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A & H PROJECTS LTD

COMPANY SAFETY PLAN

Incorporating

SAFETY POLICY STATEMENT

And

ENVIRONMENTAL POLICY STATEMENT

1.0 COMPANY POLICY STATEMENT OF HEALTH, SAFETY AND WELFARE

The Company recognises that high standards of health, safety and welfare are an integral element of efficient business management objectives and contribute to the operational efficiency and profitability of the Company.

In implementing this Policy the Company aims to eliminate all work related accidents and achieve high levels of operational safety performance. The Company believes that this Policy can be achieved by compliance with Statutory Requirements, provision of specialist support and promoting an on-going commitment by all Stakeholders to the highest standards of health, safety and welfare.

In following this Policy, the Company will ensure, so far as is reasonably practicable that:

- Safe and healthy work methods and conditions are adopted and provided.
- All Statutory Requirements are observed and are treated as the minimum standards to be applied to all work activities.
- All our Stakeholders and others who may be affected by our working operations are protected from risks to their health, safety and welfare.
- High standards of health and safety are reflected in the design and installation of systems and equipment supplied to our Client.
- Damage to property as a result of our work operations is prevented.
- All Operatives are made aware of potential hazards and the precautions to be adopted, by providing information, instruction, training and supervision.
- Where we are working jointly with other Contractors, suitable arrangements are to be made to safeguard all personnel.
- Any work related injuries are investigated thoroughly and preventative action taken as necessary. All Operatives are expected to follow the correct procedures for reporting/reducing them.
- All Stakeholders are actively encouraged to participate in the establishment of health, safety and welfare arrangements.

2.0 ENVIRONMENTAL POLICY STATEMENT

The Businesses which form A & H Projects will carry out their activities in an environmentally responsible way. They will as a matter of course, comply with all current Environmental legislation and be aware of pending changes, being able to at all times to demonstrate their progress but their actions and attitude to Environmental matters must, and will, go beyond mere compliance.

A & H Projects Ltd interprets “The Environment” in the widest possible sense and acknowledges its responsibilities to provide a high quality environment for all Employees, Customers, Stakeholders and those who live in Communities in which our Business operates. Employees are expected to discharge this responsibility by considering, as a matter of course, how anything they do, or required others to do, will affect the Environment.

Specifically, the individuals are expected to:

- Assess the implications for the environment of plans and investment proposals and include a description of these implications in the relevant documents.
- Take account of environmental factors and opportunities in the design and development of products and services.
- Manufacture, distribute and sell products and provide services in ways which, wherever practical, provide improvements to the internal and external environment.
- Minimise waste in all processes, looking for energy saving and opportunities for the use of recyclable materials.
- Act as an example to Suppliers and take environmental factors into account in sourcing decisions.

A & H Projects Ltd will set targets for environmental improvement as part of the annual budget process, with the aim of continuously improving the internal and external Environment.

3.0 ENERGY POLICY STATEMENT

As part of our commitment to achieve the very best environmental standards commercially available, this Policy represents our current approach:

We are committed on our own and our Client’s behalf to:

- Purchasing energy at the most cost-effective price.
- Purchasing a proportion of green energy (generated from renewable sources)
- Increasing energy efficiency in terms of energy.
- Minimising CO2 emissions.
- Investing in new technology where this meets investment criteria (including renewable energy sources).
- Considering life cycle energy costs when procuring new and refurbishment projects.
- Purchasing energy-efficient plant and equipment.
- Reducing environmental emissions associated with travel.
- Supporting climate change agreements.

- Investing in energy-saving technologies that are eligible for enhanced capital allowances.

We will address energy efficiency in all areas of our business including:

Management issues

- Defining roles and responsibilities for energy.
- Educating and raising awareness among staff.
- Encouraging continual professional development (CPD) for technical staff involved in energy.
- Establishing clear reporting procedures.

Procurement issues

- Procuring equipment with low energy ratings.
- Considering life-cycle energy costs for new projects and modifications.
- Establishing technical guidelines for new projects and refurbishment.

Financial issues

- Establishing ownership of energy costs at departmental and project level.

Technical issues

- Establishing energy efficient procedures for operation of plant and equipment.

4.0 ORGANISATION STRUCTURE FOR HEALTH AND SAFETY MATTERS

The Managing Director, Mr S rose, directs and controls the Health, Safety and Welfare Policy of the Company and ensures through the Director of Safety and The Company Safety manager that all levels of Management and Staff are fully aware of the Policy and that they carry out the duties placed upon them.

As well as reviewing, revising and proposing amendments and additions necessary to ensure the Company Safety Policy is carried out at all times in accordance with the appropriate legislation, also ensures that the Company Safety Policy is implemented in all Company activities.

5.0 COMMITMENT TO SAFETY

The Company is committed to the philosophy of a “no accident working environment”.

- Every operative must observe the Companies Safety Policy Statement.
- The responsibilities and requirement of all levels of management, supervision and Operatives are explained and discussed.
- Safety awareness is promoted by in-house campaigns.
- The responsibility for ensuring and continuing the Company Safety Policy rests with all Stakeholders of the Company.

Pre-Contract Meetings are conducted before commencing with the Project, attended by members of the Site Management team, with a view to planning, with safety in mind. Potential hazardous tasks are identified and agreement reached as to the system of work needing to be applied in order to reduce the risk to that which is as far as reasonably practicable.

6.0 SAFETY TRAINING AND AWARENESS

It is the Company's policy to provide training and supervision to ensure the health and safety at work to its Employees.

Safety training is required and should be provided in accordance with the statutory provisions appropriate to the industry.

Where necessary, induction sessions will be undertaken to introduce new Staff to the Health and Safety policy.

All Staff will be given training and advice specific to areas identified by the Employee and Company.

Site Managers and Operatives will be trained as necessary in either a formal or on-site manner to make them aware of and execute their duties safely.

Policy on Training

The Company is committed to a Training Plan. All personnel have attended or will attend "in-house" and external courses covering the following subjects:

- Health and Safety management – legal aspects, company procedures.
- Responsibilities, Employer and Employee.
- Accident prevention techniques and reporting procedures.
- Specific hazards relative to their work, ie, noise, COSHH, electricity at work, working at heights etc.

Communicating Health and Safety Literature to Employees

A copy of the Policy will be made available to all Employees.

All Employees have a statutory duty to comply with safe working practises.

Guidance on current health and Safety Legislation for our industry may be obtained from Steven Rose.

At the start of each project, a Site Specific Health and Safety file will be produced by the Project Management which will contain the legal documentation, statutory forms and internal items necessary to comply with the Health and Safety Policy and Plan.

Any new Legislation which affects the Company will be published as appropriate.

7.0 PROMOTING AND ENCOURAGING HEALTH AND SAFETY AWARENESS

All levels of line management are required to encourage, initiate, control and maintain a positive attitude amongst all levels of Employees.

Employees are encouraged to discuss health and safety matters and to report any hazardous situation, which is presenting a risk. Prompt action will encourage and promote everyone's safety awareness.

8.0 RISK ASSESSMENT GUIDELINES

The Engineer/Supervisor/Site Manager will ensure that evaluation of the work activities to be undertaken is ongoing throughout the Project to take into account the changes in hazards and conditions as the project develops.

Any work activities evaluated where a significant risk to the health and safety of Employees or other persons has been identified shall be duly recorded on a Risk Assessment Guideline Sheet, along with details of any control/preventative measures which may be required.

All hazards associated with works to be undertaken are identified in accordance with weekly assessment sheets.

The risks relating to the hazards are assessed and eliminated, or reduced to the lowest reasonable practicable level, taking into account

- The nature of the works to be undertaken.
- The place(s) where the work is to be carried out.
- The size and weight of equipment to be installed.
- The substances to be used.
- The processes to be carried out.
- The movement of plant, equipment and material around the site.
- The access equipment to be stored and used.
- The plant and equipment proposed to be used.
- The competence and health of those who will carry out the installation.
- Training needs for all who will be involved in the works.
- Personal protective equipment.
- The accumulation and disposal of waste.

Risk Assessments will be ongoing throughout the duration of the Project to ensure that all eventualities are considered and appropriate measures are taken to prevent any incident that may result in injury or damage.

All Works will be constantly monitored and reviewed by the Project Team to ensure that protective and/or preventative controls are effective.

9.0 CONSTRUCTION METHOD STATEMENTS

In situations where high significant risks have been identified, a detailed written Construction Method Statement will be produced for the specific tasks being undertaken.

There will be produced as the Project develops to ensure that full consideration is given to works being carried out as safely as reasonably practicable.

A Construction Method Statement will be produced for elements of the Contract. This will ensure that safe working practices will be incorporated at the planning stage and thereby reduce the risk of injury.

Areas analysed include:

- Type of work to be carried out.
- Areas where work is to be carried out.
- Equipment to be used/delivered/stored.
- Substances to be used/produced.
- Movement of plant and equipment.
- Working environment.
- Permits to work.
- Testing.
- Fabricating and fixings.
- Risk assessment.
- Protection of installation.

10.0 SAFETY TOOL BOX TALKS

Safety Tool Box Talks are conducted weekly by the Engineer/Supervisor/Site Manager on a range of topics as an on-going basis, to stimulate interest and promote awareness. Employees/Site Operatives are required to confirm their attendance at such Talks by signed the Safety Talk Register (Section 3.3 of the Health and Safety File).

The Construction (Design and Management) Regulations 2007

The Construction (Design and Management) Regulations 2007 (CDM) place specific duties upon Clients, Designers and Contractors to re-think their approach to health and safety so that it is taken into account and then co-ordinated and managed effectively throughout all stages of a Construction Project from conception, design and planning through to the execution of works on Site and subsequent maintenance and repair, even to final demolition and removal.

The Company is currently reviewing its approach to the full requirements of The Construction (Design and Management) Regulations 2007. On-going appropriate training in compliance with these Regulations will be carried out for the Management Team.

Site Safety Plans will be requested from the Principal Contractor to determine the risks associated with a Project, and any concerns will be notified as early as possible.

A Generic Risk Assessment Pack has been prepared and will be used on a specific Site basis.

Risk Assessment Guidelines at the design stage of a Project will be carried out in order to highlight any foreseeable building or maintenance problems in the future.

Construction Method Statements will be prepared as appropriate in order to detailed the procedure to be carried out for a specific task.

11.0 PROCEDURES

All procedures comply with the relevant Statutory provisions and the Company Contract and Health and Safety Management Systems.

12.0 SITE RULES

The Company will ensure that all Site Rules are brought to the attention of persons under its control and that they are strictly adhered to.

All personnel will attend on-Site Induction training before commencing work on site.

All personnel attending Site shall comply fully with Client's security checks.

13.0 SAFETY INDUCTION TRAINING

Prior to commencing work on Site, all Employees undergo Site Induction Training which explains the Safety Policies applicable on that Site covering Company Safety Policy, Client's Safety Policy and applicable Site Regulations. This is given by a member of the Site Management Team.

To endorse the above, Employees and Specialist Sub-Contractors are required to sign their acceptance of the Company's policies and procedures. Signatures are recorded on the Company Site Induction Forms (Section 3.1 of the health and Safety file).

14.0 RIDDOR

The Company reporting system ensures that all accidents and dangerous occurrences with the company are investigated.

All Site Managers are fully aware of their responsibilities with regard to documentation and notification.

The appointed Safety Advisor will investigate all incidents that are reportable to the HSE, and any other incident that is considered of interest.

The Client will be advised of all accidents, dangerous occurrences and reported near misses.

All injuries occurring on Site as a result of work activities, must be reported to the Site Manager and an entry made in the Company's Site and Head Office Accident Book.

It is the Company's duty to notify the HSE of all accidents to its Employees directly reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR). Major accidents as listed below should be reported to the HSE immediately.

All accidents and dangerous occurrences must be notified to the Safety Coordinator/Managing Director immediately. A Company Accident/Incident/Dangerous Occurrence Report Form (Section 6.2) must be completed and sent to the Safety Co-ordinator on the same day as the accident.

All accidents and dangerous occurrences will be investigated by the Company to establish their cause and enable corrective action to be taken. The Safety Consultant employed by the Company may carry out further investigation of any accident.

In the event of a fatal accident, major injury or dangerous occurrence, the Management will institute an immediate investigation into the cause. Nothing should be removed or disturbed at the scene until the investigation is completed and the appropriate Authority obtained from the HSE Inspector

Major Accidents and Dangerous Occurrences

- Any fatality.
- Fracture of any bone.
- Amputation to any part of the body.
- Loss of sight, penetration of, chemical burn injury to the eye.
- Injury or loss of consciousness resulting from direct or indirect contact with electrical apparatus.
- Acute illness or loss of consciousness resulting from the absorption of any substances by inhalation, ingestion or through the skin.
- Any injury resulting in a person being admitted into hospital for more than 24 hours.
- Any injury resulting in incapacity to work for more than 3 days.
- Dangerous occurrence as detailed in the HSE Guideline Notes.

NB: This list is not exhaustive and reference should be made to the Safety Co-ordinator if in doubt.

Accident reporting system including Follow Up Action

An Accident or dangerous occurrence arising out of or involving Company operations may occur at any time. It is vitally important that the correct action is taken.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR) requires that incidents at work that result in:-

- Death
- Specific 'major' injuries and conditions
- Specific dangerous occurrences

Must be reported by the quickest practicable means.

RIDDOR also requires that accident injuries at the workplace that result in absence from work for more than 3 days (excluding the day of the accident but including days that are not considered as normal working days, ie, weekends and public holidays) must be reported within 7 days of the accident.

The Site Manager must, in the event of a DEATH, MAJOR INJURY OR DANGEROUS OCCURRENCE:

Immediately notify the:

- Safety Coordinator.
- Project Manager.
- Department Manager.
- Sub-Contractor (if appropriate).
- Principal Contractor (if appropriate).

Ensure that nothing is moved in the area other than to facilitate the removal of the casualty/casualties.

Gather names and addresses of witnesses of the incident.

Make preliminary enquiries into the incident.

Take photographs of the site of the incident (if possible).

Co-operate with any request from the Principal Contractor, HSE or Police.

Make a written report including all the known circumstances relating to the incident.

Complete A & H Projects Ltd Health and Safety Form 6.4 Accident/Incident/Dangerous Occurrence.

Record the events in the Site Log Book for short term Sites in the book kept at the Office base.

The Site Manager must, in the event of a 'minor' injury or 'near miss':

Inform the Safety Coordinator by the quickest practicable means if the injured party leaves Site, eg, for hospital treatment.

Inform the Safety Coordinator as soon as practicable if injuries cause more than 3 days absence.

Complete A & H Projects Ltd Health and Safety Form Accident/Incident/Dangerous Occurrence for all incidents affecting A & H Projects Ltd Employees/Operatives and members of the Public arising from A & H Projects Ltd contractual operations, as soon as practicable, after the event. It is important that reports of incidents contain detailed information, eg, sketch plan, witnesses, full account of the occurrence, action to prevent recurrence, etc. Forward the completed A & H Projects Ltd Health and Safety Form Accident/Incident/Dangerous Occurrence to the Safety Coordinator within 3 days.

The Site Manager must inform the Safety Coordinator of any incident similar to those described above that involve our Sub-Contractors.

Reporting and Investigation

Where an incident has resulted in a death, major injury or dangerous occurrence, the Safety Coordinator will:

- Ensure that all interested parties have been notified ie, HSE, Police, Department Manager, A & H Projects Ltd Safety Coordinator, Project Manager.
- Carry out a detailed investigation including interviewing witnesses.
- Organise the involvement of specialist – if necessary.
- Photograph the scene of the incident if appropriate.
- Distribute a full written report.
- Liase with other interested parties.

When the incident has resulted in a ‘minor’ injury or ‘near miss’, the Safety Coordinator will:

- Carry out an investigation if deemed necessary.
- Make a written report if deemed necessary.

In all incidents the Safety Coordinator/Project Manager/Site Manager will carry out the following tasks relevant to the occurrence:

- Check the A & H Projects Ltd Accident/Incident/Dangerous Occurrence Form.
- Ensure an entry is made in the appropriate Accident Book.
- Complete HSE Form F2508 and despatch to the HSE Regional Office responsible for the area in which the incident occurred, with a copy to A & H Projects Ltd Safety Coordinator.
- Complete Accident or Damage (Insurance) report and distribute as required.
- Make recommendations in order to prevent a similar occurrence.

15.0 COSHH

The Company has carried out assessments of all substances and processes undertaken by its Employees and Operatives. Hazardous substances assessments are issued for those that come within the scope of the Regulations.

Copies of COSHH Assessments will be kept by the Site Manager and Users will be informed of any special precautions/procedures relating to the substance or process.

All necessary PPE will be readily available.

The Client will be given copies of relevant assessment sheets to assist co-ordination of works between specialist contractors.

16.0 PERMIT TO WORK

The Company has several Permit to Work systems that are applicable to:

- Electrical Permits to Work.
- Confined Spaces.
- Hot Work.

However, alternative Permits to Work will be used in compliance with contractual requirements.

The Company Permits are to be used only when we have full control of the area.

17.0 NOISE

Arrangements will be made, at source if possible, to prevent or reduce noise to its lowest reasonably practicable level.

The appropriate hearing protection will be available to all personnel and when noise levels are found to exceed 80dB(A).

Where noise levels exceed 85dB(A), a hearing protection zone will be created and the wearing of hearing protection in the area enforced.

Noise Assessments will be carried out in accordance with the Noise at Work Regulations 2005.

The wearing of hearing protection will be strictly controlled to ensure that no Operative is put at risk when listening for approaching hazards.

18.0 ELECTRICITY

All installation work, both temporary and permanent, will be carried out in accordance with the Electricity at Work Regulations 1989 and the BS 7671 : 1992 (was 16th Edition of the IEE Regulations).

110V AC systems will be used on Site whenever practicable.

Cables and flexible leads will be in good condition and free from joints, other than by means of a suitable coupler. - All couplers, plugs and sockets will comply with CP1017.

Every effort will be made to place temporary cables in positions where they are protected from damage and do not create a trip hazard.

Fixed appliances will be tested every 12 months and labelled to that effect.

Portable appliances marked with a Company serial number are tested every six months and visibly tagged accordingly. However, a visual inspection will be carried out by the Operative before use.

Power supplies to fixed plant will be installed in SW A cable.

Temporary electrical supplies will comply with all relevant Legislation.

An approved Permit to Work system will be instigated before any electrical system is energized.

All live boards, isolators, etc., will be marked with an appropriate "HAZARD" sign.

19.0 POWER TOOLS AND MACHINEERY

Power tools and machinery will only be operated by properly trained and competent personnel.

Appropriate guards will be fitted and no guard will be removed or altered to reduce the manufacturers safety parameters.

Power tools and machinery found to be defective will be marked accordingly and removed from Site for repair or replacement.

Abrasive wheels will only be fitted by properly trained and competent persons that have been appointed by the Company.

The correct personal protective equipment will be used by the Operative.

20.0 CARTRIDGE OPERATED TOOLS

All tools will be used in accordance with the Provision and Use of Work Equipment Regulations 1998.

Only trained and competent Operatives will use cartridge tools.

Cartridges will be stored in a safe and secure manner.

Only cartridges supplied and recommended by the specific tool manufacturer will be used.

All tools are maintained in good, working order, thoroughly checked before use and guards correctly fitted.

The correct eye and hearing protection will be used.

21.0 CRANAGE

As assessment is carried out before any crange operation is carried out in accordance with BS 7121 "Code of Practice for safe Use of Cranes"

" Part 1: General and BS7121 "Code of Practice for safe Use of Cranes"

Part 2: Inspection, testing and examination. This, in many cases, will include a full rigging study.

A Construction Method Statement outlining a safe system of work will be written. Site Rules may require a Lifting Permit and this will be applied for.

The crane will be in good working order and comply with the Lifting Operations and Lifting Equipment Regulations 1998.

The Crane Driver/Operator will be competent and trained to operate the crane. He must be in good physical health, have normal eyesight and hearing, and be over 18 years of age.

Each crane will have competent and trained Slinger/Banksman in attendance, who will wear a high visibility jacket.

The Crane Driver/Operator will only take operating instructions from the appointed Banksman who will be clearly identified.

All persons beneath or adjacent to the path to be traversed by the load will be warned to keep clear, barriers being erected as necessary.

The proposed traversed path will be constantly monitored for obstructions.

Special care will be taken when working near overhead electrical cables.

The SWL (Safe Working Load) will never be exceeded.

Whenever possible, guy lines will be attached to enable the load to be steadied.

Cranes will not be left unattended with a suspended load.

Lifting operations involving more than one crane will be fully evaluated and a safe system of work devised and agreed by all interested parties.

22.0 LIFTING EQUIPMENT

All slings, chains, pulleys, blocks, shackles, swivels, etc., will only be used if in good condition and tested or inspected within the statutory period.

The results of the tests or inspections will be recorded in the Inspection Report.

Lifting appliances will only be operated by competent persons who have been trained to use that specific equipment.

The Operator will ensure that the lifting equipment to be used is capable of carrying the load to be imposed and the Safe Weight Load will not be exceeded. Defective or damaged equipment will be withdrawn from use and returned to the supplier.

Lifting equipment from other Contractors will not be used unless written permission from the Owner is obtained and the equipment is seen to be in good condition.

23.0 EXCAVATIONS

Before any excavation is carried out, all relevant plans and drawings will be checked for buried services. If buried services may be in the area of the excavation a full survey will be carried out. The method of excavating will depend on the depth of the underground services and a Permit to Work may be necessary.

Suitable barriers will be positioned to prevent persons falling into the excavations. Excavations/trenches under 1m may be protected by the spoil heap or a barrier formed by high visibility tape or rope.

All excavations may require a rigid barrier formed by tubular scaffolding or timber.

Excavations deeper than 2m must be protected by a rigid barrier and illuminated in the hours of darkness. During the hours of darkness, warning lights may be required to indicate the position of an excavation.

All excavations deeper than 1.21m require support work unless the sides are sloping and there is no risk of earth collapse or danger from falling material. Consideration must be given to installing support work in shallower excavations due to local ground conditions.

Excavated earth must be set back 1m from the excavation.

Safe and adequate means of access to and egress from excavations will be provided and secure.

Support work and condition of walls of excavations must be inspected daily before persons are permitted to enter.

Supervision should be in attendance at all times when Operatives are working in excavations 1.21 m or more in depth.

All excavations over 1m depth must be recorded in the excavation register, along with weekly recorded inspections until the excavation is back-filled.

In the event of a risk of flooding, collapse or fume contamination, the excavation will be excavated immediately.

During back-filling, where vehicles are used, supervision will ensure that persons in excavations are in a safe position, or alternatively, that the excavation is evacuated.

24.0 HANDLING AND LIFTING

Assessments will be carried out on all items that have to be moved and will include:

- The route(s)
- The weight
- The size
- The shape
- The availability of mechanical aids
- The capabilities of available personnel
- Suitable Personal Protective Equipment

Mechanical means will be employed where practicable.

Kinetic techniques will be used at all times.

Assistance will always be available when requested.

25.0 WORKING AT HEIGHT

The safest and most appropriate access equipment will be used.

Mobile working platforms will only be used by trained and competent Operatives. Mobile working platforms will only be hired from reputable and approved companies.

Mobile scaffold towers will only be supplied by reputable and approved companies. Those required to erect or alter towers will be trained to PASMA standards and will refer to and comply with the suppliers instructions and HSE GS42. All towers will use the SCAFFTAG marking system and weekly checks entered into the Inspection Report.

Step ladders, trestles and staging will be formally inspected weekly and records kept accordingly.

They will also be visually inspected by the User every day.

Trestles will not be used as an alternative to step ladders. they will only be used with staging. The staging will pass through the trestle no higher than two thirds of the trestle height.

Step ladders will only be used on a level base; fully open with all four legs firmly on the ground. The User's knee will not be higher than the top platform.

Ladders will only be used for access. They will either be securely tied or properly footed by a second Operative and pitched at an angle of one out. four up. It will project at least 1m (4 treads) above the landing stage.

Safety harnesses should be used wherever practicable as an additional safeguard on all access equipment above 2m.

All defective or damaged equipment will be suitably marked and taken out of use and arrangements made for their removal from site. 26.0 CONFINED SPACE

A confined space can be defined as anywhere that air movement is severely restricted, ie, tanks, enclosed rooms, ceiling voids, cellars, ducts, flues, pipes, trenches, etc.

- The atmosphere may contain toxic and/or flammable gases, fumes and vapours or have a low oxygen content.

A Permit to Work system will probably be necessary to enter these areas. Air sampling and monitoring will also be required and carried out.

- Continuous monitoring of the air within the confined space will be carried out to ensure the safety of those working within.

The introduction of ventilation either natural or forced, may be appropriate. The correct personal protective equipment will be worn. Extraction of gases and vapours with appropriate filtration may be necessary.

- The appropriate personal protective equipment will be worn by all those engaged on the works.

Emergency procedures and additional personnel will be considered. All necessary equipment to be readily available.

27.0 HOT WORK

All hot work will only be carried out by properly trained and competent Operatives and will be closely supervised.

Operatives engaged on hot work will wear fire retardant overalls and all other necessary personal protective equipment.

The appropriate Permit to Work will be used if required by Site rules.

Flammable material adjacent to where the work is to be carried out will be removed or covered to prevent fire occurring.

Adjacent room(s) and floors will be checked prior to work commencing to ensure flammable material cannot be ignited.

Flash-back arrestors and non-return valves will be fitted to equipment.

Regulators and ancillary equipment will be checked to ensure good working order before work commences.

Suitable screens will be positioned to prevent hot splatter and/or U.V. light creating a local hazard.

All gas cylinders at the place of work will be stored in a secure compound in open air.

A suitable fire extinguisher will be readily available at the place of work.

A fire check will be carried out 30 minutes after hot work has ceased.

All persons will be fully conversant with local fire procedures.

28.0 PRESSURE TESTING

Pressurizing a new or existing pressure system applies to all steam systems

and any pneumatic or hydraulic system where the internal pressure is more than 0.5 bar above atmosphere pressure.

Hydraulic testing will be used whenever practicable but will be unsuitable where the system is not capable of supporting the weight of the liquid required for testing or when contamination will create problems within the system.

All pressure testing will be carried out in accordance with guidance contained in:

- HSE Guidance Note GS4 - Safety in Pressure Testing
- HVCA Guide to Good Practice for Site Pressure Testing of Pipe work.
- Local Site Rules and Procedures

Before arranging pressure testing, the system will be thoroughly inspected and any radiography or other non-destructive weld testing successfully completed.

The times and duration of testing will be agreed with the Client.

Testing will normally be in two distinct phases:

- System integrity
- Leak testing

A Permit to Work will be operational while testing is being carried out.

Emergency procedures will be agreed with the Client.

There will be a minimum of 2 persons on Site during testing; one of whom will be the Competent Person in Control.

Suitable personal protective equipment will be worn at all times.

An agreed safety zone will be barriered off and warning notices displayed.

Pressure will be raised in agreed increments not exceeding 10%.

After tests have been successfully completed, the system will display "SERVICE LIVE" signs and be protected from mechanical damage.

29.0 HOUSEKEEPING

Work areas will be kept clear and a "tidy as you go" attitude will be encouraged.

Suitable bins for waste will be provided and emptied daily, or more often if necessary.

- All stairways and walkways will be kept clear of stored material and accumulated waste.

Sufficient labour will be employed to ensure that work areas and storage areas are kept tidy and clear of waste material so that work area hazards are minimized.

- All waste will be disposed of in accordance with the Client's requirements.

30.0 WASTE

Waste will be removed from Site and placed in the allocated container.

Waste material that comes within the scope of the COSHH Regulations will be kept separately and placed in the correct containers.

The Company will only use officially licensed waste carriers.

A full description of the Company generated waste will be made available on request.

31.0 PERSONAL PROTECTIVE EQUIPMENT

The hazards associated with all tasks required to be carried out will be analysed to identify potential and inherent hazards.

The risks related to the hazards will be assessed in order to eliminate or be reduced to the lowest practicable level.

Should the need for personal protective equipment be identified, as a last resort measure, appropriate and suitable personal protective equipment will be supplied by the Company to prevent illness and/or injury related to work activities in compliance with statutory requirements and Site rules.

Employees will be required to:

- Wear personal protective equipment
- Ensure a correct fit when properly adjusted
- Regularly check for wear and/or damage
- Maintain it in good, clean condition
- Store it so as to prevent damage or contamination

Specialist training will be carried out as and when necessary.

The appropriate high visibility garment will be worn at all times by all personnel while on Site if deemed necessary

32.0 SAFETY MONITORING

The Site Manager will monitor and develop safe working practices on Site.

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The Safety Advisor will visit Site as often as practicable depending on the nature and complexity of the works or as may be determined by the hazards, and will spend as much time as is necessary to satisfy himself that work is being carried out in a safe manner.

The Site Manager is required to complete a Health and Safety Review Checklist fortnightly for review and action as necessary.

In support of ongoing routine inspection, the Safety Advisor makes visits to Site at a frequency dictated by the size and complexity of the Contract and to carry out inspections relative thereto. Such inspections should, whenever possible, be conducted with the Site Manager working on that Site. Advice shall be given on the identification and rectification of actual and potential hazards and on the provision of safety systems of work, including the use of Permits to Work procedures.

- The Health and Safety Review Checklist (H&S Form 4.1) will be completed by the Site Manager fortnightly and distributed as shown in h).
- Site Induction Training should be carried out and include emergency procedures, special and/or hazardous processes, operations, substances and equipment.
- Specific Training to be itemized, e.g. Abrasive Wheels; CSCS Skill Cards; Scaffolding etc.
- An assessment of the Site performance will be undertaken by the Site Manager and the result will be judged on a scale A - D:
 - A Excellent; meeting all requirements
 - B Good; meeting most requirements but room for improvement
 - C Moderate; meeting some requirements but generally below the

expected standard

- D Poor; in need of vast improvement and supervisory commitment
- Contraventions/Defects to be carefully itemized giving the exact location and a reference point to the Contravention/Defect, e.g. Working Environments Health and Safety File; H.S.E. Code of Practice or Guidance Note; Regulation, etc.
- The date the remedial action was taken is to be entered by the Site Manager
- Comments/Pre-Planning of future training; special equipment; operations, etc. may be included for future reference/action
- Copies of the completed Working Environments Ltd Health and Safety Review checklist (H&S Form 4.1) shall be sent immediately to:
 - a. Principal Contractor - if applicable
 - b. Sub-Contractor - if applicable
 - c. Project Manager, Director/Manager as appropriate
 - d. Site Manager
 - e. Working Environments Ltd Safety Manager
- The action taken to address the contravention/defect will depend on the circumstances and seriousness.
- When all contraventions/defects have been remedied, a copy must be completed and returned to the Company Safety Manager and Project Manager
- If remedial action is dependent on others, this must be reviewed and noted on the Health and Safety Review Checklist (Form 4.1)

33.0 FIRE PROTECTION

Fire procedures will be instigated relevant to the Site.

Suitable fire extinguishers will be supplied as necessary.

Premises assessments will be carried out in accordance with Regulatory Reform (Fire Safety) Order 2005.

Employees are regularly made aware that it is their responsibility to prevent fires and the correct action to take should fire occur.

Company personnel will be pleased to co-operate with evacuation drills.

Fire Marshals will be appointed and made aware of their responsibilities.

Suitable and agreed Assembly Points will be designated in the event of an evacuation.

34.0 FIRST AID

Adequate and appropriate first aid provisions must be made for persons who are injured or become ill at work and be available at all times when there are Stakeholders on Site.

Every Employee of A&H Projects Ltd is a Basic First Aider and has attended the appropriate courses with British Red Cross.

All Sites will be equipped with the appropriate size first aid box.

Certified First-Aiders or appointed persons will be employed on every Site.

All Site Based personnel will be made aware of local procedures.

Site Accident Book BI 510 and Company Accident/Incident/Dangerous Occurrence Report will be completed as necessary.

Shared first aid facilities may be available by local agreement. Details of these arrangements must be made in writing.

Where there is no specific hazard and the number of Employees is small, it may be considered that a First Aider is not required. In these circumstances an Appointed person will be made responsible for taking charge of the first aid equipment and summoning medical assistance.

All places of work should be provided with a first aid box, clearly marked with a white cross on a green background and protected from dampness and dust.

The contents of the box must meet statutory requirements of contents relating to numbers.

35.0 SUB-CONTRACTORS

Sub-Contractors employed by the Company will be subject to the same terms and conditions as the Company.

36.0 SAFE WORKING ENVIRONMENT

The Company is committed to total safety as outlined above and supporting documents. It will co-operate with the Client in any scheme or strategy that will increase awareness to create a safer working environment and reduce the risk to its Employees, Stakeholders, other trades and members of the Public.

37.0 HEAT APPLICATION WARRANTY

It is warranted that the following precautions are complied with on each occasion there is application of heat involving a naked flame or open heat source away from the insured's premises.

- The area of the work will be cleared of combustible material for a safe distance from or beneath the place where such work is being carried out. A safe distance shall not be less than fifteen metres when welding or cutting operations are carried out.
- Where such precautions are impracticable such material will be covered with non-combustible blankets or screens. Combustible parts of premises will be similarly protected.
- At least one water (with a capacity of more than 8.2 litres) dry powder (with a weight or more than 1.2 kilograms) or other fire extinguisher of any equivalent rating of a type suitable for the combustible material and the premises will be kept immediately adjacent to the area of work in full working order and available for immediate use.
- Equipment will be lit as short a time as possible before use and extinguished immediately after use.
- Equipment which is lit or switched on will not be left unattended.
- A thorough examination for any signs of combustion will be made within or below the area in which work has been undertaken half an hour after the termination of each period of work.

38.0 CSCS SKILL CARD SCHEME

Every Employee of A&H projects Ltd is CSCS accredited.

Available on request are current copies of the Company's qualification certificates referring to:

1. CORGI
2. Registration Under the Control of Pollution Action
3. Refrigerant Handling Certification for individual Engineers
4. Company Refrigerant Handling Certification and Policy
5. COSHH documentation
6. NICEIC Certification
7. Investors In People accreditation