FRANKIS SOLUTIONS LTD

HEALTH & SAFETY POLICY

Document Control

Issue: E

Date of first issue: 06 October 2004

Date of current issue: 20 October 2010

Date of next review: 20 October 2011

Date of next issue 24 October 2011

Issue	Date	Comments
Draft A	October 2004	For comments
Final	March 2005	For Issue
Issue A	July 2006	For Issue
Issue B	October 2007	For Issue
Issue C	October 2008	For issue
Issue D	October 2009	For issue
Issue E	October 2010	For Issue

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INTRODUCTION

This policy document has been prepared to define the way that Frankis Solutions Ltd 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 acts 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.

Frankis Solutions Ltd's 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.

HEALTH AND SAFETY POLICY STATEMENT

This Health and Safety Policy Statement recognises Frankis Solutions Ltd 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 Frankis Solutions Ltd and its operating businesses.

Frankis Solutions Ltd has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of the Company, its employees, or as a result of Frankis Solutions Ltd activities. Frankis Solutions Ltd fully accepts their 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.
- Provide or make available suitable and sufficient resources to ensure the implementation of this policy and its objectives.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company.
- Identifying and reviewing annually, targets and objectives, 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.
- Safeguard 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.

Employees are required to cooperate with the Company not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by the Company for breach of Company rules.

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

This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by the Company.

All Directors, Managers, Supervisors and Foremen will enforce this Policy and monitor compliance. The Managing Director, Mr A Frankis is personally responsible for the health and safety performance of the company and signs this policy statement in acknowledgement of this.

Signed: Date: 20th October 2010

Mr A Frankis, Managing Director
Frankis Solutions Ltd

SECTION 1: ORGANISATION FOR HEALTH AND SAFETY

General Organisation

Arrangements for health, safety and welfare will be organised by Frankis Solutions Ltd.

The Managing Director, Mr A Frankis has overall responsibility for health and safety.

The Managing Director has appointed a Health and Safety Manager/Ottaway & Associates Ltd who is responsible for monitoring the Company's Health and Safety 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.

General Responsibilities

Directors and management are responsible for the implementation of the Company's Health and Safety policy and determining the Company's policies on health, safety and welfare matters, including revision of this Policy.

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 an appointed Safety Advisor, will monitor compliance with the requirements and provide advice on health, safety and welfare matters.

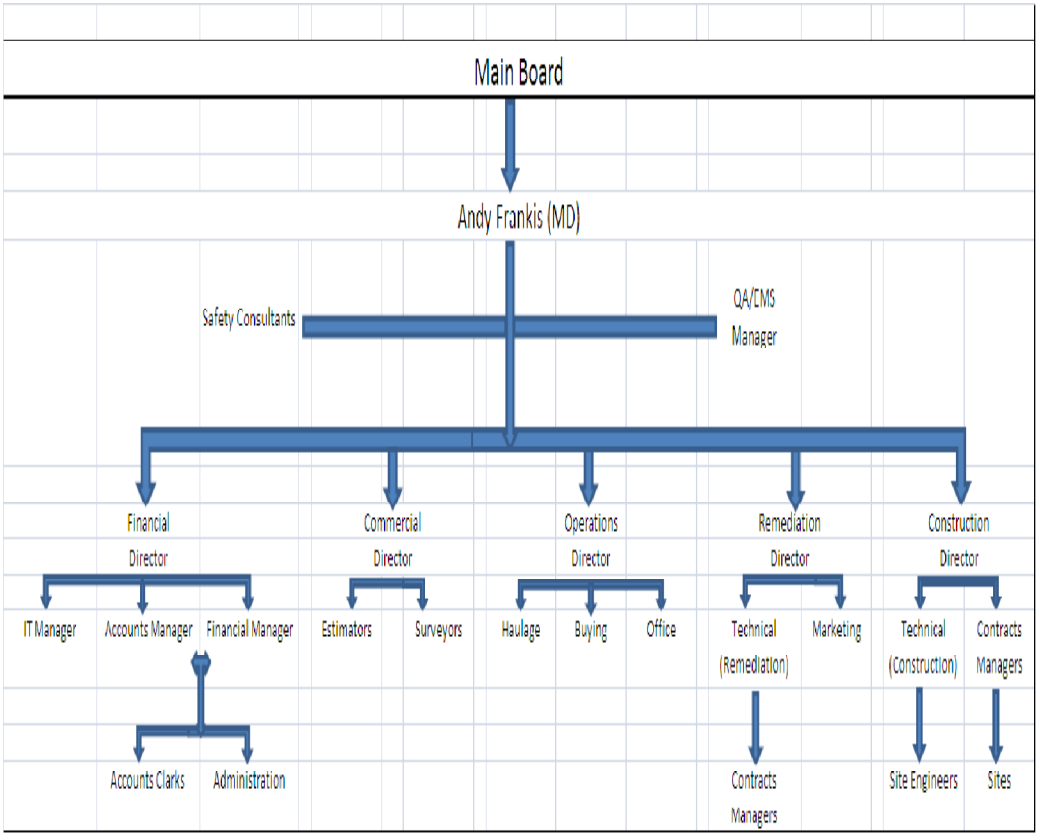
All employees should be aware of and have knowledge of the legislation, best practice and equipment relevant to their work activities.

Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). 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.
Employees must be encouraged to voice their concerns and suggestions to reduce the risk of accidents / occurrences from work activities with the potential to cause harm.

Ideally employees must be assured and confident of being able to express views through the line management route whilst also knowing if they so desire they can refer directly to higher management level.
A safety committee including a director, senior managerial staff and employee representatives shall meet quarterly with an agenda and action points.

Frankis Solutions Ltd 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.

Responsibilities of the Managing 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.

Responsibilities of the Health & Safety Manager

- To act as a focal point within the Company regarding health and safety matters.
- To ensure that the health and safety policy is up to date with current legislation.
- To arrange external contracts for risk assessments including:
    - Health and Safety
    - Fire
    - Water Hygiene
    - Asbestos
    - DDA
- To arrange specialist health and safety training courses, as required.
- To ensure contractors employed by the Company are vetted for Health & Safety prior to establishing a contract.
- To ensure that serious accidents occurring on Company property are investigated and controls implemented to prevent re-occurrence.

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.

- Appoint a Health and Safety Advisor/ Supervisor.
- 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 activities.
- 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.

Responsibilities of Designers, Architects, Engineers & Surveyors

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing the Company's activities and there application.
- To ensure that the requirements of health and safety legislation, i.e., CDM, 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.

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 Display Screen Equipment (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.

Responsibilities of Procurement Staff

- Purchase equipment or materials that are to the standards required by Company policy and meet the Health and Safety Plan requirements.
- To ensure that all suppliers provide full information on any hazards associated with the equipment or materials supplied and any precautions required.
- To ensure that sub-contractors have received lists of responsibilities and Company policy statement in accordance with this policy.

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.

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.

Responsibilities of All Employees

- To read and understand the Company's health and safety 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 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).

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 Frankis Solutions Ltd 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.

Responsibilities of Duty Holders (Construction (Design & Management) Regulations 2007)

- All persons appointed to positions to meet the requirements of CDM Regulations, which place duties on the Client, Designer, CDM Co-ordinator, Principal contractor and Sub-Contractor, will comply with those duties imposed upon them.
- 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.
- Ensure all sites are secure.

- 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 2007.

Responsibilities of Ottaway & Associates Ltd

- Advise Frankis Solutions Ltd on the preparation, promulgation and review of a company Health and Safety 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 inspections of sites and workplaces as notified by Frankis Solutions Ltd.
- Carry out investigations of serious accidents, and incidents.
- Assist Frankis Solutions Ltd in notifying and dealing with the Health and Safety Executive, with regard to new sites, dangerous occurrences etc.

Responsibilities of Buying

- Read and understand the company policy for health and safety.
- Ensure that the requirements of the Construction (Design and Management) Regulations 2007 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 appropriate standards required by law 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 statement 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.

Responsibilities of Estimating/Quantity Surveyors

- Ensure that the requirements of CDM 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.
- 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.

Responsibilities of Contracts Management

Ensure that the requirements of CDM are complied with as they apply to the work activities undertaken by the company. In particular, liaison with the appointed "CDM Coordinator" and "Principal Contractor" in the development of the company's response to requirements of the initial and on-site Health and Safety Plan.

Where the company is appointed as the "Principal Contractor" ensures that the necessary construction Health and Safety Plan is developed before work is commenced and maintained throughout the construction process. Also 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.

Ensure that, when the company is undertaking work as a contractor to a "principal contractor", the necessary health and safety information and competence assessment is collated and provided for inclusion in the tender response and the principal contractor's Health and Safety Plan.

Ensure that necessary information effectively meets the requirements of the Health and Safety Plan, in particular the provision of welfare facilities, working methods and equipment to avoid injury, damage and wastage.

Before tenders are submitted, bring to the attention of the area manager, any contract involving extremely hazardous materials particularly lead, asbestos, radiation, dangerous gases or isocyanates.

Determine at the planning stage:

- The most appropriate order and method of work.
- Access the 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 and Fire Emergency Plans.
- 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 contractors are assessed in terms of their health and safety competence and that they provide details of their health and safety policy and procedures and that these comply with the standards set by the company.

Assess the risks and provide written instructions in unusual situations not covered by company policy to establish working methods and sequences.

Obtain risk assessments from contractors associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others involved in the undertaking.

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

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

Review method statements, the companies own, and sub-contractors, and discuss precautions with site management and the appointed Safety Adviser before work starts.

Take appropriate disciplinary action when notified of disregard on site of the appointed safety adviser's advice.

Ensure that the appointed safety adviser is notified of all new sites via head office, giving as much notice as possible. Instruct safety adviser of any special circumstance which will require site inspections which are outside of the normal schedule.

Responsibilities of Plant Management

- Staff under your control are aware of the Health and Safety Plan's requirements as they affect their duties and that they comply with those requirements.
- All plant sent to site is safe and fully efficient, is guarded and equipped with safety devices and has been tested and thoroughly examined.
- All plant operators are only employed on equipment that they are qualified to operate.
- All tests, thorough examinations and inspections of plant are carried out as required and that all necessary records are maintained.
- Servicing and maintenance schedules for all plant are maintained and are available for issue to sites when requested.
- Plant defects, when reported are dealt with at the earliest opportunity.
- When plant defects, which have safety implications are reported, that the site management are instructed to withdraw the plant from use.
- Work in the workshop is carried out safely, all power tools, equipment, lighting and heating are safe.
- Floors, accesses, etc. are maintained in safe condition servicing pits are covered or protected when plant is not above them for service/repair.
- 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, have been provided. Where risk cannot be eliminated ensure that appropriate personal protective equipment is issued and instruction in its use provided.
- That the advice of the safety adviser is acknowledged and acted upon.
- Fire risk assessments have been made, protection methods are provided and maintained.
- First aid facilities and first aider are provided and maintained.
- Ensure all accidents are reported in accordance with company policy and procedures.
- Set a good example by using appropriate safety equipment, wearing any necessary protective clothing.

Give advice to site supervision on the suitability or otherwise of plant for specified operations and ensure that any necessary safety instructions are issued with power tools or equipment.

Plant hired or purchased is to be suitable for its intended purpose and comply with all statutory requirements and current recommendations. In particular, ensure that noise and vibration levels are not above recommended limits.

Ensure that facilities are provided to reduce risks of employees contracting industrial dermatitis.

Responsibilities of Transport Management

- All vehicles are maintained and serviced as recommended and that all necessary tests, insurance, road fund licences, etc. are up to date.
- Ensure that all drivers are in possession of the appropriate driving licences for vehicles and that all requirements regarding recording driver's hours are complied with.
- All defects reported are attended to immediately.
- Ensure that where drivers are required to drive on site, that all temporary direction signs and instructions from site management are followed.
- Ensure drivers are provided with any necessary safety equipment and training.
- Ensure that requirements of road traffic regulations, as they appertain to vehicles and drivers are complied with.
- Ensure that where a vehicle is required to carry dangerous substances that, the driver is fully trained in the relevant emergency procedures. Has all the necessary and relevant information available in the event of an incident.
- Ensure that appropriate welfare facilities are provided and maintained for drivers.
- Ensure that vehicles are parked safely in the yard at the end of their use period.
- Ensure that a risk assessment has 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.
- Co-operate with the safety adviser and act on his recommendations.
- Ensure that fuels are stored and dispensed safely and in accordance with relevant statutory requirements.
- Ensure that fire protection measures are provided and maintained.
- Ensure first aid facilities and first aiders are provided and maintained.
- Ensure all accidents are reported as required by company procedures
- Set a personal example by using and wearing any necessary protective equipment, when appropriate.

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 hand held 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 your Line Manager who will report to the Director Responsible for Health & Safety.
- 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.

Responsibilities of Fitters

- When going out to site to carry out maintenance or repair activity, report to the site management on arrival.
- Report to site supervision any defects in plant or equipment discovered whilst carrying out servicing on site.
- Use the correct tools and equipment for the job and report any defect noted in tools and equipment.
- Ensure that you do not carry out repairs or servicing on plant or machinery whilst the engine is running unless absolutely necessary and ensure that any guards removed to carry out repairs are replaced.
- Ensure that you do not carry out repairs on vehicles or plant unless safety precautions have been taken, i.e. prop tipper body, fit locking bar to ram on boom, lower dozer blade or excavator bucket to ground etc.
- Ensure that all precautions are taken when using welding equipment to eliminate risks to your own health and safety, the health and safety of others and that the danger of fire is minimised.
- Ensure that you take all personal hygiene measures necessary to prevent industrial dermatitis.

Responsibilities of Site Management

- Understand the requirements of the site's Health and Safety Plan.
- Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials and in accordance with the requirements of the site's 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 HM Factory Inspector on site visits, record what the inspector has to say in order that senior 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.

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. A Fire and Emergency Plan is to be prepared and communicated to all personnel, a copy should be displayed in the site office
- Any electricity supply is installed and maintained in a safe and proper manner and has been certified by a suitably qualified person.
- 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.
- No Mechanical digging is to be allowed within 500 mm of a known service.
- 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 in accordance with the requirements of CDM Regulations 2007.
- 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 and have been subject to portable appliance testing.
- 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 safety adviser. Ask for his 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 protective clothing on site.
- Ensure that any accident on site which results in an injury to **any** person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.
- Collate information for the health and safety file and pass copies to the CDM Coordinator as required.

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 Construction Phase 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 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
- 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 they feel should be made.
- Organise and undertake as appropriate any on-job training requirements for staff requiring enhanced job competence.

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 Plant and Equipment 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.

Responsibilities of Land/Property Surveyors

- Ensure that you comply with the requirements of the Construction (Design and Management) Regulations 2007 in particular with the specific requirements placed on clients to provide the CDM Coordinator with information about the proposed site/existing buildings.
- Ensure that full information on the previous use of a site is obtained to enable any possible hazards to be identified and pass the information on to the CDM Coordinator.
- Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the design department, and the appointed CDM Coordinator, 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.
- 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.
- While carrying out a site inspection 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.

SECTION 3: ARRANGEMENTS FOR HEALTH AND SAFETY

1. Introduction

- The general details of Frankis Solutions Ltd 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 in the Procedures Manual.

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 and emergency Plan.
  - Names of Fire Wardens & First Aiders.
  - Other safety instructions relevant to that workplace.
  - Provision for information to be understood by non English speaking personnel.

3. Health and Safety Policy

- The health and safety policy will be reviewed 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 and safety policy will be available to all employees.
- Each workplace with site staff will hold a copy of the policy.
- The Health and Safety Policy statement will be displayed on a health and safety notice board.

4. Training

- Incompetent and poorly trained personnel, who undertake work activities, increase the likelihood of accidents and injury. Many accidents at work occur as a result of an individual's capability and training not meeting the requirements and skills of a specified task.
- Management and supervisory staff must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks.
- Where necessary, management and supervisory staff should identify and arrange training and instruction of employees.
- Health and Safety records of training provided will be maintained.

5. 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 the risk assessment report will be 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, normally annually, or when working practices or equipment change, to confirm that all risk assessments are adequately controlled and are in compliance with legislation.

6. Environmental Control

- Frankis Solutions Ltd 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, recover and recycling).
    - Identified waste disposal routes under Duty of Care.
    - Monitoring and review of environmental performance.

7. Safe Place of Work

- Frankis Solutions Ltd 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 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 used where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated.
- Where a task(s) require 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, barriers and hazard warning signs will be displayed.

8. 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.
- Frankis Solutions Ltd acknowledges that work can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible.
- 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 a competent engineer.

- Records of the inspections, service and maintenance, including statutory inspections will be maintained.

9. Noise

- Where practicable, noise levels will be maintained below the first action level of 80 decibels.
- 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 suitable ear protection is supplied for the conditions 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.
- Ensure compliance with the Noise at Work regulations 2006

10. 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 a hazard to the health of personnel.
- 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).

11. Electricity

- Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and are safe for use and free from defect.
- Only 110V electrical work 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.

12. Fire Prevention & Evacuation Procedures

- A fire risk assessment and fire plan 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 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.

13. 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 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.

14. 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.
- All employees must report near misses, damage or dangerous occurrences involving anyone on or as a result of site activities off the site area and damage to equipment, plant or property.
- Nominated ‘suitable person(s)’ i.e., trained First Aiders at all workplaces, to administer first aid treatment.
- Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:
    - First aid kits sufficient for the number of persons in that workplace.
    - Eyewash stations near chemicals or batteries.

- A suitable place or room for the administration of simple first aid procedures.

- 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 1995 (RIDDOR).
- The Enforcing Authority must be informed when:
  - Any person dies as a result of or in connection with work.
  - Any person suffers a major injury or disease as a result of or in connection with work.
  - A person is incapacitated for work for more than 3 consecutive days due to an accident at work.
  - Any person not at work (Visitor, member of public, etc.) who is injured as a result of an accident at a workplace and requires treatment at a hospital.
  - There is a dangerous occurrence at work. (Even when no one is injured).

15. Welfare Facilities

- 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 the storage and drying of 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 Health and Safety Plan.

16. Manual Handling

- Frankis Solutions Ltd will, 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 manual handling training.
    - Provision of manual handling information. (Posters, etc.)
    - Posters giving guidance in lifting technique should be displayed.

17. 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.

18. 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., young person, 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.

19. Protection of the Public

- Arrangements shall be made to ensure, so 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 Frankis Solutions Ltd activities.

20. Young Persons

- In accordance with the Management of Health and Safety at Work Regulations 1999, Frankis Solutions Ltd hall 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 16 years of age, will be sent to their parents or guardians.

21. 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 Frankis Solutions Ltd 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.

22. Stress

- At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace.
- Frankis Solutions Ltd 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 Frankis Solutions Ltd 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.

23. Records and Archiving

- Records will be maintained of all necessary health and safety documentation. This will include:
  - Health and Safety 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.

24. 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.
- Appointed safety advisors 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. Reports will be presented to the Site Manager on completion of the inspection, and a copy of the inspection report will be sent to the Health and Safety Manager.
- All major accidents and dangerous occurrences will be investigated. A report will be produced and, where appropriate, 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 appointed safety advisors.

25. 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.
- Frankis Solutions Ltd will monitor a sub-contractors' health and safety performance, compliance with procedures and safe working practices throughout the duration of their contract.

26. Legionella

- After assessment by an independent party it is recognised that the facilities within the FSL offices are not susceptible to Legionella. However, any foreseeable risk in the future will be managed with full compliance to HSE guidance.

27. None English speaking personnel

- Site management will determine if staff whose first language is not English are capable of understanding basic terminology on site, in particular commands given to them relating to safe practices and emergency procedures.
- Site managers will ensure those team members are working on less safety critical activities.
- The defining measurement will be a successful English language touch screen test to obtain a CSCS card.
- Where possible managers should identify workers who have grasped good English and ensure those who's English is poor are supervised, in the form of a ganger man by that person.
- Key areas for managers to manage out for employees with poor English skills is lone working , working in a gang totally of only English speaking people.
- Key areas for managers to promote is , mixing gangs up with at least one good English speaker , English speaking people and poor English speakers.
- Tool box talks with the use of interpreters.
- Managers should undertake a thorough risk assessment for employees who have poor English skills. If the risk level cannot be reduced to low that employee must not be allowed to work on the site.