

Health & Safety Policy

Version 10 dated 1 May 2024

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1 Amendment record

Each version noted below is duly approved by the board.

Item	Date	Version	Brief description	Approved
1	May-16	Issue 1	Initial release	Jun-16
2	Aug-16	Issue 2	3.3 amended responsibilities	Aug-16
3	Apr-17	Issue 3	Design change, DJHravcon logo	Apr-17
4	May-18	Issue 4	Edited to reflect new structure and arrangements	May-18
5	May-20	Issue 5	Reviewed to make current given COVID	May-20
6	Jul-21	Issue 6	Reviewed	Jul-21
7	May-22	Issue 7	Reviewed	May-22
8	Sep-22	Issue 8	Updated to include Sub-Con vetting and Mental Health	Oct-22
9	Nov-23	Issue 9	Independent Review by H&B Health and Safety Consultants	Nov-23
10	Mar-24	Issue 10	Significant revision given COA and operating changes	May-24

2. Health and Safety Policy Statement



DJHravcon is a specialist contractor to the insurance industry, operating within the insurance refurbishment and repairs sector.

The company recognises that successful health, safety, quality and environmental management is fundamental to its business and is committed to the continual improvement of all relevant policies, processes and procedures to ensure all standards are met and wherever possible, exceeded.

We strive to provide a healthy and safe working environment for all our employees, to prevent pollution and minimise the health and safety and environmental impacts from our activities and to provide products and services which delight our clients and customers.

The objectives of DJHravcon are to:-

- pursue the highest possible standards of health and safety management performance;
- set examples as a leader of H&S compliance and real world implementation
- comply with all relevant legislation, regulations and industry good practice;
- provide effective and appropriate controls of health, safety risks arising from our activities;
- seek to continually improve our health and safety performance through training and oversight
- minimise the incidence of occupational ill health and injury;
- to maintain awareness and actively promote good mental wellbeing
- work to ensure the quality of service delivered to our clients and customers consistently meets and wherever possible, exceeds their expectations

This policy statement is communicated to all employees, persons working for or on behalf of the organisation and to our clients and will be made available to the public, stakeholders and any other interested parties on request.

A handwritten signature in black ink, appearing to read 'Chris Elmes'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chris Elmes
Managing Director
DJHravcon

3. Scope of The Policy

This Health & Safety policy applies to all company activities, is applicable to all employees and contractors working under DJHravcon's control and is reviewed on a two year cycle, unless an event should occur that requires an earlier review.

4. Safety Management Responsibilities

These describe nominated individual's roles and responsibilities and are not necessarily the same as their functional job title – see Appendix 1.

4.1 Managing Director (MD)

The Managing Director is responsible for:

- Overall responsibility for the company's health and safety record and failings.
- As part of budget preparations, ensuring that sufficient provision is made for Health & Safety matters e.g. Personal Protective Equipment, training etc.
- Ensuring that the Health & Safety Policy is adhered to throughout the company.
- Ensuring that Health & Safety is an agenda item at management and board meetings.
- Ensuring adequate resources are available to effectively manage health and safety risks within the business.
- Ensuring that where necessary improvements and actions are planned in the interest of mitigating an incident and/or to prevent future failings, that these are given appropriate attention and are being implemented.
- Ensuring that employees are adequately trained and supervised and are fully aware of the hazards involved in the work they are undertaking.
- Ensuring that appropriate control measures are in place and employees have sufficient time and Personal Protective Equipment when required.

4.2 Director Contracts Managers (DCM) and Surveyor Contracts Managers (SCM)

The DCMs and SCMs are responsible for:

- ensuring that Health & Safety requirements, policies and procedures are implemented and followed;
- In terms of DCMs, leading by example in respecting company policies and procedures and supporting SCMs where they may be unsure, and collectively asking the relevant personnel for advice before risking non-compliance;
- ensuring that on all projects, whether under their direct control or not, appropriate control measures are in place and followed and employees and contractors always use Personal Protective Equipment when required;
- ensuring that visitors are suitably instructed and supervised in the offices and on site;
- ensuring that equipment such as power tools, pallet trucks and ladders are appropriately maintained and are fit for purpose; and any company vehicles that transport them are routinely inspected.
- informing the Managing Director of any breaches in the company's policies or procedures, any legislation applicable to DJHravcon activities and that all incidents and accidents are reported to the M.D. at the earliest possible opportunity;
- ensuring that appropriate records are made on HANDS HQ system, so that all documentation and information is consistent and available and stored for all projects under their control.

4.3 Retained Health and Safety Advisor (HSA)

The Managing Director will appoint a suitably qualified and competent retained health and safety advisor. The duties of the health and safety advisor will be as follows:

- assisting the MD in his understanding of and fulfilment of his duties under applicable health and safety legislation
- ensuring the MD is aware and informed of any events, internal or external, requiring their attention and kept updated on the company's health and safety performance;
- reporting on the performance of the company determined through audit of Sites and Case Files on HANDS HQ platform
- Support specified members of staff in ensuring that all employees, new starters, visitors and contractors are aware of necessary Health & Safety requirements including first aid and local fire evacuation procedures;
- Investigating accidents and dangerous occurrences with a view to taking such measures as will prevent re-occurrences;
- Familiarize themselves with relevant legislation, common law and codes of practice and advise the company such that it ensures that the company complies with its minimum obligations under these regulations.
- Where requested Support specified members of staff who are carrying out risk assessments and reviews and recording any actions required, ensuring they are implemented in a timely fashion;
- liaising as required with all enforcing agencies and act as the first point of contact for those agencies;
- Advise on the keeping and maintaining of all health, safety and welfare records as required under the Health & Safety at Work Act;
- Where requested providing assistance, training and advice to all company employees at all levels of the business, and where reasonable to sub-contractors too, on any health and safety matters.
- Carrying out, on behalf of the company, a program of occupational health checks to ensure that personnel exposed to specific risks are monitored on a regular basis.
- Advise on ensuring that company equipment is appropriately registered; maintained/serviced; renewed when appropriate and otherwise fit for purpose.

4.4 Warehouse

The nominated Warehouse Warden is responsible for:

- Assisting with the maintenance of equipment register and service/safety records.
- Cleaning, maintaining and controlling work equipment;
- Maintaining tender kits in a suitable state for issue when required.
- Labelling up any equipment tested so that the result of the test is clearly visible.
- maintaining stores and yard cleanliness;
- Supporting operatives to ensure van stock levels are maintained at the correct level including van first aid kits.
- reporting any incidents or accidents to the M.D. at the earliest convenience;
- ensuring adequate stock levels of safety equipment is available and that equipment accessories are stored so to not compromise their safe use or operation.

4.5 Employees and Temporary Staff

All employees and temporary staff, quite apart from any specific responsibilities that may be delegated to them, are required to:

- conduct their activities in a safe manner so that they do not endanger themselves or any other person who may be affected by their work activities;
- co-operate with management and assist them to meet their obligations under the Health & Safety at Work Act and associated legislation;
- report to a responsible person all health, safety and welfare defects that they observe;
- be familiar with and conform to the Company Health & Safety Policy at all times and if unsure, ask the appropriate management personnel;
- observe safety rules at all times including the wearing of Personal Protective Equipment, the use

of appropriate safety devices and the maintenance of a clear and tidy work area as free of risk as possible;

- not to interfere with or obstruct any preparations for health and safety, or intentionally damage, abuse or alter any devices and/or equipment supplied or installed for the purposes of ensuring health and safety;
- conform to all instructions given regarding Health & Safety;
- report all accidents or incidents, regardless of whether any persons are injured or not;
- attend any health-monitoring program deemed necessary by management and required by legislation.

4.6 Contractors

All contractors working on behalf of DJHravcon shall be responsible for themselves, their employees, visitors and sub-contractors appointed by them. Contractors will as a minimum:

- Have been vetted in accordance with the company sub-contractor policy
- comply with the terms of the service agreement and all relevant statutory requirements;
- comply with all DJHravcon health & safety instructions and requirements, and to read through and familiarize themselves with DJHravcons Code Of Conduct for Contractors as defined in the Induction document;
- Make themselves available for training provided by DJHravcon
- ensure that all equipment brought onto DJHravcon premises and sites, including borrowed or hired equipment, is safe and only used in accordance with manufacturers recommendations and legal requirements;
- not to interfere with or obstruct any preparations for health and safety, or intentionally damage, abuse or alter any devices and/or equipment supplied or installed for the purposes of ensuring health and safety;
- indemnify DJHravcon against any and all loss, injury, damage or claims, which may arise directly or indirectly as a result of any act or omission on the part of the sub-contractor.
- report all incidents and accidents that occur whilst on DJHravcon sites, to a member of DJHravcon management as soon as reasonably possible.

4.7 Visitors

Visitors must only be admitted to DJHravcon offices or sites under DJHravcons control when accompanied by a company employee.

All visitors must be made aware of health, safety and welfare procedures appropriate to the area they are visiting. This must always include emergency procedures in the unlikely event of a fire evacuation.

All visitors must sign the "Visitor's Book" in the reception of the office.
If visiting site, all visitors must sign the daily sign in/out sheet.

5 Arrangements

5.1 Safety Communication and Consultation

Safety information will be communicated and consultation sought with the employees by the Senior Management Team in the following ways:

- **senior management meetings** and general meetings, minutes of which will be communicated to all as appropriate; all formal company meetings must be recorded and logged for monitoring and audit purposes;
- **supplier reviews and client meetings**, again these must always be recorded;
- **direct verbal discussions/consultation** with managers or other senior officials at any time if they are available;
- **Via email** - all company employees have access to email facilities via their workstation computers or company issued tablets and may use this service for consultation and communication with managers, senior management or other colleagues, this is encouraged as it also provides a record of discussions for audit and monitoring purposes;

- **HANDS HQ notifications or other electronic communications** - all company employees have access to telephone and/or mobile phones; and Trades/DCM and SCM have access to HANDS HQ and all may use these devices for consultation and communication with managers and other colleagues. This is encouraged as it also provides a record of discussions for audit and monitoring purposes as all telephone calls to/from office phones are recorded;
- **Cloud storage** – trades are issued with tablets and have access to a company cloud based storage account. Company policies and procedures are stored here for all employees to access information at will;
- **Documentation** – project specific instructions produced via HANDS or by manual means, such as construction phase plans (CPP), risk assessments (RA), method statements (MS), technical drawings, project specifications and schedule of works (SoW), asbestos surveys and results certificates etc. . .
- **Training courses** – formal internal/external training will be scheduled periodically to provide safety and/or specialist skill specific information to employees and contractors as appropriate and recorded on the company training matrix;
- **visual information media such as posters, signs and notifications** are also used by the company to relay specific information and details on certain subjects or areas.

5.2 Safety Documentation

5.2.1 Records

Project related health and safety documentation and information is stored on HANDS HQ and the company's current data management system (Blue Print [BP]) under the projects reference number and name. Records that are saved within BP job folders are:

- pre-construction information received by the client;
- construction phase plans;
- works schedules, project plans and specifications
- copies of engineering drawings asbestos sampling certificates, environmental monitoring/clearance certificates;
- invoices from contractors and suppliers;
- copies of significant communications from interested parties, either in document form, emails, journal entries or a combination of all;
- any safety documentation from contractors related to that project.
- Results of any audits and inspections carried out on the project

5.2.2 Correspondence

The preferred media for documentation and information amongst DJHravcon and our clients is electronic by way of email or e-documentation.

The Managing Director will ensure there is a master file of all correspondence from HSE and other enforcement agencies.

Correspondence specific to projects will also be added into the appropriate job folder on Blue Print and form part of the projects records.

5.2.3 Medical Records

Any medical / health surveillance records that are raised are to be held with personnel records in strict confidence. Any medical in confidence data may also be kept by appointed medical advisors.

Employees are under no obligation to provide information on medical conditions they may have unless it is material to the safe performance of their role. However, the importance of the company having this information for the purpose of designing and implementing appropriate risk control measures will be stressed.

DJHravcon will request information on any medical conditions. A non-disclosure agreement will be signed by the company and the employee will sign same document with regard to providing the

information or rejecting the request.

5.3 Maintenance

5.3.1 Responsibilities

The Managing Director will have overall responsibility for DJHravcons maintenance policy and associated procedures. The Warden will assist with the implementation and daily running of the duties outlined within the policy. Together, they will co-ordinate and control all maintenance:

- ensuring the good order and condition of all facilities and building fabric;
- the control of all maintenance and repair planning and control of associated records for plant and machinery;
- ensuring Portable Appliance Testing (PAT) is performed on the company's equipment as appropriate;
- ensuring new equipment is registered on the company's asset register before it is issued, and that it receives an asset number.
- The Health and Safety Advisor will audit the records kept by the Storesman to ensure inspections and PAT test records are up to date.
- The HSA will also inspect plant and equipment on site as part of the regular inspection program to ensure compliance with the PUWER regulations.

5.3.2 Reporting of Defects

Defects of any nature to buildings, systems, facilities, plant and machinery must be reported to the Storesman immediately. It is the responsibility of all employees to report defects or damages so that rectification actions can be implemented efficiently.

The use of defective equipment is strictly forbidden. Any/all defective equipment must be tagged and returned to stores for processing at the earliest possible convenience.

5.4 Safety information

Safety information is available to all employees via the following media:

- project specific information and instructions stored in job folders on the company's data management system, Blue Print and via HANDS HQ;
- on the company's shared folders ;
- various online sources such as the HSE (health and safety executive) the HSAW (health and safety at work), Gov.uk websites and many others;
- training courses; company e-learning platform and periodic briefings/toolbox talks;
- instructions sent to trades and contractors for projects include relevant safety information;
- company H&S notice board
- consultation with other employees, managers and the Health and Safety Advisor.

It is the responsibility of the Director Contracts Managers(DCM) and the Survey Contract Managers (SCM) to ensure that trades and contractors have all the applicable information necessary to work safely, with full knowledge of hazards and risks they may encounter, in the project locations they have been sent to.

5.5 First Aid (including Mental Health first Aid) (Health and Safety (First Aid) Regulations, 1981)

General Policy

It is the company's policy to provide first aid cover at all times that work is taking place in a DJHravcon controlled site. First aid is:

- Where a person requires treatment for the preservation of life and the minimization of injury consequences and illness until qualified medical help (medical practitioner or nurse) can be obtained.

- Treatment of minor injuries, which would otherwise receive no treatment or which, do not need treatment by a medical practitioner or nurse.
- Counselling of a person suffering Mental Health issues

The Company does not hold, issue or prescribe any drugs (this includes common headache tablets). The names of the first aiders and MH first aiders at the DJHravcon offices are displayed on the Health & Safety notice board.

Treatment Record

All first aid incidents are to be recorded in the Accident Book located in the office. The report is to be signed by the patient and the first aider, removed from the book and held in the Accident Log that is kept on file and these can be obtained from the Head of Accounts

Follow up Treatment

Any follow up treatment by hospital or the employees own doctor must be recorded on the accident report form for the incident. It is the responsibility of the employee to report any follow up treatment.

5.6 Accident reporting (*Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013*)

An accident is any unplanned occurrence that could have or has resulted in personal injury, material damage or work stoppage.

All accidents are to be reported. All accidents that result in a loss time accident of more than 7 days are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) – See HSP 05, Accident Reporting.

It is the responsibility of the departmental manages to ensure that all accidents within their department are reported and as appropriate investigated.

All accidents are to be reported including:

- All first aid incidents however trivial.
- All incidents resulting in damage.
- All incidents where serious injury or damage could have occurred.
- All incidents that occur on visits to construction sites.
- All road accidents whilst driving on company business.

Reporting of First Aid incidents

All incidents where first aid is given must be recorded in the Accident Book (HSE BI 510) and the report is to be signed by the patient and the first aider.

The report is to be numbered on the top tab and on the form. When the form is completed it is to be removed from the book to be kept in the Accident Log that is held in a secure file by the Head of Accounts Department.

Reporting of serious, damage only incidents and near miss accidents

Where there is a serious injury or damage accident or an incident that could have resulted in a serious injury or damage, the accident has to be investigated and as a result of the investigation measures taken to reduce the risk of reoccurrence. An Accident Report is to be raised and sent to the responsible Director/Manager for consideration of preventative and corrective action.

On receipt of an Accident Report, the responsible Manager / Director is to consider actions to be taken as a result of the report including professional Health & Safety consultation.

On completion of all actions all associated reports and documents are to be filed in the Accident Log.

Reportable incidents under RIDDOR

A reportable incident is defined in the RIDDOR Regulations but can be generally defined as:

- A fatal accident.
- A serious injury accident e.g. fracture of limb or skull or amputation.
- Electric shock resulting in tissue destruction.
- Any injury resulting in the loss of 7 or more working days.
- An occupational disease/condition e.g. occupational asthma, HAVS, carpal tunnel syndrome, work related cancer. (see indg453 for the full listing)
- Collapse or failure of lifting equipment
- Plant or equipment coming into contact with overhead power lines
- Accidental release of any substance that could cause injury to a person

Reporting procedure

Any of the above occurrences are to be reported to the responsible Director/Manager who is to arrange for the following

- In the case of fatal or specified serious injuries telephone contact is to be made with the RIDDOR Incident Contact Centre on **0845 300 9923. Office hours are 8.30-17.00 Monday-Friday.** The HSE also has a duty out of hours officer in the case of a very serious incident where there is a likelihood of death or a major incident which may require escalation. **The telephone number for this is 0151 922 9235**
- In the case of other injuries or incidents the responsible Director/Manager is responsible for ensuring a report is sent on line to the HSE Reporting Centre (www.hse.gov.org/riddor using the appropriate form (normally F2508). The responsible Director /Manager should seek the support of the Health and Safety Advisor in the preparation and submittal of these reports. These reports should be made within 10 days of the accident or incident occurring.

5.7 Risk assessment and Safe Systems of Work

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

All foreseeable risks in the work activity are to be "Risk Assessed". The aim is to identify the PUWER significant risks in the workplace and then control those risks at an acceptable level. The Project/Contract Managers are responsible for ensuring that all aspects of the work are assessed, in liaison with the Health and Safety Advisor. (See HSP 02 Risk Assessment and HSP 03 COSHH)

If possible, a risk should be avoided altogether however, as all actions involve some risk, then that risk should be reduced to as low as is reasonably practicable. Further information on risk reduction and control is given in HSP 02.

Where a risk is to be retained (cannot be eliminated), preventive and protective measures must be used to control the risk. Control measures must be recorded on the Risk Assessment Record and made clear to all personnel involved. Clear reference must be made to hazard and risk control in any associated Work Instructions.

Where it is identified that a safe system of work (often referred to as a Method Statement) is required, this will be prepared by the DCM or SCM with responsibility for the job. The DCM or SCM may seek the advice and support of the HSA in this regard.

In the cases of both Risk Assessments and Method Statements, operatives should sign to confirm their acceptance and compliance with the RA relevant RA and MS.

Note: COSHH assessments may include cleaning materials and / or substances held at site facilities.

5.8 Workplace Safety and Welfare *(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)*

Management will ensure that all workplaces meet the health, safety and welfare needs of all those who will use them, including contractors, and wherever appropriate, people with disabilities. Where works are to take place where members of the public have access, measures will be taken to ensure that they are not adversely affected.

As a minimum, or as otherwise dictated by the RA and CPP, workplace welfare facilities will include:

- Flushing or chemical toilet facilities
- Hand washing facilities including hot water and soap
- Source of safe, fresh drinking water
- Means to heat food safely
- Rest facilities including:
 - Stable table
 - Chairs with backrests
 - Preferable set outside of/separate from the working area

The above must be supplied in sufficient number for the amount of personnel and be maintained in a safe and clean condition.

5.9 Provision and Use of Work Equipment and Services

(The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting Equipment Regulations (LOLER) 1998) (The Health & Safety at Work Act 1974, section 2)

Supply of Work Equipment - General Introduction

It will be the DCMs and SCMs responsibility to ensure that the following are in place prior to the start date of a contract:

- Suitable equipment is supplied for the tasks to be done (PUWER Regulation 4)
- That the equipment will be maintained in an effective and efficient manner, in safe working order and in good repair (PUWER Regulation 5)
- That all equipment and plant shall be inspected (PUWER Regulation 6)
- That those tasked with using the equipment are competent to use it. (PUWER Regulations 8&9)

The regulations not only cover the physical state of the equipment but also the work systems associated with the equipment.

Proposed Purchase of New Equipment

This procedure applies to new and second hand equipment purchased for use at DJHravcon. A number of aspects require consideration before introducing new equipment:

- Does the equipment conform to current legislation?
- Does the equipment conform to current European and/or British Standards?
- Are there any associated risks from:
 1. Hazardous substances
 2. Noise & vibration
 3. Temperature
 4. Moving parts
 5. Emissions
- What maintenance will be required and can this be carried out in-house?
- Will the equipment require its own designated area?
- What training will be required in order to use the equipment?
- Are there any environmental implications?

Where appropriate the advice and support of the retained Health and Safety Advisor will be sought in connection with the above.

Maintenance of Equipment

With the exception of daily routines and the care of small hand tools, equipment maintenance is the responsibility of the Storesman. Where inadequate maintenance could cause the equipment or related protection devices to fail in a hazardous way, a formal system of planned preventative maintenance will be introduced. Where appropriate, work instructions for maintenance will be written and a planned maintenance system introduced.

Information and Instruction

Information and instructions on how to use a machine in a safe manner and the potential hazards it presents will be made available to the user of the equipment as appropriate. This information must include:

- The conditions in which and the methods by which the equipment is to be used.
- Foreseeable abnormal situations and the action to be taken if such a situation were to occur.
- Any conclusions to be drawn from experience in using the equipment.

The information must be readily comprehensible to those concerned.

Training

The equipment operator will be given adequate training, proportionate to the risks involved, to use, store and maintain the equipment in a safe manner.

5.10 Electricity at work (*Electricity at Work Regulations, 1989*)

It is the policy of the Business that wherever possible, all hand tools will be battery powered or 110v. Where this is not possible a Residual Current Device (RCD) MUST be used.

The installation and maintenance of the electrical supply system is to be in accordance with the 'Institution of Electrical Engineers Regulations for Electrical Installations'. (I.E.E. Wiring Regulations) These regulations cover the installation, selection, inspection and testing of electrical supply systems both permanent and temporary. Although they are non-statutory regulations, they are an 'Accepted Code of Practice' which is recognised under the 'Electricity at Work Regulations'.

It is the responsibility of the MD & DCA & SCM to ensure compliance with these regulations and other associated HSA guidance.

Any person engaged in electrical installation or maintenance work where technical knowledge or experience is necessary to prevent danger or injury must be competent to undertake the task.

Where Residual Current Breakers (RCDs) are used, these are to be tested from a remote 15- amp socket using a R.C.D. tester annually. The local test button is also to be operated after the remote tests are complete. The status of the RCD is to be indicated on the device.

5.11 The Control of Substances Hazardous to Health Regulations (C.O.S.H.H.) *(COSHH Regulations 2002 as amended)*

The exposure to harmful and toxic substances will be assessed and controlled in accordance with COSHH Regulations. (See HSP 03, COSHH Policy). Safety data sheets will be obtained for all COSHH materials in use and COSHH risk assessments will be produced using the SDS information and use specific information. Operatives will be briefed on each assessment and will sign a register to confirm their understanding.

5.12 COSHH Information to Be Supplied to Clients and Customers

The Health and Safety Advisor is responsible for ensuring COSHH assessments are compiled for any hazardous materials used by DJHravcon. Data on each substance will be made available on the intranet, and project management personnel will supply this to clients on their request.

Where and when requested, customers are to be provided with Material Safety Data Sheets (MSDS) for the applicable products used. Under COSHH the supply of the MSDS is the supplier's responsibility.

5.13 Display Screen Equipment

(The Health & Safety (Display Screen Equipment) Regulations 1992)

This regulation stipulates measures to ensure the Health & Safety of Display Screen Equipment users.

All visual display equipment, graphical and alphanumerical, workstations, furniture, associated equipment, blinds, software, seating, work organisation and visual/eyesight problems are included in these regulations. DSE and workstations will be managed in accordance with the company's DSE Policy (HSP04)

The Health and Safety Advisor will ensure every workstation is suitably assessed in accordance with the DSE Assessment Checklist (HSF04.1). The assessment must be recorded, the workstation being clearly identified on HSF04.1.

5.14 PPE Issue, Care and Use

(The Personal Protective Equipment at Work Regulations (PPE) 1992)

Personal Protective Equipment (PPE) is required for all personnel who are authorised to enter any DJ Ravcon controlled sites. The PPE will be issued to employees on joining the company and recorded on the document PPE Issue Record (HSF05) and Respiratory Protective Equipment (RPE) on the RPE Issue & Fit Test Record (HSF05.2). The initial supply of PPE will consist of:

- High visibility waistcoat / jacket
- Gloves
- Surgical gloves
- Reusable half mask respirator with a fit test
- Safety boots with toe protection
- Safety specs
- Safety goggles
- Ear defenders/plugs

NB. Safety boots may be purchased by the individual to ensure that they fit and are of a style comfortable to the individual. The company will reimburse the employee for the cost of the boots subject to a company limit set by the Operations Director.

Additional PPE may be required for some employees. These additional items of equipment may include face shields or aprons for certain conditions where required. The SHEQ Manager, Operations Director and the Warden will ensure that an appropriate quantity of standard PPE will be held in DJHravcon stores to provide for employees and visitors subject to these conditions.

Employees are responsible for the care and maintenance of PPE. Damaged or worn PPE will be replaced by the company at no cost subject to fair wear-and-tear.

5.15 Asbestos

(Control of Asbestos at Work Regulations 2012)

All projects with DJHravcon involvement will be assessed for the presence of asbestos containing materials (ACM's). Asbestos surveys will be required for all properties pre year 2000; no works will be carried out that may disturb possible ACM's until a suitable R&D Asbestos Survey, by a specialist contractor or an appropriately trained company employee, has been conducted and results received.

In the event that any substance suspected to be, or containing, asbestos is found during the course of the Business' works, all works in the area will cease immediately to avoid any exposure. Work will be suspended in that area until the substance has been identified and if appropriate, made safe/removed by a specialist contractor.

As per regulatory requirement, all employees likely to come into contact with ACM's during their works activities receive yearly asbestos awareness training.

5.16 Manual Handling *(Manual Handling Operations Regulations, 1992)*

The Health and Safety Advisor will ensure that adequate Risk Assessments are carried out to identify hazards associated with manual handling and ensure that where needed, lifting aids are provided. DJHravcon employees will receive adequate training on manual handling awareness and techniques. Manual handling will be managed in accordance with the company's Manual Handling Policy (HSP08)

5.17 Noise and Vibration

(Control of Noise at Work Regulations, 2006) (Control of Vibration at Work Regulations 2005)

The company will ensure that risks arising from noise and vibration are adequately assessed, in accordance with the companies Risk Assessment Policy (HSP02), Noise at Work Policy (HSP11) and Vibration at Work Policy (HSP12) and that suitable controls are implemented. As a minimum, the company will ensure that ear protection is freely available to anyone who needs it and that work equipment is suitably maintained.

The person in charge of a working area/site will ensure that noisy or vibration causing works do not cause a nuisance to others in the vicinity of their works area.

5.18 Working at Height

(Work at Heights Regulations 2005)

Where the business activities involve 'work at height' the designated H&S person will assess the task beforehand and will consider the most suitable means of access. Suitable control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity. All operatives using working at height equipment will be competent to use the equipment. Competence will be demonstrated by attending and passing an appropriate training course- PASMA, IPAF etc. Where fixed scaffolding is required DJHravcon will only sub-contract to approved members of The Scaffolding Association.

5.19 CDM REGULATIONS

The primary activities of DJHravcon are as Principal Contractor (PC) as defined in the CDM Regulation 2015. DJHravcon recognises its duties as PC under these regulations and will ensure that those duties are complied with, including, but not limited to:

Regulation 12.

- Prepare Construction Phase Plans(CPP) for all projects. We will use the on line Hands HQ system to facilitate this.

Regulation 13

- Plan, manage, monitor and coordinate all projects during before and during the construction phase.
- Provide a suitable induction for all those working or attending the site.

- Ensure the security of the site at all times.
- Provide welfare facilities.
- Liaise with the Principal Designer on all H&S issues and in the preparation of the site Health and Safety file.

Regulation 14

- Consult with the workforce on all health and safety matters.
- We will facilitate consultation and engagement on an ongoing basis.

5.20 OCCUPATIONAL HEALTH

DJHravcon recognises its responsibilities to manage Occupational Health and integrate its management and control into all aspects of its business operations.

To ensure that occupational issues are managed effectively we will:

- Analyse our activities to identify any and all of those hazards which may affect the health of our workforce.
- Carry out risk assessments to identify control measures which can lower the risk from those hazards as far as is reasonably possible.
- Ensure we are using best available practice and equipment to minimise the risks.
- Monitor the health of our workforce on an ongoing basis, via assessments and questionnaires, to ensure our management of occupational health issues is effective.
- If required, engage the services of specialists to provide additional support in the management of occupational health.

5.21 MENTAL HEALTH

DJHravcon recognises that mental health issues are a significant factor in the wellbeing of all of our employees to whom we have a duty of care.

We also recognise that there are other factors that can affect the mental health of our employees and so that, as employers, we manage the risk from mental health issues within the business we will:

- Identify any hazards within the business that may give rise to mental health issues.
- Carry out risk assessments to ensure that controls are in place to minimise those risks as far as is reasonably possible.
- Provide a confidential open door policy for all of our employees so that they can seek support and advice on issues that may be affecting their mental health.
- Provide mental health awareness training for all our employees so that we can maximise the support for those in need of support.
- Maintain our close association with The Lighthouse Club, the construction industry's primary charitable organisation, which provides a 24/7 helpline to anyone from the industry experiencing mental health issues from whatever source.
- Ensure all of our employees (and contractors?) are aware of this facility should they need it.

5.22 Vehicle and Safe Driving Policy

The policy of DJHravcon is detail specifically in the Vehicle Policy document detailed separately

6 INFORMATION, INSTRUCTIONS AND TRAINING

6.1 Information

It will be the policy of DJHravcon (“the company”) that health and safety information relevant to the activities at hand is given to all employees and sub-contractors via the fully auditable HANDS HQ system as used also by our clients and the wider industry in which we operate.

Ongoing training (both face to face from a NEBOSH accredited trainer and via pre-qualified e-Learning courses) will be provided to ensure that employees at all levels are:

- competent to carry out their duties, to operate specialist tools, plant and work equipment; and
- aware of their health and safety responsibilities.

Decisions relating to ongoing training of employees will be reviewed on a regular basis. The person with day to day responsibility for Health and Safety will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on the company’s e-learning portal or the employee’s individual file.

Checks will be made to ensure that sub-contractors are competent to carry out the tasks allocated to them and that they have health and safety management systems in place appropriate to their work. Essential training as seen as required by DJHravcon will be offered to each sub-contractor (and if necessary funded by DJHravcon)

Instructions

Work instructions and job methods must all consider the safety aspects of the work. Contract/Project Managers are to ensure that employees under their control follow work instructions.

6.2 Induction Training

All personnel on joining DJHravcon must, at the earliest opportunity, receive induction training in accordance with Appendix 1. All existing personnel and persons joining DJHravcon will receive, as part of their induction, copies of appropriate Health & Safety information / handbook and a brief introduction to this. Other Health & Safety training will be introduced as and when required and given as appropriate.

All “Safety Training” given to individuals must be recorded and kept by the H&S Officer and/or Compliance officer.

7 OFF-SITE WORKING

7.1 Health & Safety of DJHravcon Employees on Non-DJHravcon Sites

This section refers to situations where DJHravcon employees are engaged in activities at locations other than a DJHravcon controlled site. Examples may include visits to materials supplier sites and multi-trade sites where DJHravcon is not the principal contractor.

7.1.1 Work within the U.K.

The DJHravcon Safety Policy applies to all employees of the company wherever they may be working. Where appropriate, a Risk Assessment may be carried out for the task to be undertaken prior to work commencing. Any substances to be used, which may fall under COSHH Regulations are to be approved and assessed, in accordance with Section 3 of this policy. On occasion, employees may be working alone. When employees are working off site they are to inform DJHravcon of their planned journey/visit and, where appropriate, follow the HSP06 Lone Worker procedure.

7.2 Minimum Requirements When Visiting a Non-DJHravcon Controlled Site

- a) When entering a site, make your presence known to the person controlling the site. This will, on most sites, mean signing a visitor's book; make sure if signed on a site, you sign off when leaving.
- b) Wear suitable personnel protective equipment (PPE). See Section 3.6 PPE Issue, Care and Use. The minimum PPE for a refurbishment site will include:
 - Safety foot ware (with mid-sole and toe protection).
 - Safety specs
 - Gloves
- c) Additional PPE may be required either on instructions of the contractor or because the environment or activity is assessed as hazardous and include:
 - Ear protection
 - Head protection
 - Specific eye protection
 - Specific hand protection
 - Respiratory protection

APPENDIX 1 - Procedure for Induction Safety Training

Purpose

The Safety Training given at induction is designed to make the new employee aware of the basic rules of safety, DJHravcon Safety Policy, fire points and drills.

Subjects to Be Covered

1. Fire and emergency

- Where is the Emergency Assembly Point and how to get there?
- Action on discovering a fire.
- Raising the alarm.
- Location and use of fire extinguishers.

2. Health & Safety at Work Act and supporting regulations

History, background, employers' duty, employees' duty and supportive legislation.

3. Hazardous substances

C.O.S.H.H. regulations, definition of a hazardous substance and control measures.

4. Personal Protective Equipment (PPE)

Head, eye, ear, hand, feet, respiratory and whole body.

5. Kinetics and the manual handling regulations

Correct lifting methods, manual handling Regulations and company manual handling policy.

6. First aid

Scope of first aid (no pills). Who are the first aiders? Where do you get first aid?

7. Company's significant safety issues

safety when visiting sites,

8. Display screen equipment

Workstation, work system and planning, good posture, eye tests and glasses.

Records

Safety Training Records are to be raised for every employee joining the firm.

APPENDIX 2 - Procedure for Induction and Safety Training of Sub-Contractors

Purpose

The Induction and Safety Training of sub-contractors is mandatory and designed to ensure that they are aware of the principals of us working safely together and safely in the face of the public along with our code of conduct.

Along with the evidencing of qualifications and skills/experience the sub-contractor is provided with two levels of induction:

1. The DJHRavcon Company Induction Document (a reading documents provided during the application phase and containing basic company philosophies)
2. Face to face classroom or tool box training provided by the H&S Advisor before sub-contractor is engaged on any significant work and incorporating:

1. Risk Assessments and CPPs

- How we communicate these
- Importance of digesting information and complying.
- How to make changes.
- Risks of non compliance.

2 Health & Safety at Work Act and supporting regulations

History, background, employers' duty, sub-contractors' duty and supportive legislation.

3 Hazardous substances

C.O.S.H.H. regulations, definition of a hazardous substance and control measures.

4 Personal Protective Equipment (PPE)

What we provide and what we expect to be provided
Head, eye, ear, hand, feet, respiratory and whole body.

5 Kinetics and the manual handling regulations

Correct lifting methods, manual handling Regulations and company manual handling policy.

6 First aid

Scope of first aid (no pills). Identifying first aiders? Where do you get first aid?

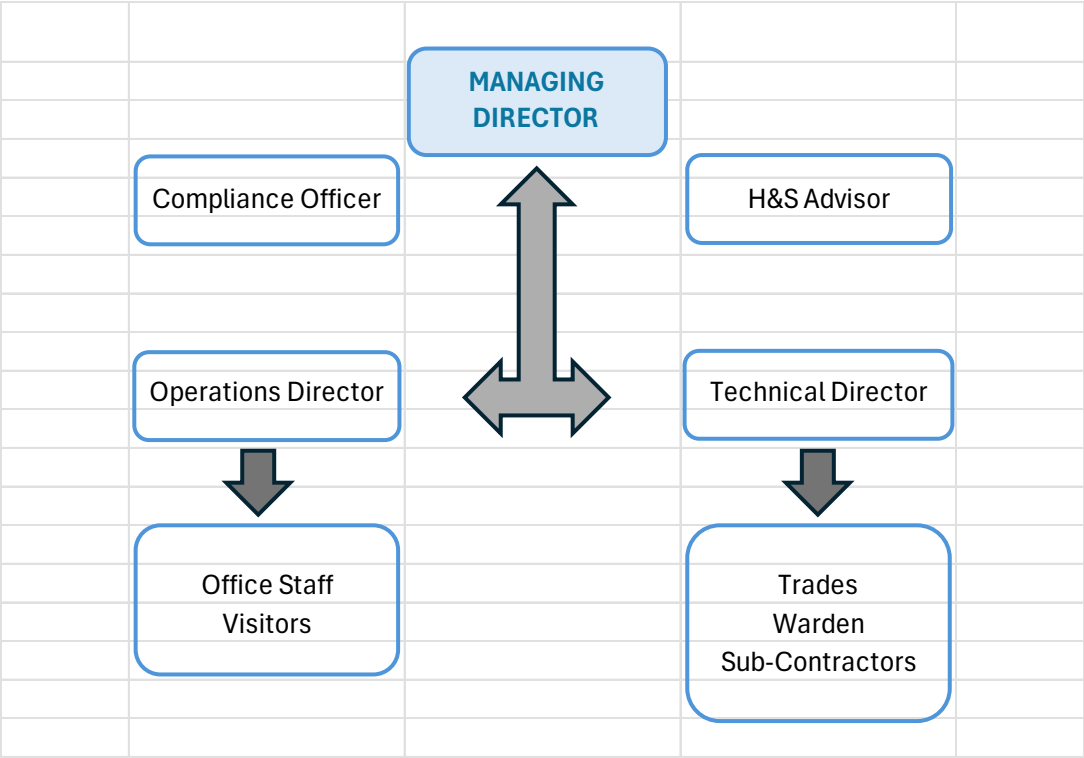
7 Avoiding significant safety issues

Following instructions
Challenge any lack of clarity
Lead by example
Exercise awareness and good practice.

8 Reporting and Records

What to record and what to notify. Where to record events or near misses.

APPENDIX 3 – Health & Safety Organisation



**Chris Elmes, Managing Director
DJHravcon Ltd**