Work

- SILVER BLAZE will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.
- A safe means of access and egress from all workplaces, including separate pedestrian and vehicle access, where practicable, will be provided and maintained.
- All workplaces must have appropriate arrangements for the storage and use of hazardous substances, without risk to health.
- A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated.
- Where a task(s) requires access to hazardous areas, (i.e., roof areas with unprotected edges) a Permit to Work system will be established and implemented.
- Where a hazard cannot be eliminated, a hazard warning sign will be displayed.

6.10 Plant/ Machinery/ Equipment

- All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.
- SILVER BLAZE acknowledges that work can be hazardous, and it is therefore the company's intention to reduce the risks as far as is reasonably practicable.
- All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance, as recommended by the manufacturer or competent engineer.
- Records of the inspections, service and maintenance, including statutory inspections will be maintained.

6.11 Noise

- Where practicable, noise levels will be maintained below the first action level of 80 decibels.
- Where this is not practicable, once 80 decibels are exceeded hearing protection will be made available and at 85 decibels the wearing of hearing protection will be compulsory.
- All employees, contractors and visitors will obey any instructions and warning notices with regard to wearing of hearing protection in designated areas.
- Ensure plant and equipment is selected and maintained to minimise noise levels and employees have been instructed in their use.
- Ensure ear protection is supplied that is suitable for the levels of exposure.
- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
- Workplace management and supervisors will ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities, in order to prevent noise pollution.

6.12 Hazardous Substances

- Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered, which could be hazardous to health.
- Carry out risk assessments to identify substances hazardous to health. If necessary, produce a site/ job specific risk assessment.
- Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by their use.
- If possible, provide arrangements for an alternative, less hazardous material to be specified.
- Ensure compliance, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
-

6.13 Asbestos

- To ensure SILVER BLAZE compliance to all relevant Asbestos related legislation where work is undertaken on existing properties, regardless of age an Asbestos survey will be undertaken before any works start.
- Any SILVER BLAZE Staff or Contractors working on projects where there might be a risk of discovering asbestos materials will have received the relevant awareness training.

- Should any suspected Asbestos be uncovered during the works which is not identified in the report, then the following procedures will be followed: -
- White asbestos cement materials such as roof sheets and drainage goods that require removal will be done under a specific method statement ensuring that materials are not broken up or abraded and disposed of as special waste.
- All other forms of asbestos will only be handled by a registered asbestos contractor.

6.14 Electricity

- Ensure that electrical installations and equipment are installed in accordance with the current edition of the Institute of Electrical Engineers (IEE) Wiring Regulations and are safe for use and free from defect.
- Only 110V equipment (or less) will be used on site.
- Maintain all electrical fixed installations in a safe condition by carrying out routine safety testing.
- Inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e., how carefully it is handled).
- Records of inspection and testing will be maintained.
- Only authorised persons are permitted to repair or alter electrical equipment.

6.15 Fire Prevention & Evacuation Procedures

- A fire risk assessment will be completed at all workplaces.
- Appropriate measures will be implemented at all workplaces, including adequate:
 - Means of fire detection.
 - Raising the alarm in the event of a fire.
 - Fire fighting equipment.
 - Installation of emergency lighting.
- Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.
- Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.
- An appointed person will regularly inspect the designated evacuation routes for obstructions.

- Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.
- All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly, and records will be maintained.
- Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

6.16 Emergency Procedures

- Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.
- Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a bomb threat, explosions, chemical or fuel/oil spillages, serious accidents and external incidents.
- All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practised regularly, and records will be maintained.
- Appointed persons will be identified to take control in the event of an emergency incident.

6.17 First Aid and Accident Reporting

- All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), or damage to any property.
- Where required by legislation, trained First Aiders will be provided at all workplaces.
- Where required by legislation, adequate first aid equipment will be provided at all workplaces, under the control of the First Aider.
- All employees, contractors and visitors will be informed of the name of the First Aider and their location.
- All employees, contractors and visitors must report all injuries and accidents in accordance with Company policy and ensure details are recorded in the Workplace Accident Book.
- Management or supervisory staff must report serious injuries, incidents or diseases occurring at, or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Accidents and incidents must be investigated, and findings used to prevent re-occurrence.
- The Health and Safety executive must be informed in accordance with RIDDOR 2013.

6.18 Welfare Facilities

The company will ensure that the following is provided.

- Suitable and sufficient welfare facilities will be available at all workplaces to all employees, contractors and visitors, including:
 - Toilet facilities, including special facilities for the disabled.
 - Washing facilities.
 - Accommodation for clothing.
 - Facilities for rest and to eat meals.
 - Drinking water.
- All facilities will be maintained to a satisfactory standard, with regard to:
 - Accessibility.
 - Ventilation.
 - Lighting.
 - Cleanliness/ hygiene.
- The Welfare Facilities for a site will be detailed in the Health and Safety Plan.
- Before work commences on site, arrangements must be made for the use by operatives of convenient sanitary facilities throughout the duration of the works.
- Where welfare facilities are to be shared on site between different contractors, arrangements and procedures for the proper use and maintenance of those facilities must be developed and communicated to all parties and recorded in the site Construction Phase Health and Safety Plan.

6.19 Manual Handling

- SILVER BLAZE will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.
- Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.
- Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include:
 - Provision of mechanical aids, (trolleys, etc.).
 - Provision of sufficient persons to undertake lift.
 - Provision of proper handles, handholds.
 - Provision of a carrying device.
 - Secure items, to prevent load shifting.
 - Reduce the size of load to be lifted.
 - Provision of PPE.
 - Provision of manual handling training.
 - Provision of manual handling information. (Posters, etc.)

- Posters giving guidance in lifting technique should be displayed.

6.20 Personal Protective Equipment

- Management and supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.
- Where required, adequate PPE to approved standards will be provided, free of charge, to all personnel working or visiting Company sites.
- All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on Company sites, including safety helmets, high visibility jackets/ waistcoats, safety footwear and other PPE as directed.

6.21 Lone Working

- There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.
- In certain cases, lone working is not permissible, and the worker will be physically supervised, i.e. a young person, a person undergoing training.
- Risk assessments must be carried out for lone working and control measures put in place prior to work commencing. Lone workers should not be exposed to more risks than a group of employees working together.

6.22 Protection of the Public

- Arrangements shall be made to ensure, as far as is reasonably practicable, that no member of the public will be exposed to risks to their health and safety as a result of SILVER BLAZE activities.

6.23 Young Persons

- In accordance with the Management of Health and Safety at Work Regulations 1999, SILVER BLAZE shall ensure that where young persons (under 18 years of age) are employed, they must be protected from any risks that exist in the workplace, are supervised by a competent person, and are informed of any restrictions and necessary precautions to be taken within areas where they will work.
- Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given with regard to a young persons' lack of awareness, inexperience and immaturity.
- Copies of the risk assessments and control measures taken, for young persons under 18 years of age, will be sent to their parents or guardians and also the Sponsoring Agency, if applicable.

6.24 Alcohol & Drug Abuse

- Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the health and safety of

themselves or others in the workplace. Therefore, it is the policy of SILVER BLAZE that alcohol or drugs are prohibited in the workplace.

- Any persons known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who will arrange for the person to be removed from the workplace.
- Please refer to SILVER BLAZE own Alcohol/Drugs Policy and Procedure for further information.

6.25 Stress

- At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace.
- SILVER BLAZE has a responsibility to control the health, safety and welfare of their employees and this includes looking at the impact of stress at work.
- Where the physical and behavioural conditions of a working environment are stressful (i.e., lack of communication, hazards inappropriately controlled) each employee is responsible to notify appropriate management or supervisory staff.
- Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate manager who will arrange for the person to be monitored.
- It shall be SILVER BLAZE policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

6.26 Records and Archiving

- Records will be maintained of all necessary health and safety documentation. This will include:
 - Health, Safety and Environmental Policy
 - Procedures documents
 - Risk assessments
 - COSHH assessments
 - Statutory documentation (inspections, reports etc.)
 - Inspection records
 - Accident Book
 - Health and Safety Plans
 - Other relevant health and safety documents.

6.27 Monitoring at the Workplace

- Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy.

- The Health and Safety Consultants or his representatives will visit and carry out regular inspections of all workplaces and provide guidance and advice on all aspects of health, safety and welfare to all employees.
- All major accidents and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/or corrective action will be made.
- All accidents and near misses should be reported to the Site Manager / Supervisor at the workplace.
- Analysis of all records, accident information and trends and overall safety performance will be the responsibility of the Health and Safety Manager.
- Meetings to discuss health, safety and welfare issues will be held at regular intervals between management and the Health and Safety Manager.

6.28 Sub-Contractors

- Sub-contractors shall be subjected to a selection process to determine that they are competent and resourced to carry out their particular type of work.
- SILVER BLAZE will monitor a sub-contractor's health and safety performance, compliance with procedures and safe working practices throughout the duration of their contract.

6.29 Work at Heights

- Carry out a risk assessment to identify the risks involved in work at height and processes to eliminate or control the risks. All work must be carried out as planned and in accordance with the relevant standards and risk assessments.
- The company will provide any information, instruction and training that an employee may require to carry out his or her skill in a safe manner when working at height. The company will ensure that the manager responsible for ancillary plant and equipment used for the work is suitably and adequately trained and capable of providing the correct information on its use.
- Appoint a competent person trained to NASC SG05:20 to be responsible for the supervision of the erection, alerting and dismantling of scaffolding and for the inspection of equipment used in work at height.
- Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so. All safety equipment, staging's, safety belts, harnesses, anchorage's, etc. must be inspected not less frequently than weekly and any defects noted during inspections or reported by operatives shall be attended to immediately. Employees must inspect their equipment immediately prior to use and ensure any defective equipment is exchanged or repaired before use.
- Ensure the provision of all the necessary equipment to allow safe access to and egress from the place of work.

- Ensure that the designed surfaces of working platforms, gangways and runs are free of protrusions and obstructions and that they are large and strong enough to hold workers along with their tools and materials.
- Ensure the provision of suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace.
- All working areas at heights will be guarded to prevent falls of persons and materials at all times, or other suitable protective procedures will be used. Erect barriers or use covers to prevent falls through openings in the floor.
- Ensure that adequate edge protection is provided.
- Make use of safety harnesses and belts, or safety nets, where these are required.
- Ensure all personnel on sites where work at heights is being carried out wear safety helmets.
- Ensure all necessary precautions are taken to prevent persons walking or working beneath employees carrying out work at a high level.
- The safety adviser, on request, will arrange any necessary notices warning of personnel working above.
- When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue.
- When working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible.
- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- If standard Work at Height procedures (method statement, risk assessment etc.) cannot be followed, no work at height will be undertaken until a line manager has been informed and the issues resolved. The safety adviser will be consulted for advice on safe working methods, precautions and safety equipment required for any work at height and alternative procedures will be outlined. All work at height must conform to the Working at Height Regulations 2005 and NASC SG05:20

6.30 Controlling Vibration at Work

- All equipment supplied for use on all SILVER BLAZE sites must be accompanied by the Vibration Usage Information as required by the Control of Vibration at Work Regulations 2005. If the relevant information is not supplied

the equipment is to be considered unserviceable and incomplete returned to the supplier for replacement.

- All equipment creating vibration exposure risks to personnel will be subject to risk assessments to identify the levels of exposure and to identify the necessary control measures.
- All equipment under this heading will be maintained to ensure that they operate at the maximum efficiency identified by the manufacturer.
- Personnel must maintain records of the equipment and exposure on a daily basis.
- These records will be reviewed on a weekly basis by the Health and Safety Manager or their representatives; to ensure that exposure levels are not exceeded.
- If vibration levels are supplied without maximum usage records, then the Health and Safety Manager must be contacted for guidance.

7 APPENDIX 1

7.1

Table 1 A summary of roles and duties under CDM 2015

| CDM duty holders: * Who are they? | Summary of role/main duties |
|---|---|
| <p>Clients are organisations or individuals for whom a construction project is carried out.</p> | <ul style="list-style-type: none"> - Make suitable arrangements for managing a project. This includes making sure: other duty holders are appointed; sufficient time and resources are allocated. -Make sure: relevant information is prepared and provided to other duty holders. -The principal designer and principal contractor carry out their duties. -Welfare facilities are provided. <p>(see paragraphs 23–52 for more guidance.)</p> |
| <p>Domestic clients are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p> | <ul style="list-style-type: none"> -Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to: the contractor, on a single contractor project; or. -The principal contractor, on a project involving more than one contractor. -However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties. <p>(see paragraphs 53–56 for more guidance.)</p> |
| <p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p> | <ul style="list-style-type: none"> -When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during construction; and the maintenance and use of a building once it is built. -Provide information to other members of the project team to help them fulfil their duties. <p>(see paragraphs 72–93 for more guidance.)</p> |
| <p>Principal designers** are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p> | <ul style="list-style-type: none"> -Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes identifying, eliminating or controlling foreseeable risks; -Ensuring designers carry out their duties. -Prepare and provide relevant information to other duty holders. -Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase. <p>(see paragraphs 94–115 for more guidance.)</p> |

CDM 2015 also comes away from 'competency' of organisations and individuals. Instead, it concentrates on skills, knowledge & experience and KEY elements to good health & safety management of projects as a whole.

Key elements to securing construction health and safety include:

- (a) Managing the risks by applying the general principles of prevention.
- (b) Appointing the right people and organisations at the right time.
- (c) Making sure everyone has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety.
- (d) Duty holders co-operating and communicating with each other and co-ordinating their work; and
- (e) Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.



Signed:

Ciaran O'Duffy
Managing Director

Date: June 2024