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Health and Safety Policy

This policy has been approved and authorised by:

NAME	Darryl Easton
POSITION	Managing Director
DATE CREATED	JULY 2025
LAST REVIEW	JULY 2025

General statement of intent – Health and Safety

This statement outlines how East On Projects Ltd intends to manage, comply with, and implement all aspects of health and safety, associated regulations, legislation, and client requirements.

We recognise the importance of occupational health, safety, and welfare in the successful operation of our activities.

We believe that everyone shares responsibility for upholding our health, safety, and welfare systems and for contributing to the achievement of our goal: maintaining the highest standards of accident prevention and continuously improving health and safety for all employees and others affected by our operations.

Our policy is to:

- Provide, as far as reasonably practicable, safe systems of work, safe working conditions, and a healthy environment.
- Ensure the health and safety of all employees in relation to the use, handling, storage, and transport of articles and substances.
- Ensure that appropriate welfare facilities are in place at all sites before work begins, and that these meet or exceed statutory requirements.
- Provide and maintain safe access to and from all places of work under our control.
- Maintain a working environment that supports the health and welfare of employees.
- Continually improve occupational health and safety performance through an effective Health & Safety Management System.
- Communicate this policy to all employees and ensure they understand their responsibilities for health and safety.
- Provide necessary training and instruction to personnel at all levels.
- Consult with employees on health and safety matters.



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- Make this policy available to all interested parties.

Occupational health, safety, and welfare are the responsibility of all employees. Everyone is expected to contribute to achieving the organisation's goals.

We aim to foster a proactive safety culture that encourages initiative and best practices. Employees and managers alike are expected to be aware of and committed to their responsibilities in improving health, safety, and welfare standards. To support this, East On Projects Ltd will allocate all necessary resources, including financial, to ensure this policy is fully and properly implemented.

This policy will be reviewed regularly to ensure its continued relevance and to reflect any changes in legislation or company operations.

Organisation and Managerial Responsibilities

East On Projects Ltd is an Employee-Owned Trust (EOT). It is managed by Darryl Easton, Hayley White, and Scott Newland, who have overall responsibility for all health and safety matters within the company. These individuals will seek external expert assistance when necessary to ensure the company complies with its statutory obligations and achieves the objectives outlined in this Health and Safety Policy.

The organisation and management of the workforce is the responsibility of the Company Directors. They are accountable for ensuring that the Health and Safety Policy and all related procedures are implemented and adhered to by all site operatives.

The Company Directors also oversee the day-to-day management of company operations. They may be supported by Works Supervisors, each of whom is responsible for the health and safety performance at a specific site or customer premises.

Depending on the size and nature of the site, the Works Supervisor may be assisted by one or more site supervisors, who are responsible for the direct supervision and safety compliance of company operatives working on-site.

External Competent Advisors

In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, East On Projects Ltd engages external competent advisors to support the company in fulfilling its statutory health and safety obligations. These advisors provide expert guidance to ensure compliance with current legislation, industry best practices, and Health and Safety Executive (HSE) recommendations.

The following competent advisors are contracted by East On Projects Ltd:



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Employee and Contractor Responsibilities

All employees and contractors of East On Projects Ltd have a legal duty to take reasonable care for their own health and safety, as well as the safety of others who may be affected by their actions or omissions.

Therefore, all employees and contractors must:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.
- Co-operate fully with management to ensure compliance with all company Health and Safety policies, procedures, and instructions.
- Refrain from intentionally or recklessly interfering with any equipment or systems provided in the interests of health, safety, or environmental protection.
- Comply with all relevant procedures and instructions relating to accident prevention and environmental protection, as required under:
 - The Health and Safety at Work etc. Act 1974
 - The Environmental Protection Act 1990
 - All associated regulations and approved codes of practice.
- Maintain high standards of housekeeping on all company and client premises.
- Promptly report all accidents, incidents, and near-misses—regardless of whether injury occurs—to the office.
- Immediately report any defects in equipment to a supervisor and refrain from attempting any repairs unless specifically trained, competent, and authorised to do so.
- Ensure that no potentially hazardous items, substances, or machinery are brought onto site or used without prior approval from a supervisor.
- Use and, where applicable, wear all required Personal Protective Equipment (PPE). It is a legal requirement to use PPE correctly and to ensure it is cleaned, stored, and maintained appropriately.
- Attend and participate in all required health, safety, environmental, and operational training sessions as mandated by the company.

These responsibilities are essential for maintaining a safe and healthy working environment for all.



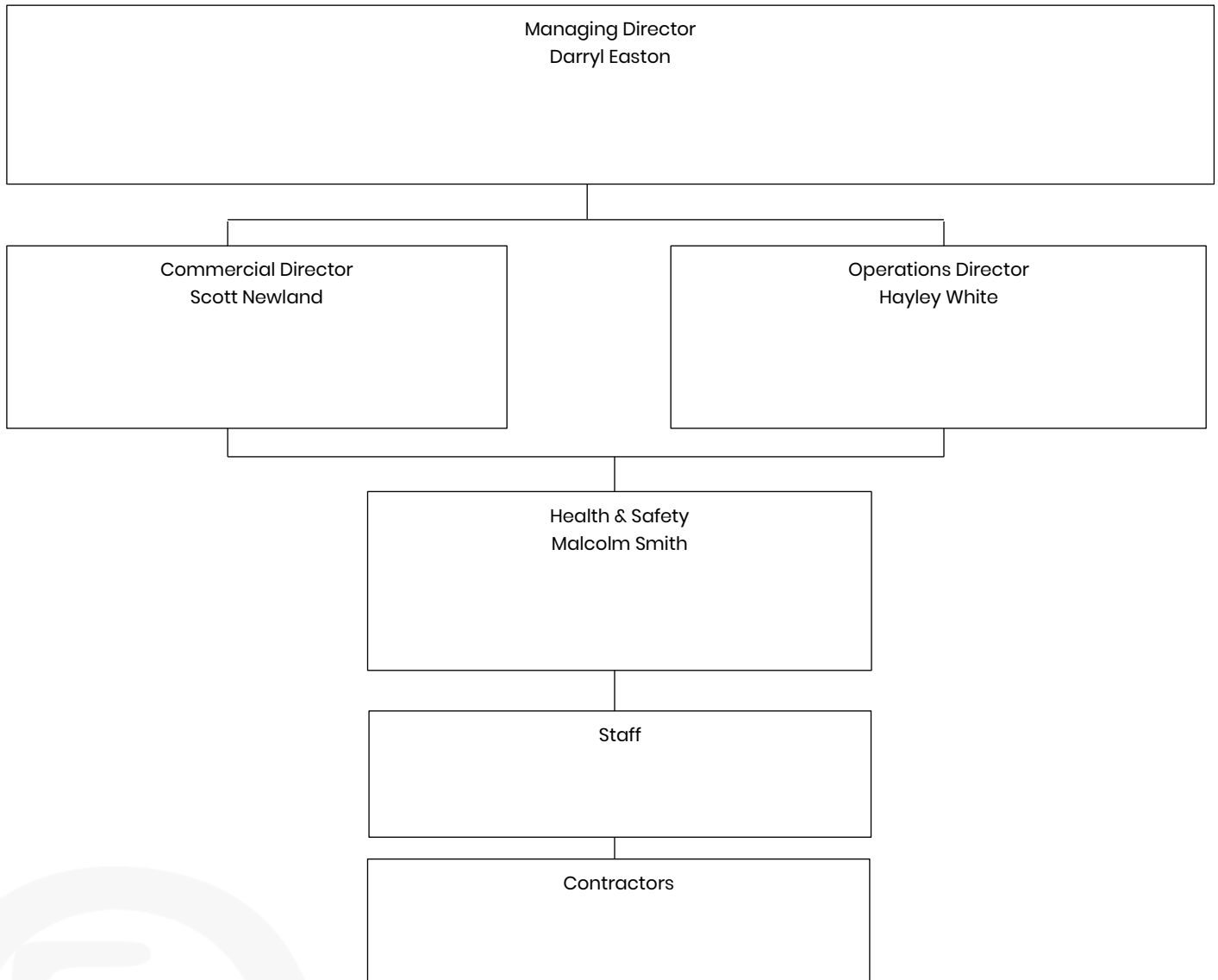
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Health & Safety Leadership and Oversight Structure



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Staff Consultation

If an employee or contractor becomes aware of any potential breaches of health and safety legislation or unsafe working practices, they must notify the Site Supervisor, who will report the matter to the Company Directors.

If an employee or contractor believes that health and safety procedures could be improved—for example, through the use of alternative equipment—they are encouraged to raise suggestions directly with the management of East On Projects Ltd.

Specific Safety Functions and Named Responsibilities

SAFETY FUNCTION	PERSON RESPONSIBLE
Overall responsibility	Company Director/s
Accident and incident investigation	Company Director/s
Provision of a safe system of work	Company Director/s
Provision of safe-to-use electrical appliances	Company Director/s
Providing information, instruction, training and Supervision on projects	Company Director/s
Ensuring sufficient first aid provisions are available on each site and inspected accordingly	Company Director/s
Ensuring sufficient firefighting provisions are available on each site and inspected accordingly	Company Director/s
Liaise with Site Management and provide support and progress reports to the Company Director as required	Works Supervisors
Reporting any issues	All employees and contractors
Taking care of their own health and safety, and that of others who may be affected by their acts or omissions	All employees and contractors
Pre-Use equipment inspections	All employees, contractors, and users of the equipment
Inspection of all equipment to protect workers from the risks associated with work at height	All employees, contractors and users of the equipment
Provide health and safety advice and support as required by East On Projects Ltd.	External competent person(s)



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Accident/Incident Reporting Procedure

East On Projects Ltd accepts its duty under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report specified injuries and incidents to the enforcing authority. This procedure ensures that the company fulfils this duty and that all accidents and incidents are properly investigated.

Incident Reporting

If you are injured in our offices or while travelling between sites, the injury should be recorded in the Accident Book kept in the office. The completed page should then be removed and given to the Contracts Manager, who is responsible for ensuring that completed reports are kept securely. The injured person may take a copy of the page from the Accident Book if they wish.

If any company employee is injured while working on-site, the injury must be recorded in the site Accident Book, which is held by the client or principal contractor. The injured person or their delegate should then contact the East On Projects Ltd office to ensure the incident is also recorded in the company's Accident Book as described above.

Where East On Projects Ltd is the sole contractor on site, the Site Manager or the most senior person present is responsible for ensuring that all accidents are recorded in the Accident Book.

Accident Investigation

It is our policy to investigate all accidents, dangerous occurrences, and near misses. Whether an incident results in a severe injury, a minor injury, or no injury at all, valuable lessons can be learned to prevent a recurrence. Implementing corrective actions following a near-miss can help avoid future incidents that may have more severe consequences.

The Company Directors are responsible for investigating all accidents. Investigations will be carried out by completing an Accident/Incident Report Form, and necessary measures to prevent recurrence will be identified. This responsibility may be delegated to members of management.

For high-potential or reportable accidents and incidents, as stipulated by RIDDOR, East On Projects Ltd will seek additional support from an external competent person(s) as required.



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Subcontractor Arrangements for accidents on site

Subcontractors must record any accidents requiring first aid treatment in the site accident book. They are responsible for reporting any accidents involving their employees to the Health and Safety Executive (HSE) in accordance with their own company procedures. Subcontractors must provide site management with copies of these reports, including details of any investigations conducted and the measures implemented to prevent recurrence. Copies of all relevant documentation will be forwarded to the Head Office.

Reporting accidents and incidents to the enforcing authority

The Company Directors are responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR. If they are unsure whether an incident should be reported, they will contact the External Competent Person(s) for advice.

It is East On Projects Ltd.'s policy that verbal communication regarding any accident is expressly forbidden. Any request for information from appropriate and relevant parties must be addressed to the Policy Holder in writing, who will provide our official response. This statement applies to both reportable and non-reportable accidents and incidents. When an accident or dangerous occurrence takes place, it will fall into one of the following categories:

Minor accident to an Employee

- Ensure details have been entered in the accident book.
- Where an employee is incapacitated from work for more than three consecutive days (excluding the day of the accident but including any days which would not have been working days) because of any injury, complete the internal report form and send it directly to the company directors.
- If the injured employee is admitted to the hospital and remains an inpatient for more than twenty-four hours, the accident is specified as a 'major injury'. It must be notified as described in the category below.

Minor accident to others

1. Complete the accident book and accident report form as detailed above.
2. Inform the employer and workplace of the injured person.

Specified Injury

1. Cease work on-site immediately.



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2. Include information within the Site accident book.
3. Inform the Director, who is responsible for overall health and safety, and they will notify HSE and obtain written reports from all personnel on site.
4. Comply with the requirements of RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences).
5. A record must be kept by employers of all notifiable/industrial diseases (form F2508A).
6. Where an employee has suffered an injury as a result of a reportable accident or dangerous occurrence which is the cause of health problems within one year of the date of the incident, East On Projects Ltd shall inform the enforcing authority in writing as soon as it comes to our knowledge.

The following injuries are reportable:

- Fatality or Specified Injuries.
- Fractures, other than to fingers, thumbs or toes.
- Amputation.
- A dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injuries from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation;
- or requiring admittance to a hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

All of the above should be notified to the HSE at the earliest opportunity by telephone for death, via the online notification system for reportable/Specified injuries.

Over 7-Day Injury

If an accident connected with work (including physical violence) occurs that is not a specified injury but results in a person being away from work or unable to perform their normal work for more than seven days (including



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Members of the public

Reportable Dangerous Occurrences

- A collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- An explosion collapse or bursting of any closed vessel or associated pipework.
- Failure of any freight container in any of its load-bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of biological agent likely to cause severe human illness.
- A malfunction of breathing apparatus while in use or during testing immediately before use.
- collapse or partial collapse of a scaffold over five metres high or erected near water where there could be a risk of drowning after a fall.
- The unintended collapse of; any building or structure under construction, alteration or demolition where over five tonnes of the material falls; a wall or floor in a place of work; any false work.
- Explosion or fire causing suspension of normal work for over 24 hours.
- A sudden, uncontrolled release in a building of 100kg or more of flammable liquid: 10kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.

Reportable/Industrial diseases

Examples of diseases that must be reported are:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.

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- ## Near Miss Reporting

- All Employees and Sub-Contractors must report 'near miss' incidents as soon as practicable following the event.
- The near-miss report form available from the site office should be used to report the incident. As much detail as possible should be provided to ensure a thorough investigation can be carried out. When completed the form must be returned to the office.
- Where we are the Principal Contractor or Sole Contractor, the Site Manager or Most Senior person on site will collate the forms, discuss with the Company Director and carry out any required investigations.

Civil Claims

Following the Woolf report, there is now a 'fast track' procedure that allows for small claims to be settled quickly. This procedure requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt and providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure', the following procedures must be followed:

- All incidents must be recorded, investigated and, where necessary, under RIDDOR, reported to the enforcing authorities as described in the Incident Reporting Procedure contained in this Policy.
- Any person receiving a letter from a solicitor must forward this immediately to the Managing Director.

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- The Company Director will unless they instruct someone else to act on their behalf, send the solicitor's letter to our insurer along with any evidence in our defence.
- Direct correspondence with the claimant and/or his/her solicitor is strictly forbidden, as this may prejudice our defence.
- All correspondence relating to the claim must be forwarded to the Company Director immediately following receipt.

It is our responsibility to provide evidence in defence. Therefore, the Company Directors are responsible for collating an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is foreseeable. We may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents, but this is not an exhaustive list:

- Accident Book entries.
- Statements from the injured person(s), witnesses, supervisors and first aider. These should be signed and dated and contain only statements of fact, not supposition.
- Copy of the accident/incident investigation report, with any photographs and diagrams.
- Pre- and post-accident risk assessments.
- Copies of any written safety instructions given to the injured person(s).
- Records of any personal protective equipment issued to the injured person(s).
- Copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident.
- Any disciplinary evidence relating to the occurrence.
- Copies of any statutory reporting document forwarded to the Enforcing Authority (F2508 or F2508A).
- Copies of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to our insurers without the permission of the Company Directors.

A claim may be brought by an employee whether or not the accident has been recorded in the Accident Book or whether he/she has taken time off work as a result.

Key Documentation to comply with this policy:

- P624 – Near miss report form



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Asbestos

Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain. It is a carcinogen and is responsible for lung diseases such as Asbestosis and Mesothelioma. Almost all asbestos-related deaths and ill health are a result of the exposure that happened decades ago.

Asbestos-containing materials (ACMs) were used in the construction industry for many years, primarily to deter the spread of fire or for their insulation properties. Although the use of such materials is now prohibited by legislation, they may exist in many older premises. Their presence needs to be effectively managed to ensure that they do not create a risk to the health of our employees, customers, contractors or anybody else on the premises. But, if kept in good condition and undisturbed, they should not pose a health hazard

Asbestos may be present in a wide variety of products including ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

If any worker suspects that a material he/she is working on or is about to work on may contain asbestos, then he should stop work immediately and inform his supervisor so that further investigations may be carried out.

East On Projects Ltd acknowledge the health hazards arising from exposure to asbestos. We will, so far as it is reasonably practicable to do so, prevent exposure to asbestos by the use of appropriate control measures and safe systems of work, supported by training. This Policy requires your full co-operation. The Policy Holder is responsible for the implementation of this Policy.

It is our policy to:

- Ensure that a detailed survey and risk assessment of buildings and non-domestic property under **our control** are undertaken by an organisation which can demonstrate technical competence to undertake surveys for ACM's through accreditation by The United Kingdom Accreditation Service (UKAS) to ISO/IEC 17020;
- Ensure that the Competent Organisation has recorded details, including the location and condition, of all identified asbestos in an Asbestos Register and that an assessment has been recorded for each identified ACM. An up-to-date copy of the register will be held on the site to which it relates;
- Develop, and act on, a plan to manage the risks to our employees, customers, contractors or anybody else who may be affected by exposure to any asbestos or ACM's;
- Review and monitor the plan and the arrangements so that the plan remains relevant and up to date at all times;
- Use an appropriately qualified, competent or licensed person, subject to the level of risk posed by the asbestos or ACM's, to make safe any material found to be in a hazardous condition;
- Ensure that, where practical, any ACM's have been labelled;



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- Maintain an up-to-date written record of the location and condition of asbestos or ACM's in the Asbestos Register provided by the Competent Organisation;
- Provide information on the location and condition of asbestos or ACM's to all interested parties, including anyone who is liable to work on or disturb them;
- Appoint a specialist consultant and licensed asbestos removal contractor to manage the removal of ACM's, where practical, as part of any refurbishment project;
- Not use or reuse any ACM's in any building refurbishment or maintenance work; and
- Ensure that any work with ACM's is carried out strictly in accordance with current legislation and 'industry good practice'.

Training and Competence

Before any employees starting work where they are liable to disturbing asbestos, all Operatives will be required to have completed Category A Asbestos awareness training. Asbestos Awareness Training will cover the health hazards associated with asbestos, correct work methods, the use of control measures, the use of protective equipment and hygiene procedures. Refresher training (including new information, standards and techniques) will be provided regularly. Sub-Contractors are responsible for the provision of their own asbestos awareness training.

Behavioural Safety Management

East On Projects Ltd is committed to ensuring that all persons representing our company think safe and work safe. Safe behaviour at work is of paramount importance and, as such, needs to be treated as a critical work-related skill.

Our continuing aim will be to promote an understanding of safety and to identify how we can positively influence behaviour. It is estimated that up to 90% of workplace injuries are caused by unsafe behaviour. East On Projects Ltd will also operate a number of initiatives to support a reduction in unsafe behaviour.

- Visible health and safety leadership is invaluable and, as such, Supervisors and Managers will be trained in behavioural safety techniques through attending training courses.
- All employees will receive on-going training to recognise both safe and unsafe practices and are encouraged to stop unsafe activities and suggest improvements to working methods through attending on site team briefs, toolbox talks and other relevant industry training.
- Through our internal reporting system and on-site suggestions by all employees to allow them the opportunity to report unsafe working conditions/practices and provide feedback and voice concerns on safety issues.
- East On Projects Ltd is strongly committed to an 'Open Door' management style and operatives are encouraged to voice any concerns or opinions directly to Managers in a relaxed environment.



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- Operatives will receive feedback on their safety performance on site and actions resulting from their suggestions through a regular team briefs and appraisals.
- A formal warning system on all of our workplaces across the business, where if operatives are found to be ignoring Safe Systems of Work, not wearing the required PPE for the task that they are carrying out, or not working in accordance with the work instructions, etc, they will be issued with a first warning.
- Further formal warnings within a 6-month period and they will be immediately suspended pending a disciplinary hearing within (one week) which may lead to a final warning or dismissal.

Our Employees will be encouraged to play their part, encouraged to consider whether they think it is safe, otherwise don't do it. They are also able to challenge and report all people that disregard safety instructions and procedures (this can be done anonymously).

Safety procedures, instructions, equipment, and tools have been provided to keep our operatives, sub-contractors and visitors safe.

East On Projects Ltd will uphold to following best practice safety culture by:

- Examining past incidents and near misses to improve safety standards
- Practice positive reinforcement – to recognise safe behaviour, instead of only fault finding, positive reinforcement of behaviour-based safety results in behavioural changes that last
- Apply people focused interventions – Encouraging staff to take a proactive role in eliminating the root cause of unsafe acts is a step in the right direction. Participate in individual and group safety observations, coaching, and mentoring to demonstrate a commitment to open communication, fair leadership, and continuous improvement.
- Streamlining the reporting process – making it more user to friendly to report and follow up on improvement actions for a safer working environment for everyone involved.

Confined Space Working

Confined spaces are potentially dangerous places in which to work because they may trap hazardous concentrations of gases or vapours. Confined spaces are also liable to become deficient in oxygen due to a build-up of a gas or vapour which is not itself toxic, but which displaces the breathable air. Very often, the dangerous atmosphere is a result of the work being done – for instance welding, painting, flame cutting, the use of adhesives and solvents.

A confined space is defined as a place which is substantially, though not necessarily entirely, enclosed and one or more of the specified risks must be present or reasonably foreseeable. The specified risks are as follows:

- Serious injury due to fire or explosion.



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- Loss of consciousness arising from increased body temperature.
- Loss of consciousness or asphyxiation arising from gas, fume, vapour, or lack of oxygen.
- Drowning from an increase in the level of a liquid.
- Asphyxiation arising from a free-flowing solid or being unable to reach a respirable environment due to being trapped by such a free-flowing solid.

One of the Specified risks does not need to be present for a space to be classed as a confined space, If one of the specified risks is likely as a result of the work being undertaken in the space or by activities ongoing outside of the space, the space may be classed as a confined space. HSE Legal reference document L101 provides a flow chart to facilitate in the determination of a confined or enclosed space.

- Carry out an initial survey to identify any activities where the presence of hazardous substances or physical features may cause that area to be classified as a confined space.
- Carry out detailed risk assessments on all tasks where entry into a confined space is unavoidable.
- Develop a safe system of work and control entry to confined spaces using a permit to work.
- Carry out atmospheric testing before entering a confined space.
- Provide adequate and effective communication for those persons inside and out of the confined space.
- Provide appropriate first aid equipment and trained first aiders.
- Put in place suitable and sufficient emergency arrangements.
- Carry out training and assess the competency of all those involved in work within confined spaces.
- Provide, issue and maintain appropriate personal protective equipment (PPE) as specified by a competent person.
- Ensure that all other equipment used to enable safe work in confined spaces is appropriate to the work and is maintained.
- Carry out health checks and ensure persons working in confined spaces are physically and mentally capable of undertaking the tasks they are required to carry out.

Construction (Design and Management) - CDM

Our work is often subject to the current edition of the Construction (Design & Management) Regulations. The purpose of the information below is to outline our arrangements for complying with our responsibilities as duty holders under CDM.



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Client

The Client's responsibilities under CDM include:

- Assembling the project team and ensuring that roles, functions and responsibilities are clear and that there are arrangements between all the members of the team to communicate and co-operate effectively.
- Ensuring that health and safety standards are set and maintained on-site throughout the project.
- Providing the pre-construction information.
- Appointing a principal designer (where there is more than one contractor).
- Appointing a principal contractor (where there is more than one contractor).
- Ensuring duty holders comply with their duties under CDM 2015.
- Ensuring that the construction phase plan is prepared and maintained by the principal contractor.
- Notifying HSE of the project and confirming that they are aware of their duties (when the construction works lasts longer than 30 working days and has more than 20 workers working simultaneously at any point in the project or exceeds 500-person days).
- Ensuring that a health and safety file is produced by the principal designer (where there is more than one contractor).

The client may delegate some of these duties. However, they are ultimately responsible under CDM 2015.

CDM 2015 reinforces the ongoing nature of the clients' duty to ensure that health and safety standards are set and maintained on-site.

Domestic Clients

A domestic client is not required to carry out the duties placed on commercial clients. Where the project involves- Only one contractor- the client duties must be carried out by the contractor. The contractor must then carry out the client duties as well as the duties they already have a contractor for the project. In practice, this should involve doing little more than managing the work to ensure health and safety. More than one contractor- the client duties must be carried out by the principal contractor as well as the duties they already have as principal contractor. If the domestic client has not appointed a principal contractor, then the duties of the client will be carried out by the contractor in control of the construction work.

In many situations, domestic clients wishing to extend, refurbish or demolish parts of their own property will, in the first instance, engage an architect or another designer to produce possible designs for them. It is also recognised that construction work does not always follow immediately after the design work is completed. If they so wish, a domestic client has the flexibility of agreeing (in writing) with their designer that the designer coordinates and manages the project, rather than this role automatically passing to the principal contractor.



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Where no such agreement is made, then the principal contractor will automatically take over the project management responsibilities.

Principal Designer:

The Principal Designer responsibilities under CDM include:

- Provide the Client with advice and assistance to enable him to fulfil their duties.
- Assist the Client with notification of the project to the HSE (using form F10) and provide the Client and Principal Contractor with a copy.
- Ensure that Designers co-operate and take health and safety into account when preparing designs.
- Establish procedures to ensure communication and information flow between all duty holders.
- Identify what pre-construction information is needed and obtain and pass this to all persons that need to know.
- Produce the Pre-Construction Information and distribute to the project team.
- Advise the Client about the suitability of the Construction Phase Health and Safety Plan.
- Liaise with the Principal Contractor regarding changes to designs.
- Collect and keep up-to-date information for the Health and Safety File and ensure that the file is passed to the Client when the project is complete.

A principal designer's role when working on a project for a domestic client is no different from the role undertaken for a commercial client. They must still carry out the same duties to the extent necessary, given the risks involved in the project. The client can transfer their duties to the principal designer in the form of a written agreement.

Designer:

The Designer's responsibilities under CDM include:

- Understand and be aware of significant risks that construction workers can be exposed to and how these can arise from design decisions.
- Take account of risks which may occur during the use and maintenance of a construction.
- Have the right skills, knowledge and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design.
- Check that clients are aware of their duties.
- Co-operate with others who have responsibilities, in particular, the principal designer.
- Take into account the general principles of prevention when carrying out design work.
- Provide information about the risks arising from their design.
- Co-ordinate their work with that of others, in order to improve the way in which risks are managed and controlled.



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Principal/Sole Contractor:

Where East On Projects Ltd is the Principal or Sole Contractor for a CDM project we shall:

- Receive pre-construction information from the Principal Designer and use this to develop a Construction Phase Health and Safety Plan, the relevant points of which will be communicated to all Contractors.
- Devote adequate time and resources to the management of health and safety.
- Ensure that a copy of form F10 is displayed on site.
- Check the competence of Contractors appointed to work on the project. This will include the examination of Contractors' risk assessments and method statements to ensure adequacy.
- Manage health and safety during the construction phase, ensuring co-operation between all Contractors and the incorporation of all Contractors' information on health and safety matters.
- Give reasonable directions to contractors, so far as is necessary, to enable us to carry out our duties as Principal Contractor.
- Work to the plan agreed at the tender award stage, except where circumstances require changes. When such changes are needed we will agree on these with the Client and/or Principal Designer before taking action.
- Advise the Principal Designer of any relevant health and safety matter that needs to be recorded.
- Ensure that suitable welfare facilities are provided throughout the project.
- Provide Contractors with information about training requirements for persons working on the project.
- Ensure that all persons working on the project attend Site induction before starting work.
- Ensure that site safety rules are complied with.
- Ensure that a Site Manager/Supervisor is on-site to consider the views of all workers.
- Ensure coordination of emergency procedures throughout the duration of the construction phase.
- Ensure coordination of shared equipment and facilities.
- Ensure site security by excluding all unauthorised persons.
- Collect information needed for the Health and Safety File and ensure that this is passed to the Principal Designer.

Contractors

Where East On Projects Ltd is a Contractor on any construction project we shall:

- Provide the Principal Contractor (where more than one contractor) with any information he needs to develop the Construction Phase Health and Safety Plan and co-operate with them to ensure its implementation.
- Provide the Principal Contractor with details of any subcontractors we intend to use.



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- Check that a Principal Designer has been appointed and the project notified to the HSE before starting work (where more than one contractor).
- Ensure that all persons working for us are suitably trained.
- Appoint a Supervisor to liaise with the Principal Contractor and supervise and monitor our work activities;
- Ensure that all persons working for us attend Site Induction before starting work.
- Provide persons working for us with any information they need in order to work safely and without putting their health at risk.
- Devote adequate time and resources to the management of health and safety on-site.
- Make adequate arrangements for the safety of our employees in any high-risk areas identified by the Principal Contractor.
- Comply with all reasonable directions from the Principal Contractor.
- Inform the Principal Contractor about any problems with the Construction Phase Health and Safety Plan or health and safety procedures.
- Provide the Principal Contractor with any information needed for the Health and Safety File.
- Inform the Principal Contractor about any accident or incident that caused, or could have caused, injury or damage.
- Provide the Principal Contractor with a Risk Assessment and Method Statement for the purpose of review and sharing with other contractors on site.

Notifiable and Non-Notifiable Projects

Construction work means the carrying out of any building, civil engineering or engineering construction work including demolition.

CDM 2015 also now includes assembly and disassembly of structures such as marquees.

A project is notifiable if the construction work on a construction site is scheduled to–

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project. Or,
- Exceeds 500-person days.



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CDM Project Documentation

The CDM Regulations 2015 require project documentation to be compiled for all notifiable and non-notifiable projects. This information is useful in ensuring the effective health and safety management of all projects.

The project documents which may be required are:

- Pre-construction Information.
- Construction Phase Plan.
- Health and Safety file.

Points to note which will decide which documents are necessary:

- Appointment of a 'Principal Designer' – The client is required to appoint a principal designer if there is more than one contractor involved in the project at any one time.
- Appointment of a 'Principal Contractor' – The client is required to appoint a principal contractor if there is more than one contractor involved in the project at any one time.
- Preparation of a health and safety file – This file is required for projects involving more than one contractor.
- Construction phase plan – This is one key change for contractors. CDM 2015 requires a plan to be prepared and implemented irrespective of whether the project is notifiable or not. This duty applies to contractors whether or not a principal contractor is appointed.

Pre-Construction Information

The Client has the main duty of providing pre-construction information. They must provide this information as soon as practicable.

Pre-construction information provides the health and safety information needed by:

- Designers and contractors to enable them to carry out their duties.
- Principal designers and principal contractors in planning, managing, monitoring, and coordinating the work of the project.

Pre-construction information provides a basis for the preparation of the construction phase plan. Some material may also be relevant to the preparation of the health and safety file.

Pre-construction information is defined as information about the project that is already in the client's possession. The information must:

- Be relevant to the project.
- Have an appropriate level of detail.
- Be proportionate given the health or safety risks involved.



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When pre-construction information is complete, it must include proportionate information about:

- The project, such as the client brief and key dates of the construction phase.
- The planning and management of the project, such as the resources and time being allocated to each stage of the project and the arrangements to ensure there is cooperation between duty holders and that the work is coordinated.
- The health and safety hazards of the site, including design and construction hazards and how they will be addressed- asbestos, contaminated ground etc.
- Any relevant information in an existing health and safety file.

Construction Phase Plan

The Client must ensure a construction phase plan is developed before the construction phase begins. For projects involving more than one contractor, the Principal Contractor is responsible for drawing up the plan. For single contractor projects, it is the contractor who is responsible for ensuring that the plan is drawn up. In the main, it is the responsibility of the Principal Contractor to develop the construction phase health and safety plan which will evolve and develop through the course of the project as is essential for effective health and safety management.

The plan should provide a basis for safe construction and must clearly explain the actions needed to control key risks and provide details of good working practice. The plan also needs to incorporate, or refer to, any required procedures, safety rules and monitoring arrangements and must be tailored to the particular project. It is important that the plan is well-focused, clear and easy for contractors and others to understand – emphasising key points and avoiding irrelevant material.

The initial construction phase plan must be prepared before any work begins and should address later activities that will require careful planning. It may only be practical to address such activities in outline form before work starts, and most will require revision in the light of developments.

Principal contractors and other contractors have a particular role in both implementing and monitoring the plan to ensure that it works in practice. Monitoring arrangements will need to be discussed and agreed with the client as they form part of the management arrangements.

The purpose of monitoring is to ensure that the precautions described in the construction phase plan are appropriate and followed in practice. Where contractors do not work safely or comply with the plan, principal contractors must take appropriate action to deal with the risk.

Principal contractors are responsible for ensuring the health and safety of everyone on-site, including the client, anyone working for the client and workers of utility companies. All parties must co-operate with the principal contractor to enable them to comply with their duties.



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The plan needs to be routinely reviewed, revised and refined by the principal contractor as the project develops.

Health and Safety File

The Client must ensure that the Principal Designer prepares the health and safety file for a project.

The health and safety file is a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. The file is only required for projects involving more than one contractor.

The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

When preparing the health and safety file, information on the following should be considered for inclusion within the RAMS and CPP:

- A brief description of the work carried out.
- Any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. Surveys or other information concerning asbestos or contaminated land).
- Key structural principles (e.g. Bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and roofs.
- Hazardous materials used (e.g. Lead paints and special coatings).
- Information regarding the removal or dismantling of installed plant and equipment (e.g. Any special arrangements for lifting such equipment).
- Health and safety information about the equipment provided for cleaning or maintaining the structure
- The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- Information and as-built drawings of the building, its plant and equipment (e.g. The means of safe access to and from service voids and fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work and be proportionate to those risks. The file should not include things that will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, method statements etc



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Building Safety Act

As an organisation we will work to the standards proposed with the Building Safety Act and support all of its directives.

This Act makes reforms to give residents and homeowners more rights, powers, and protections – so homes across the country are safer. The Act creates three new bodies of management: the Building Safety Regulator, the National Regulator of Construction Products and the New Homes Ombudsman.

We will work with these organisations, take on best practice and work within the new regulations at all times.

Dutyholders such as the Principal Designer and Principal Contractor under the Act will be required to manage building safety risks, with clear lines of responsibility during the design, construction and completion of all buildings, which ties in directly with our arrangements to manage CDM. We will also ensure the client is aware of their duties under the the Building Safety Act

During construction we will complete key requirements from the Act, such as site inspections at key milestones, reporting certain occurrences, manage any potential changes and identifying and storing the golden thread of key information about the building

Accountable persons within our organisation must demonstrate that they have effective, proportionate measures in place to manage building safety risks in the higher-risk buildings for which they are responsible. Building safety risks will need to be considered from the initial design phase

We will ensure competency in anyone carrying out these roles within our business, as well as ensuring competency on-site. It is our company directive to ensure that information, instruction and training on the building safety act and it's directives are provided to our operatives, regardless of their seniority level.

Consultation and Communication with Employees

The aim of this communication and consultation policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Safety Representatives and Safety Committees Regulations 1977.
- Health and Safety Information for Employees Regulations 1989 (as amended).
- Health and Safety (Consultation with Employees) Regulations 1996.
- The Equality Act 2010.



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To comply with the legislation and ensure that this policy is clearly understood throughout the company and that all activities are undertaken safely, in accordance with the risk assessment process, we will:

- Communicate and consult with our employees or their safety representatives to ensure that they fully understand the company's health and safety policies and procedures, as well as the information they require to carry out their duties safely;
- Ensure appropriate means of communication are used;
- Ensure that elected safety representatives and appointed safety representatives receive any necessary training to carry out their roles effectively;
- Meet the costs of any necessary training, including travel and subsistence costs;
- Ensure that representatives are given reasonable time off, with pay, to carry out their functions;
- Ensure that adequate resources are made available to fulfil the requirements of this policy; and
- Review and, where appropriate, revise this policy at regular intervals and no later than the date specified in the footer of this document.

Open Door Policy

Management at all levels is encouraged to adopt an open-door policy on any matter regarding Health and Safety. Employees are encouraged to voice concerns and to take positive actions to prevent unsafe acts or conditions occurring.

The telephone numbers of supervisors, contracts managers and directors are widely published and freely available, and employees are free to contact them at any time through the chain of command.

It is hoped that by senior management showing clear and visible commitment to Health and Safety, other employees will regard it with the same importance, thus creating a positive Safety ethos throughout the company.

Safety Alerts

Safety alerts are regularly issued on Health and Safety related topics. They are prepared with a view to keeping employees and subcontractors abreast of changes in Health and Safety legislation, changes in company policy or details of recent accident, incidents or HSE campaigns etc.

Training

All levels of training are used as a forum for discussing Health and Safety matters. On-site induction training and toolbox talks are used to convey the safety message on-site, while regular safety update training offers an ideal opportunity to exchange views.



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Information

Employees are provided with such information as is necessary to enable full participation in health and safety consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:

- Conversations with individuals.
- Staff meetings/team meetings.
- Information displayed on notice boards.
- Email/Memos.

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If employees would like to raise a matter for discussion, this should be brought to the attention of the Company Directors.

Control of Substances Hazardous to Health (COSHH)

Some substances present, or used, in the workplace may be hazardous to health: these include chemicals, fumes, dust and bacteria. Repeated exposure to hazardous substances can be linked to serious diseases that may take years to develop.

Exposure to substances hazardous to health may be from contact with the skin or eyes, breathing in or swallowing. Punctured skin may also be a route for the substance into the body. Ill health can be prevented by introducing control measures to limit exposure. These measures should be checked periodically, to ensure that they remain effective.

To fulfil our responsibilities as outlined above, we will:

- Create a register of hazardous substances used or produced in any process (including closed systems), as documented within our RAMS and COSHH section.
- Use Safety Data Sheets (SDS) to identify risk control measures.
- Carry out specific risk assessments for all hazardous substances and relevant processes.
- Issue personal protective equipment where no other appropriate control measures are satisfactory.
- Carry out health surveillance or health monitoring, if appropriate.
- Ensure that no eating or drinking takes place near the areas where the hazardous substances are found. And,
- Provide information, instruction and training for employees whose activities involve the use of, or exposure to, hazardous substances.



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Control measures

East On Projects Ltd, in order to ensure compliance with the COSHH Regulations, and to safeguard its employees, must achieve certain standards with regard to control, relating to inhalation, ingestion, or absorption through the skin, with regard to employees coming into contact with any substance hazardous to health.

East On Projects Ltd, will ensure that staff are trained in safe working methods, and that staff have been trained to recognise hazards and are aware of the latest Global Harmonised System Safety Labels.

The following table depicts the Global Harmonised System Safety Labels:

GHS CLASSIFICATIONS		
Pictogram	Number	Hazard Class (CLP)
	GHS-01	Explosives Self-reactive substances and mixtures, types A, B Organic Peroxides, types A,B
	GHS-02	Flammable gases, aerosols, liquids or solids. Self-reactive substances and mixtures. Pyrophoric liquids and solids. Self-heating substances and mixtures. Substances and mixtures, which in contact with water emit flammable gasses. Organic peroxides.
	GHS-03	Oxidising gases, liquids and solids
	GHS-04	Compressed gases, liquids and solids. Liquefied gases. Refrigerated liquefied gases. Dissolved gases.
	GHS-05	Corrosive to metals. Skin corrosion. Severe eye damage.
	GHS-06	Acute toxicity (Cat 1-3)
	GHS-07	Acute toxicity (Cat 4). Skin and eye irritation. Skin sensitisation. Specific target organ toxicity. Respiratory tract irritation. Narcotic effects.



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	GHS-08	Respiratory sensitisation. Germ cell mutagenicity. Carcinogenicity. Reproductive toxicity, specific target organ toxicity. Aspiration hazard.
	GHS-09	Hazardous to the aquatic environment

Monitoring workplace exposure

Regular monitoring must be undertaken with regard to ensuring that all control measures implemented are adequate and suitable for the purpose and that the correct procedures for the use of the control measures are strictly adhered to at all times.

Documented records must be formulated, with regard to all monitoring of control measures undertaken, stating procedures of use, location of where the monitoring was undertaken, and the names of the employees monitored.

Any inadequacies with regard to monitoring must be reported on an immediate basis, and they must be discussed with a Company Director, or the Contracted Health and Safety Consultant. Any required changes that may become necessary must be implemented on an immediate basis.

In the event of it not be possible to implement the required changes on an immediate basis, a complete prohibition on the use of the substance must be considered.

Control of chemical and hazardous substances

All chemicals and hazardous substances that are used in processes and stored at East On Projects Ltd operational sites are potentially dangerous. Extreme care and caution must be exercised by all employees when using or handling the same.

The required personal protective equipment and clothing issued, free of charge, by East On Projects Ltd must be worn at all times when using or handling all chemicals and hazardous substances. All employees must acquaint themselves with the relevant first aid precautions. All chemicals and hazardous substances must be suitably segregated, according to their compatibility, also to comply with the COSHH Regulations 2002, by making reference to the relevant, mandatory substance Safety Data Sheet (SDS) for each chemical or hazardous substance. These substance Safety Data Sheets are held by a Company Director. Should employees have any doubt, advice must be sought from a Company Director, or the Contracted Health and Safety Consultant.



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Key documentation to comply with this policy:

- P602 COSHH Risk Assessment Form

Display Screen Equipment

Display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used, i.e. the desk, work surface, chair, input devices, software, printer and document holder.

The risk posed to office staff using DSE shall be assessed and controlled in accordance with the Health & Safety (DSE) Regulations and the Management of Health & Safety at Work Regulations 1999. The aim of such assessments is to prevent work-related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

Any employee that works with DSE for more than two hours per day, when averaged over a four-week period, will be classed as a "DSE User". All "DSE Users" will be provided with an eyesight test by a competent person, free of charge.

Where an eyesight test identifies that a "DSE User" requires special corrective appliances to work with DSE, we will contribute to the cost of providing such appliances. If this applies to you, you should contact a Company Director for details.

All workstations should be subject to a DSE assessment, this should be carried out by a competent person, and the findings of the assessment shall be communicated to those affected.

All employees are encouraged to break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use and if any employee you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of a Company Director.

To ensure that the use of Display Screen Equipment (DSE) will be undertaken safely and that our policy will be clearly understood throughout the company, we will:

- Identify all users of DSE.
- Complete a detailed assessment of each workstation to ensure potential risks are identified, taking into account the equipment, furniture, the work environment and the work being done, as well as any special needs of our individual employees.
- Ensure that all our workstations meet the requirements of DSE guidance.
- Give all our DSE users the opportunity to plan their work so that there are breaks or periodic changes of activity.



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- Ensure that DSE users are aware of the arrangements for eye and eyesight tests and arrangements for the provision of corrective appliances if special ones are required for DSE use.
- Provide health and safety training and information for all users of DSE equipment.
- Periodically assess accident records to identify any trends in DSE-related ill health and ensure that injuries are appropriately reported. And,
- Ensure that DSE users bring to our attention to any changes in their own medical conditions.

Key documentation to comply with this policy:

- Doc M14 DSE Assessment

Driving Company Vehicles

Driving and road use is a significant element in many business activities and forms part of many employees' job roles. Road traffic legislation imposes specific requirements on employers in respect of vehicle maintenance and use. And under health and safety legislation, East On Projects Ltd also has a responsibility to ensure the health and safety of their employees whilst driving.

To ensure the safety of drivers of company vehicles and others that could be affected by the use of vehicles, we will operate the following procedures:

- Company Directors are responsible for ensuring that all company vehicles are suitable for their intended purpose.
- All company vehicles will be serviced according to manufacturers' recommendations, and service logbooks will be maintained.
- Company Directors will ensure that, where required, vehicles hold a current MOT test certificate and are presented for testing as legally required.
- The driver is responsible for ensuring that a weekly vehicle check sheet is completed for each vehicle under their control.
- Company Directors are responsible for ensuring that company vehicles are driven only by persons holding a current, full licence for the type of vehicle and who has been authorised to do so.
- Before being allowed to drive a company vehicle, an employee will be required to present his/her driving licence for inspection. Thereafter, driving licences will be inspected annually.
- We do not expect employees to take risks when driving. Journeys should be planned in advance, allowing sufficient time to drive within speed limits and according to traffic conditions.
- Some prescription drugs and medicines carry a warning to persons taking them that they should not operate machinery or drive vehicles. Any driver prescribed such medication must inform the company immediately and must not drive until they have stopped taking the medication.
- Drivers are instructed to obey the Highway Code at all times.



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- Drivers are instructed NOT to use a mobile phone while driving unless it is hands-free.
- The employee is responsible for paying any fines for driving or parking offences committed while he/she is in charge of a company vehicle.
- Any driver of a company vehicle must inform the company about any prosecution for a driving offence.
- Drivers are advised that on the morning following a night of excessive consumption of alcohol, their blood alcohol level may be above the legal limit. If a driver thinks that this is the case, he/she must not drive until they consider that their blood alcohol level is within the limit.

Driving a company vehicle without authorisation of one of the Directors or whilst under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered as gross misconduct, which could lead to summary dismissal.

Key documentation to comply with this policy:

- Doc 79 – Pre-Journey Vehicle Checklist

Electrical Safety

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocution can also cause burns and shorting of conductors can cause fire or explosion.

We accept that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted:

- All electrical equipment must be suitable for the purpose, i.e. the use to which it may be put and the environment it may be used.
- All electrical equipment shall have a satisfactory means to ensure the equipment can be isolated.
- All electrical work must be done by trained and competent persons.
- Every electrical system must be inspected and tested at regular intervals.
- All electrical equipment must be regularly examined to make sure it is safe by the equipment user.
- The exposed metalwork of all electrical equipment likely to become electrically charged must be earthed unless the equipment is: Supplied via an isolating transformer; or, Double insulated; or, only supplied power at an extra-low voltage or safety extra-low voltage.

Competence

Work on any electrical systems may only be undertaken by suitably trained and authorised persons. All works carried out, and the methodologies used will comply with the Electricity at Work Regulations and any



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amendments thereto. It is important to ensure that these basic regulations are adhered to in all cases without exception. Company Directors will ensure that all employees are aware of the EAW regulations and that all requirements are built into work practices.

All electricians will be qualified and will be competent in the task they are undertaking. Any other person working on electrical installations will be competent in the task they are undertaking and be under the instruction or someone who has the appropriate training and qualification.

Trainee electricians, for instance, working towards an NVQ, carrying out any electrical work will be competent in the task they are undertaking and be under the instruction or someone who has the appropriate training and qualification.

All electrical contractors carrying out electrical work must be able to demonstrate that they are qualified and are competent to carry out the task they are undertaking. In addition to this, their employer must be affiliated to either the NICEIC, NAPIT or the ECA.

Contractors working on high voltage system (systems above 1000 VAC or 1500 VDC) must hold an appropriate and current certificate showing competence on high voltage systems. Only persons who have received specific training on high voltage systems may be authorised to work on systems above 1000 VAC or 1500 VDC.

Electrical Isolations

Work can only commence once adequate isolations of the power supply have been made. Where the point of isolation is not directly and continuously under control and within sight of the person carrying out the work steps should be taken to ensure the power supply is not inadvertently reconnected.

After any isolation is made the circuit will be tested with a voltage indicator that complies with the Electrical Test Equipment for Use by Electricians GS38. The tester will be tested on a known source to prove it is working correctly before and after the test is carried out on the isolated circuit.

The following is an absolute requirement:

- Inform the user of the electrical system of the action to be taken and verify as far as possible the correct circuit has been identified
- Obtain an Electrical Permit where necessary.
- Padlock off isolator and apply a caution notice (either a completed yellow tag or a luggage label clearly identifying:
 - The system being isolated the reason for the isolation
 - The name of the person carrying out the isolation and their employer (EST or contractor company name) The date and time the isolation was made.



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- The padlock number.
- Where it is not possible to padlock off the isolator, a luggage tag displaying all the information required above must be attached to the distribution board, and the distribution board door must be locked following isolation.
- A caution notice should be clearly and securely attached to the door.
- Where it is not possible to lock off the isolator or lock the distribution board door suitable electrical tape should be firmly applied over the isolator and a luggage tag displaying all of the details required in above
- attached to the distribution board. A caution notice should be clearly and securely attached to the door.
- If there is any concern that an isolation cannot be left safe, a second worker must be positioned at the distribution board for the duration of the work until it is safe to re-energise.
- Once isolated confirm by use of G38 approved tester or equivalent device that the circuit is dead proving the tester before and after on a live supply

Isolation of Portable appliances

- Wherever practicable, equipment should be unplugged before removing covers or starting work – the on/off switch should not be relied upon to isolate the equipment.
- If the isolation can only be obtained using a switch a test meter or approved voltage tester with insulated probes must be used to demonstrate that the switch has effectively isolated the equipment.

Live working

East On Projects Ltd defines live work as: “Live work is working on or near a live conductor other than one suitably covered with insulating material so as to prevent danger.”

Live electrical systems can cause death. No person may work on or near live conductors unless:

- It is not reasonably practicable for it to be dead; and
- Suitable and sufficient precautions are in place to prevent injury; and
- An electrical permit to work has been issued

Except where necessary for the purposes of diagnosis, testing and certification, live-work will be prohibited.

Where live work cannot be avoided; the following will apply:

- Only those employees who have been assessed as competent and authorised in writing will be allowed to work on live electrical systems;
- No person working alone will be allowed to work on live electrical systems;



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- When working on a live electrical system, the operator must use a rubber mat, rubber gloves and insulated tools;
- A sign stating “danger: live electrical work” will be displayed whenever live electrical work is in progress;
- A person trained to give resuscitation must be present whenever live work is being conducted.

Electrical Lone Working

In general, and where the isolation procedures outlined above are followed, lone working does not increase the risk of harm. However, the following tasks are not permitted to be carried out alone and require electricians to work in pairs:

- Removing the distribution board covers to expose live parts regardless of duration
- Work within a high voltage sub-station
- Live work

New Installations

Detailed standards about the installation of new systems, including handover, commission and test certificates, should be included in work specifications. Sufficient socket outlets, suitably placed to accommodate both present and future equipment requirements must be provided.

All works must be carried out in accordance with the current edition of BS7671 IET Wiring Regulations and other relevant European standards.

On completion of works the installation shall be subjected to a full test as detailed in Guidance Note 3 of BS 7671 and the following test certificates issued:

- Type of Work Test Certificate.
- Small jobs on the part of a system Minor Works.
- Inspection of existing installation Full Periodic Inspection and Test New Installations Electrical Installations Certificate.

All test certificates shall be either NICEIC or ECA approved.

Fixed Electrical Installations within company premises

Any modifications or extensions to the fixed electrical installations in our premises will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing equipment are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Engineering and Technology Regulations for Electrical Installation (IET Regulations).



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Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IET Regulations. Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC), The National Association of Professional Inspectors and Testers (NAPIT) or the Electrical Contractors Association (ECA).

Use of Extension Leads

Extension leads and multi-point adaptors are discouraged since their use introduces a safety hazard. Such expansion devices should never be used in conjunction with each other, i.e. only one expansion device may be used between the socket outlet and the equipment.

Selection and Procurement of electrical equipment

All tools purchased, whether new or second hand, for use on-site must be 110-volt or less with power supplied through an isolating centre tapped to earth if available. It is prohibited to introduce new 240-volt equipment unless there is no safer alternative available.

The safest available tool should always be selected for the task – it may be possible to eliminate the risk of electric shock from the equipment by selecting a battery-operated tool, and where this is not possible by using the lowest voltage equipment available.

Pre-Use Checks on electrical equipment

Users must check their electrical equipment for obvious defects before each use, including general computer equipment and portable electric tools.

Prior to use, the User should check:

- Cables to ensure there are no defects in the insulation.
- Any extension leads, and multi-point adaptors are in good condition.
- The plug to ensure there are no loose parts and the join between plug and flex is in good condition.

Portable Appliances

Portable appliance testing of East On Projects Ltd Electrical equipment shall be undertaken in accordance with the HSG guidance document HSG107.



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- Where formal testing has been determined as a requirement, equipment should not be used if it does not display a current testing label. This is usually, but not always, displayed on the plug.
- User checks must be carried out before use.
- Equipment manufacturers maintenance and usage instructions must be followed.
- Battery-powered or 110 voltage tools with power supplied through an isolating centre tapped to earth should be used if practicable.
- An RCD or ELCB must be used with existing 240-volt equipment where there is no safer alternative. Such devices must be tested by operating the in-built test button every 3 months and inspected by a portable electrical tester every year as a minimum.
- The supply voltage to portable electric tools must be within the operating range marked on the tool.

Where East On Projects Ltd are required to use portable appliances on-site, the following plugs and sockets in accordance with BS EN 60309

RATED OPERATING VOLTAGE OR FREQUENCY	COLOUR CODE	
20 – 25 volts	Violet	
40 – 50 volts	White	
100 – 130 volts	Yellow	
200 – 250 volts	Blue	
380 – 480 volts	Red	

Industrial plugs and sockets are more robust than 13-amp type equipment manufactured in accordance with BS 1363. East On Projects Ltd prohibit the use of this type of equipment (BS 1363 compliant) on construction site except within office accommodation, or where there is no alternative available. This will be subject to a separate risk assessment.

Fire Safety

Fire safety refers to precautions that are taken to:

- Prevent or reduce the likelihood of a fire starting that could result in death, injury or property damage
- Alert inhabitants of a building if a fire starts
- Enable those that are threatened by fire to survive
- Reduce the damage caused by a fire.

Fire safety measures include those that are planned during the construction of a building or are implemented in structures that are already standing. The term includes the actions that occupants of the building have been trained to take in the event of, or to prevent, a fire.



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Threats to fire safety are referred to as fire hazards. Fire hazards may include situations that increase the likelihood of a fire starting or those that may impede escape once a fire has started.

To ensure that all our activities are undertaken safely and that the risks from a fire are clearly understood throughout the company, we will:

- Carry out and record fire risk assessments for our operations
- Adopt a smoke-free policy.
- Prepare an emergency fire action plan taking into consideration employees and disabled people.
- Provide appropriate fire safety information and training for employees and others who may be affected.
- Carry out periodic fire drills.
- Maintain the fire safety measures identified by our fire risk assessments; and
- Record information and maintain records.

The responsible person to deal with fire safety within the companies premises will be named and be made known to the workforce. The responsible person will be suitably trained and competent to carry out the duties posed to them.

A Fire Risk Assessment will be completed on our premises and routinely reviewed in line with fire safety regulations. The Fire Risk Assessment will be readily available. Alongside the Risk Assessment we will record our fire safety arrangements in a clear and concise manner which will be made available to staff.

Site Fire and Emergency Procedures

Prior to the commencement of and project, potential emergency situations must be considered. These may include fires or bomb threats, but dependent on the project, may involve work within confined spaces, or how to rescue persons at height etc. The emergency response arrangements will differ from project to project, but in each case, emergency contingency plans should be considered at the planning stage.

Fire evacuation procedures will vary from site to site. These will be communicated within the site induction. When working on some premises, a copy of the existing fire procedures will be provided. The fire procedures in place for the site will be included within the Construction Phase Plan and displayed. In all cases employees must follow the instructions given.

Where such arrangements are in place, employees must sign in and out whenever they enter or leave a site. All employees must familiarise themselves with the site fire procedures and escape routes before commencing work.



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As a Principal or Sole Contractor

Whilst East On Projects Ltd act as a Principal Contractor, we will ensure that the fire procedures relevant to the site are clearly communicated to employees, visitors and sub-contractors. These procedures will be reviewed as the work progresses, and any changes will be communicated to the relevant persons. Site fire and emergency procedures will align with the requirements of HSG168 as a minimum.

As a Contractor or Sub-Contractor

Fire evacuation procedures will vary from site to site.

Where the Client or Principal Contractor provides a Site Induction, All East On Projects Ltd employees must attend. Where Clients provide copies of fire procedures. All East On Projects Ltd Employees or Sub-Contractors are expected to read and understand the content in addition to following all verbal instructions given.

Where such arrangements are in place, employees and sub-contractors must sign in and out whenever they enter or leave a site.

If employees or sub-contractors are not informed about the fire procedures on a site, they must attempt to familiarise yourself with the site fire procedures and escape routes before commencing work. In the event of uncertainty, work must be suspended until each employee or sub-contractor is aware of the local site fire procedures and escape routes.

Fire and Emergency Action

Each site or workplace shall be assessed for the potential for fire or emergencies. Where assessments identify high risks, an action plan will be established at that site to deal with such situations.

Provision shall be made at each workplace for access on to sites of emergency and rescue service vehicles.

In the event of an emergency, the most senior person on site shall summon by telephone all necessary emergency and rescue services.

Provision shall be made for the emergency services to be met at the site entrance and directed to the site of the emergency.

All persons not required to assist in any rescue operation shall be removed from the area of the emergency.

Planned escape routes shall be identified at every temporary site accommodation, permanent building and any structure under construction. Appropriate signage in accordance with the Health and Safety (Signs and Signals) Regulations shall be provided to ensure all persons are directed to a place of safety.



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Fire Prevention

Suitable fire extinguishers shall be positioned at workplaces and available to use in the event of a small fire.

Where appropriate, fire detection equipment shall be provided. Hot works will be controlled by the use of a "Hot works permit".

Key documentation to comply with this policy

- P628 – Fire Risk Assessment
- P500 – Site Fire Plan

First Aid

It is important that employees who suffer an accident or ill health at work receive immediate attention and that there are procedures in place for the emergency services to be notified in serious cases. Fast action can save lives.

East On Projects Ltd Shall:

- Assess the risk to complete a first aid assessment and provide the appropriate level of first aid provisions.
- Ensure there is a suitably stocked first aid box. This is to be checked by the First Aider on a regular basis.
- Ensure there is an appointed First Aider to take charge of arrangements. Their name and location of the first aid box are to be clearly displayed on the notice board and detailed within method statements and construction phase plans.
- Ensure details of the work premises, address and telephone numbers are clearly identified to advise the emergency services (if contacted).
- Have details available of local emergency services (telephone numbers, addresses).
- Ensure that all injuries sustained on-site (no matter how minor) are accurately recorded within the accident book.

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First Aid Assessment

When completing a first aid assessment, it is important to assess the risk to determine the level of first aid cover required. Offices are generally perceived as low risk and construction sites high risk.

Adequate cover and provision should be considered for the specific workplace and activities being undertaken. There may be a requirement for additional cover due to a peak in the workforce or shift work.

When undertaking a first aid assessment, the following should be considered:

- Are there specific risks such as hazardous substances, machinery or loads?
- Are there parts of the works with higher risks needing particular attention? – consider previous records of accidents.
- Are there suitable information, instruction and training procedures provided to operatives in regard to Mental Health Management?
- How many people are employed in the workplace? – this may fluctuate
- Are there in-experienced persons, or those with a disability or specific health problems? – these must be ascertained at induction
- Are the works spread over a large area, where first aid provision may be time-dependent?
- Is shift work involved?
- Is the workplace remote from emergency services?
- Are there: work experience, visitors, maintenance personnel or the public at the workplace to consider?

Office First Aid

The First Aid at Work Regulations aim to provide suitable arrangements to enable injured employees to obtain first aid. East On Projects Ltd recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating. While office work is generally lower risk, adequate first aid cover is still required as accidents can happen at any time in any place.

Company Directors are responsible for assessing first aid requirements within the office environment and they are responsible for ensuring that sufficient trained First Aiders and/or Appointed Persons are employed.

Signs stating the names of the First Aiders/Appointed Persons and the locations of the first aid boxes will be displayed.

The First Aiders/Appointed Persons are responsible for ensuring that the contents of first aid boxes are checked regularly and topped up as required.



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The following First Aid information will be available on notice boards throughout the office:

- Details of all First Aiders.
- Details of all appointed Persons.
- First Aid box locations.

All injuries, however minor, should be recorded in the Accident Book and reported through an incident report form.

Site First Aid Procedures

As a Principal or Sole Contractor

When East On Projects Ltd is the Principal or Sole Contractor for a project or the only contractor on the project we shall:

- Assess the need for first aid at all stages of the project, taking into account the types of work to be conducted and any hazards requiring special first aid arrangements.
- Ensure that first aid arrangements are described in the construction phase health and safety plan or method statement for the activity.
- Arrange for sufficient trained first aiders to be present on-site whenever work is in progress or for any subcontractors to provide their own first aiders.
- Arrange for adequate first aid facilities to be available whenever persons are on site.
- During site induction, inform people how they can obtain first aid while working on-site.
- Display signs stating the names of first aiders and the locations of first aid facilities at suitable locations.
- Ensure that first aid facilities and equipment are maintained in a satisfactory condition.
- If the needs assessment has identified that first-aiders may have to manage life-threatening bleeding, employers should ensure the training provider includes this on an FAW course

As a Sub-Contractor

When East On Projects Ltd is a Sub-Contractor for a project or the only contractor on the project we shall:

- Assess what types of first aid needed, taking into account the work to be conducted and any hazards requiring special first aid arrangements;
- Wherever possible, have access to first aiders and first aid facilities provided by the organisation controlling the site;



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- Number of First Aiders required on work premises:**



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Hazard Reporting

East On Projects Ltd operate a hazard reporting system the purposes of which are to:

- Promote our employees' interest and involvement in health and safety matters.
- Encourage employees to identify hazards and unsafe conditions in their work areas so that action can be taken to prevent incidents.
- Maintain written records of actions taken to eliminate hazards and unsafe conditions.
- Assist with the monitoring of the effectiveness of our procedures for managing health and safety.

Any employee who observes a hazard or unsafe condition that they are not able to take action to remove should record the details on a Hazard and dangerous environment report form. Forms should be handed to the Site Manager or Works Supervisor.

Where a Site Manager or Works Supervisor is able to take action to remove a hazard or unsafe condition, he/she will do so and will complete the Form, which will then be forwarded to a Company Director. Where a Site Manager / Supervisor is not able to take suitable action, the Form will be sent to a Company Director to provide detailed instruction on the actions to take to remove or control the hazard as required.

When suitable actions have been taken and the hazard or unsafe condition removed, the completed investigation form will be discussed with the originator, with a copy being kept by the Company Directors.

Stop the job Authority

East On Projects Ltd encourage all Employees to report any potentially unsafe work environment including dangerous equipment, behaviours, machines, devices or any activity that they feel puts the health, safety and welfare of others at risk.

Should any Employee feel that the work that they are undertaking or are about to start may be unsafe, the following process should be followed:

The employee must immediately report any potentially hazardous working environment or activity to a company Director.

Work will be stopped by all persons within the vicinity, and the Director must immediately investigate the report in the presence of the worker. The Director may delegate this to a Manager or Health and Safety Consultant should they not be available.

During the investigation, the Investigator must record as many details as possible regarding the refusal by completing the notice of Hazard and dangerous environment report form. If required, the contracted health and safety consultant should be contacted by the Investigator for further clarification. The collated information



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shall then be relayed back to the Company Director pending a decision on the actions to take to remedy the situation.

Where required, the employee may be assigned alternative duties/work. Should such action be unavailable, the Employee may be required to return home.

While the investigation is ongoing, the work/task shall not be recommenced by any person before a decision being made by the company Directors concerning whether the level of risk is acceptable to the business. Any Workers required to undertake the work in the absence of the Employee who raised the original issue shall be provided with all of the information concerning the refusal to work, including a copy of the original hazard and dangerous environment report. Please note, work within this location will generally only be permitted to enable remedies to be complete.

If the Director does not consider the refusal to be based on reasonable grounds, this shall be explained to the Employee who raised the initial concern. A decision on whether this Employee shall return to this activity will be made in consultation with the Employee. If the employee is still not satisfied, the activity will be assigned to another worker.

Following completion of the investigation, the findings will be discussed with the originator.

Key documentation to comply with this policy

- P629 – Hazard and Dangerous Environment report form
- P630 – Stop the Investigation Form

Hot Work

Hot Work comprises work activities that involve the application or generation of heat during their execution. Such activities include cutting, welding, brazing, soldering and the use of blow-lamps.

Hot Work, in the main, is associated with the application of heat either directly to, or adjacent to plant, tanks, vessels, pipes etc., that contain or have contained any explosive, flammable or toxic substance. However, for completeness, due to the fire risks intrinsic to any Hot Work Activity, and the risk of personal injuries due to hot debris, toxic fumes etc.

Before any East On Projects Ltd Employee or sub-contractor carries out any hot work, they must ensure that these activities have been adequately covered by the risk assessments for that task. These should be carried out by a suitably competent person(s). The Works Supervisor should have sufficient technical knowledge, training and practical experience of the Hot Work Processes and their associated hazards to supervise any hot work activity.



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Hot Work should only be undertaken if alternatives have been discounted, i.e. mechanical fixing, sawing, adhesives etc.

If the Hot Work involves or produces substances hazardous to health, e.g. cleaning solvents, acids, welding fumes etc. then the work must include any additional control measures as necessary under the Control of Substances Hazardous to Health Regulations.

To control the risks associated with Hot Work operations, activities must be carried out in accordance with a Permit to Work.

All the control and preventative measures stipulated in the permit to work must be rigorously followed by the East On Projects Ltd Employee or sub-contractor and the other members of the work party (where appropriate).

The work area should be made as safe as possible before the work starts, and all the prescribed preventative precautions must be taken whilst the work is in progress.

On completion of the hot work, the area must be made safe and properly cleared up.

The Works Supervisor must decide whether to re-visit the work area, after a suitable period of time (usually 30 minutes), to ensure that there are no signs of possible causes of fires. This should be stipulated as part of the procedure or permit if appropriate.

All East On Projects Ltd Employee or sub-contractor shall adhere to the site rules regarding the management of hot work on all sites in accordance with the Principal Contractor's site rules.

Hot work in confined spaces

Hot work within confined spaces must only be undertaken with a confined space entry certificate issued by the Site Manager or Agent.

Further information regarding confined space entry can be found within the 'Confined Space Working' section of this Health and Safety Policy and supporting arrangements.

Duties of the Works Supervisor during hot work

The Works Supervisor shall have sufficient technical knowledge, training and practical experience of the Hot Work Processes and their associated hazards to ensure that the work is undertaken in accordance with the associated Risk Assessment for the activity.

The Works Supervisor has the following duties:



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- Ensure that the hazards associated with the hot work activity are assessed and the potential effect on the surrounding area and processes considered.
- To ensure that the appropriate documentation is issued to the East On Projects Ltd Employee or sub-contractor and discussing the practicalities of the safety precautions and control measures required.
- Monitor that during the hot work activity, the work is carried out in line with the permit to work and sequence of works as detailed within the risk assessment and method statement.
- To ensure that on completion of the hot work the East On Projects Ltd Employee or sub-contractor has left the area in a safe condition and to cancel the permit to work in accordance with site rules.

Our duties in relation to Employees or sub-contractors during hot work

The East On Projects Ltd Employee or sub-contractor that is performing hot work shall be sufficiently trained and competent to perform hot work activities. Should the Employee or sub-contractor be undertaking the work as part of personal development, they should be under the strict supervision of a competent person to provide advice and support during the work.

The East On Projects Ltd Employee or sub-contractor has the following duties:

1. Ensure that a hot work permit is issued and completed in accordance with the site permit to work procedure before commencing with hot work activities.
2. Discuss the safety precautions required with the Works Supervisor and other members of the work party (If applicable).
3. Sign for acceptance of the permit to confirm understanding of the requirements and the obligation to carry out the instructions correctly.
4. Work in compliance with the permit to work and the risk assessment and method statement for the activity.
5. Ensure that all barriers, screens or other protective measures are erected around the perimeter of the work area and any potential drop zones.
6. Confirm the communication and/or reporting procedures for emergency situations before commencing with hot work
7. Observe all fire precautions.
8. Comply with any monitoring required by the documentation.
9. Keep the Hot Work Area clean, tidy and free from any combustible materials.



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10. Restrict the use and application of heat to the stated points of work.
11. Leave the area in a safe condition if the hot work is suspended. The permit will need to be formally extended or a new permit issued if the hot work is to continue on a different day.
12. Comply with any requirements laid down in the risk assessment and method statement and carry out a personal inspection after a specified period following the last application of heat.
13. On completion or cessation of the Hot Work, confirm that the Hot Work area is safe and free from any source of ignition or any signs of any smouldering materials, tidy up the work area, remove/replace any fire fighting equipment, if a permit was issued, sign it off and return it to the Permit Issuer.

Legionella

Legionnaires' disease is an uncommon form of pneumonia caused by the legionella bacterium. The majority of cases reported are as single (isolated) cases, but outbreaks can occur. All ages may be affected, but the disease mainly affects people over 50 years of age, and generally men more than women. Smokers and the immunocompromised are at a higher risk.

East On Projects Ltd act as Duty Holder for all Company premises and bear overall responsibility for compliance with the control of legionella bacteria in premises where water is used, stored; and if there is a risk of creating and transmitting water droplets (Aerosols) which may be inhaled, causing a reasonably foreseeable risk of exposure to Legionella bacteria.

Legionella Risk Assessment

East On Projects Ltd Shall ensure that a legionella risk assessment is undertaken on company premises where any of the following systems are installed:

- Cooling systems with cooling towers, evaporative condensers or dry/wet cooling systems.
- Hot and cold-water systems.
- Spa Pools.
- Plant and systems containing water that can create and increase the risk from legionella during operation or when being maintained.

Within Premises where East On Projects Ltd are not acting as Duty Holder, the person/company in charge of the building and subsequent maintenance retains responsibility for the completion of a legionella risk assessment.

All Companies contracted to undertake any Legionella risk assessment shall be deemed competent in accordance with the East On Projects Ltd Sub-Contractor control policy prior to contracting work to the Competent Organisation.



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Where the risk assessment shows that there is a reasonably foreseeable risk of exposure to legionella bacteria. The Company Directors retain the responsibility for the implementation of control measures following the completion of the risk assessment (where applicable).

Findings from the risk assessment shall be communicated with Safety Representatives, Employees, Sub-Contractors and other building occupiers (Where applicable).

Conditions that promote the growth of Legionella Bacteria

Legionella bacteria may contaminate water systems where the temperature is between 20 and 45°C. It is uncommon to find any significant growth below 20°C. The bacteria do not survive for any lengthy period above 60°C. The optimum temperature growth is 37°C.

The presence of sediment, sludge, scale and organic material can act as a source of nutrients for Legionella bacteria. Commonly encountered organisms in water systems such as algae, amoebae and other bacteria may serve as a nutrient source for Legionella. The formation of a biofilm (slime) within a water system will also play an important role in harbouring and providing favourable conditions in which Legionella can proliferate.

The presence of water stagnation can also play a significant part in legionella growth. An example of this would be a building that has little to no use of its water systems within a school holiday or disused pipework that is still live.

If the conditions mentioned above are eliminated or controlled, the likelihood of legionella growth will be significantly reduced.

Design and Installation of new or refurbished building services

All domestic water systems new or refurbished installations shall comply with current water regulations and ACOP L8 / HSG 274 guidance. It is important to ensure that potential hazards are designed out where possible before installation.

Management of legionella

Where the legionella risk assessment identifies that there is a reasonably foreseeable risk, and it is reasonably practicable to prevent exposure or control the risk from exposure, East On Projects Ltd shall appoint a competent person or persons to help undertake the measures needed to comply with the requirement within the Control of Substances Hazardous to Health Regulations (COSHH). This may be an internal employee or an external organisation depending on the level of risk identified during the risk assessment.



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Where the assessment shows that there is a reasonably foreseeable risk of exposure to legionella bacteria, the use of water systems, parts of water systems or systems of work that lead to exposure must be avoided so far as is reasonably practicable. Where this is not reasonably practicable, a written scheme for controlling the risk from the exposure that shall be developed by a competent person and shall be properly implemented and managed.

The written scheme should include, as a minimum:

- Where required, water quality testing shall be undertaken by a suitably qualified and competent service provider. All water quality testing shall be undertaken in accordance with HSG247 for both cooling systems and hot and cold water systems.

Where additional precautions are deemed necessary, they shall be reviewed to ensure that they remain effective. Where required, this shall be contracted to a suitably qualified and competent organisation.

In accordance with Legal reference document L8, records shall be maintained including details on the:

- All records shall be kept for a period of 2 years afterwards. Any monitoring inspection, test or check carried out, and the dates shall be kept for a period of 5 years (Minimum).

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Lone Working

East On Projects Ltd commit to ensuring that best practice methodologies and areas for consideration relating to any person(s) that are required to work along with planning such works to ensure that the activity is completed safely.

Lone and out-of-hours working poses a potential risk to those carrying out the activity, especially when issues such as emergencies, loss of communications and unexpected changes in circumstance take place.

When planned correctly, lone and out-of-hours working can be undertaken in a safe manner and is often the only practical way to complete certain types of work.

For most circumstances, there are no specific legal duties on employers in relation to lone working. However, East On Projects Ltd have a general duty under Section 2 of the Health and Safety at Work Act to provide and maintain safe working arrangements and ensure the safety of employees. Regulation 3 of the Management of Health and Safety at Work Regulations specifies the need to carry out a risk assessment of tasks to which their employees are exposed.

Lone working can be defined as:

Any work activity that is to be carried out in isolation from other workers by an individual or a small team. Typical operations carried out on sites which may necessitate lone working include: Site security/night watchmen, remote working, i.e. isolated works on road construction, and working outside of normal hours.

Additional control measures should be in place when managing individuals who may be working outside of audible range / line of sight of the rest of their working colleagues.

Out-of-hours working is defined as:

That generally considered being outside the normal working hours of a workplace where supervision and/or site activities are at a minimum or even non-existent. Such situations may include monitoring, surveying, testing and client-specific activities outside the contractual agreement between East On Projects Ltd and the Client themselves. In such situations, it is imperative that, where East On Projects Ltd is the Principal or Sole Contractor, an agreement has been reached in the planning stages as to how supervision and activities will be maintained.

Restrictions on Lone Working

The Company Directors shall determine the restrictions on lone or out-of-hours working.



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In some circumstances, the rules applicable to work in a particular location may not permit lone working. Wherever possible, the practice of lone working should be eliminated altogether.

For example, in certain circumstances, this may apply to elements of work associated with:

- Working over or near water.
- HV electrical work.
- Activities involving chemicals.
- Work at height.
- Confined Space entry and/or working.
- Working with some types of plant and equipment.
- Situations where the adequate provision of rest, hygiene and welfare facilities cannot be assured.
- The risk of violence from members of the public.
- Activities involving work on high hazard machinery (e.g. pneumatic / hydraulic presses, chippers, etc.).

In such cases, alternative methods of carrying out the work should be investigated, for example:

- Re-timing the work so that it can be undertaken when others will be present,
- Arranging for a second person to accompany the worker.

In all situations where such works are undertaken, the competence and fitness of the individual engaged in the activity must be confirmed.

The Contracted H&S Consultant will provide support as required.

The key to maximising personal safety and wellbeing wherever lone work is considered is through a suitable and sufficient risk assessment that addresses:

- Whether the work can be done safely by a single person.
- The required arrangements to ensure that the lone worker is at no more risk than employees working together.

Ensuring competency and fitness

It is essential that the worker identified to undertake the activity is competent and fit to do so. It is important that both the Works Supervisor and the Worker concerned appreciate the nature of the activity and the work involved.

The Works Supervisor must ensure the Risk Assessment and Method Statement for which the lone or out-of-hours work activity is to be undertaken is completed and reviewed to ensure that it is suitable and sufficient for



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the activity. They must take account of the individual, the location, the equipment and/or materials to be used and any emergency situation that could arise.

Work Supervisor must consider the following points during the risk assessment process (further guidance is available below):

- Remoteness and Isolation.
- Communications and personal alarms.
- Supervision and monitoring.
- Medical suitability.
- Emergency situations.
- Information and training.
- Out of hours controls.
- Management of change (activity, location etc.).

Communications

It should be ensured that appropriate communications are maintained with the lone worker, especially when continuing supervision is required. The lone worker should be equipped with a means of two-way communication e.g. portable device.

The system should enable the worker to raise an instant alarm or be located accurately if assistance is required.

Automatic warning devices, which operate if specific signals are not received periodically from the lone worker, are also available. It should be remembered that mobile phones have limitations such as restrictions of the work environment, battery life, signal strength and incapacity of the lone worker.

Supervision and monitoring

Although lone workers cannot be subject to constant supervision, there is a duty on the company to provide appropriate control of the work. The extent of supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. The higher the risk, the greater the level of supervision required.

Procedures must be in place to monitor lone workers and ensure they remain safe. This may include:

- Periodic visits from Supervisors observing people working alone.
- Contact between Supervisors and lone workers using either a telephone or radio. Contact arrangements should be documented as part of the risk assessment and should include communication protocols when commencing and finishing work and returning to base / home.



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The use of signing-in/logging system is useful for monitoring the safety of lone workers. Signing-in can be used as part of a monitoring system at sites that are regularly patrolled by security staff outside normal hours. However, in such situations, there must be an agreement with the security staff about their monitoring role; it cannot be assumed that they will carry out this function.

Contingency plans specifying the action to be taken should a pre-arranged contact not be made, or an alarm device operated, should be included as part of the risk assessment.

Emergency situations

The risk assessment should identify foreseeable events and emergency procedures should be established, and employees trained in them, consideration should be given on how to communicate if the operatives' first language is not English.

Lone workers should be capable of responding promptly and correctly to emergencies and should have access to adequate first-aid facilities (the risk assessment may indicate that lone workers need training in first aid). In addition, those persons designated to respond in such an event must be available at all times specified and must act promptly and in accordance with the agreed system.

Information and training

Sufficient training and information must be provided to a lone worker to enable him/her to identify hazards and take appropriate action to avoid them. She/he must be entitled to leave the workplace if there is serious and imminent danger. Training is particularly important where there is limited supervision to continuously guide and help in situations of uncertainty.

In addition to this guidance, the Health and Safety Executive document, Working Alone (INDG 73), can be used as a further source of information.

Out-of-hours

The main issue is the type and level of control measures that are necessary in order to maintain well-being when undertaking out of hours working. Should the risks be considered too high for out-of-hours working by third party individuals owing to lack of supervision, East On Projects Ltd shall arrange for competent supervision to be provided and subsequent health and safety provisions to be made as necessary.

It is imperative that out-of-hours working is agreed in advance and that all hazards and risks in addition to those posed by lone working are identified. A Safe System of Work should be developed and include risk assessments and method statements, emergency procedures, site briefings (to include 'no go areas', etc.) and communications.



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On contracts where out-of-hours working is likely owing to a client's need to have 24-hour access to deal with emergencies, for example, the interface with project out-of-hours status should be agreed between all relevant parties and written down in the form of a Safe System of Work.

Manual Handling

Manual handling operations mean any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of it) by hand or by bodily force. Many people hurt backs, arms, hands or feet lifting everyday loads, not just when the load is too heavy. Up to 2012, around a third of all over-three-day injuries reported to the Health and Safety Executive (HSE) and to local authorities were the result of manual handling activities.

Work-Related Upper Limb Disorders (WRULD's) can happen in almost any workplace where people do repetitive manual handling activities or work in awkward postures for prolonged periods of time or as a result of one-off incidents.

Early symptoms may be temporary muscular aches and pains, but if such work is not properly managed, they can develop into chronic and disabling disorders. Cumulative damage can build up over time, causing pain and discomfort in necks, backs, shoulders, arms, hands or fingers.

Most cases could be avoided by the provision of suitable and regularly maintained mechanical aids together with relevant training on using the equipment safely and manual handling.

To ensure that manual handling activities are undertaken safely and that safe system of work is clearly understood throughout the company, we will:

- Identify all manual handling operations and activities undertaken by our employees.
- Complete an initial appraisal of all operations to determine if a risk of injury to employees is present.
- Avoid, wherever possible, manual handling tasks where there is a risk of injury to employees.
- Complete a detailed assessment of each manual handling operation if the risk is unavoidable.
- Develop safe systems of work.
- Inform all employees involved in manual handling operations of any possible risks and how these can be avoided.
- Provide employees with sufficient information, instruction and training on approved, safe manual handling techniques to ensure their health and safety whilst undertaking tasks.
- Deliver appropriate training in the use of any mechanical aids employees are expected to use.
- Ensure appropriate health checks are made on the individuals performing the tasks, especially vulnerable people, and ensure that employees bring to our attention any changes in their own medical conditions. And,



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- Periodically assess accident records to identify any trends in musculoskeletal injuries and ensure that serious injuries are appropriately reported.

Method Statements

East On Projects Ltd's intention is to prevent injuries and ill health to employees and others who are liable to be affected by our activities.

To do this, we recognise that we must adopt safe systems of work. Therefore, assessments will be carried out to identify risks (see Risk Assessment Procedure). Based on these, safe systems of work will be prepared and used.

The safe systems of work to be used on a particular site will be communicated to employees and Clients and/or Principal Contractors by the use of written Method Statements.

Where work is subcontracted, we will not allow the work to commence until we have received and approved a Method Statement from the subcontractor.

Each Method Statement will include, but will not be limited to, the following information:

- Name of site.
- Name of Client, Principal Designer, Principal Contractor and any subcontractors.
- Location of work.
- Details of work, including work sequence.
- Any special controls to be used
- Supervisory arrangements
- Competence of those carrying out the work.
- Emergency Procedures.
- First aid arrangements.
- Special personal protective equipment to be used.
- List of plant, equipment and authorised users.
- Hazards and associated risks.

Responsibilities

The Company Directors are responsible for ensuring that RAMs documents are prepared for work carried out by East On Projects Ltd.

The Company Directors are responsible for obtaining and approving subcontractors' Method Statements.



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Supervisors are responsible for bringing any significant findings of Method Statements to the attention of the persons concerned and for ensuring that procedures described in Method Statements are followed.

All employees and subcontractors are required to follow the Method Statements for the work they are carrying out.

Mobile Phones at work

The use of mobile phones by operatives on a construction site can be a significant distraction. People involved in telephone conversations or sending text messages etc. are at increased risk of injury on site as they are not fully observant of hazards within their environment.

The main risks of using phones on site are:

- Distraction to the machine and plant operators.
- Distraction to people working at height or climbing ladders.
- Lack of concentration when using safety equipment
- Distraction to people walking across the site.
- Lack of awareness of things happening around you.
- The danger of stepping out in front of a machine.
- Distracts the user from observing and adhering to a warning.

As a general rule, the use of mobile phones for personal use will therefore not be permitted on site, outside of the site office and welfare facilities.

In low-risk areas away from traffic movements, plant and machinery and work at height, etc., Site Management may choose to designate safe areas where they deem it safe for persons to use phones.

These 'phone zones' may only be formed if the Site Manager can demonstrate that a suitable risk assessment has been carried out.

Monitor, Audit and Review

Performance monitoring is a proactive, as well as reactive, process that enables a business to monitor and measure its health and safety performance. Performance monitoring also measures the effectiveness of the safety management system, which is important to the business for several reasons, among them, financial, moral and legal. This policy and arrangements will be reviewed on at least an annual basis; the provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.



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East On Projects Ltd recognises the need for regular safety inspections and will ensure that these are undertaken and recorded. The Health and Safety at Work etc. Act 1974 requires that the Company Health and Safety Policy and its implementation be monitored and reviewed as necessary.

The Management of Health and Safety at Work Regulations 1999 require the monitoring and review of arrangements to achieve progressive improvement.

All employees are encouraged, and expected, to bring to the notice of a Director any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate or requires clarification.

All accidents will be investigated to enable the company to learn from these experiences and put effective controls in place to prevent a reoccurrence.

Where external assistance is required, the Director shall liaise with external Health and Safety Advisors, the Health and Safety Executive, Building Employers Confederation and other professional bodies, and actively seek advice and information regarding changes in Health, Safety and Welfare legislation and new or revised working practices.

Expert advice will be sought and taken as and when necessary, through a full and thorough yearly audit and regular safety inspections carried out to examine, develop and improve health and safety controls, techniques and applications already in place.

Monitoring shall be carried out on a daily basis by the management team on regular site visits and formally by an external Safety Advisor at regular intervals, dependant on the complexity of the project.

To ensure that all our work activities are undertaken with due regard for the health, safety and welfare of all our employees, it is of paramount importance that our policy on performance monitoring is clearly understood throughout the company. Consequently, we will:

- Review accident, incident and near-miss statistics and ensure remedial actions have been completed.
- Review results of regular health and safety inspections of the workplace and ensure that all agreed remedial actions have been completed, within agreed timescales.
- Review training records to ensure employees have been provided with adequate information, instruction and training to carry out their job roles.
- Ensure that an annual safety audit is undertaken which will be a detailed and analytical review of the management of health and safety across all the areas of the company; and
- Review, and amend as necessary, our health and safety policy at regular intervals and no later than the date specified in the footer of this document.

Key documentation to comply with this policy



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- P801 – Site inspection checklist

Non-English-Speaking Personnel

Employers are required under the Health and Safety at Work Act to provide their workforce with the information necessary to ensure, as far as reasonably practicable, their health and safety at work.

Non-English-speaking labour can comprise many occupations and trades – East On Projects Ltd have split this into the following categories.

Specialist international contractors: Equipment is often procured internationally. Contracts will often require international installation teams. It is common for only a few members of the team to speak English.

Tradesmen: Trades, typically supply chain, may comprise non-English speaking operatives, e.g. electricians and dry liners.

Unskilled Labour: Non-English-speaking workers will often be employed in unskilled positions on site. In many cases, these individuals will be contracted to East On Projects Ltd on a labour-only basis as well as our supply chain.

These will typically include security operatives and cleaners.

It is difficult to categorise the level of English language that individuals possess. This document concentrates on operatives who have very limited English, including those who do not understand written English and who would not understand the basic elements of a site induction. Although this may not put individuals in danger directly, it may lead to an accident on-site if a misunderstanding takes place.

Regulation 10 of the Management of Health and Safety at Work Regulations requires the provision of information for employees, which is comprehensible and relevant, i.e. capable of being understood by the person for whom it is intended. This is supported by an Approved Code of Practice, "Management of Health and Safety at Work", which states that:

- The information provided should be pitched appropriately, given the level of training, knowledge and experience of the employee.
- It should be provided in a form that takes account of any language difficulties or disabilities.

For employees with little or no understanding of English, or who cannot read English, East On Projects Ltd may need to make special arrangements. providing translations, such as using interpreters, or replacing written notices with clearly understood symbols or diagrams.



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On projects where East On Projects Ltd utilise persons of non-English-Speaking background, the following mitigations shall be considered to reduce the level of risk to the individual and others on-site to an acceptable level:

- Using small manageable gangs with at least one supervisor who can act as interpreter. Ensure that the supervisor stays with the gang whilst working and is able to interpret/deliver inductions, toolbox talks, and routine instructions.
- Providing written safety instructions in native languages. The HSE provides various guidance in a variety of languages and free leaflets about health and safety
- Not allowing the lone working of non-English speaking workers.
- Using internationally recognised pictorial safety signage.
- Providing additional training and/or training time.
- Using translation services.
- Exploring organisations that can deliver training in various languages.
- Considering language training for long-term workers, particularly where such training could increase efficiency and understanding between Costain and its personnel.
- Providing training for managers and supervisors.

Other key pieces of legislation include:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Equality Act 2010

Using fair, objective and innovative employment practices, our aim is to ensure that all personnel working for (including potential employees) or directly under the control of East On Projects Ltd:

- Are treated fairly and with respect at all stages of their employment.
- Have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour, whether based on gender, marital status, age, sexual orientation, disability, religion, colour, nationality or race.
- Have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- Are not discriminated against.

Occupational Health & Mental Health

East On Projects Ltd commit to ensuring the ongoing health of employees physical and mental wellbeing. This policy aims to ensure that no employee will be adversely effected by their duties and that support is available where required.



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Mental Health

The organisation shall strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful tasks, procedures and behaviours that may cause psychological harm or illness to its employees.

We are committed to ensuring the all company operatives have an open door to discuss any potential mental health issues with company supervisors and managers, who will be trained to deal with these issues appropriately. Mental ill health and stress are associated with many of the leading causes of disease and disability.

Just like physical health, we all have mental health. Sometimes we might experience damage to our mental health, which can last days, weeks, months or years. Our mental health may change over time, just like our physical health. We encourage you to talk about your mental health, to let you know what we can do to support you, and to give you information of where you can go for further help. We will

- Listen to you should you raise a mental health concern
- Treat you with confidentiality and respect
- Support you through experiencing mental health issues, making reasonable adjustments where needed
- Give information, instruction and training to all employees on mental health, stress and fatigue
- Treat any issues of bullying and harassment in relation to mental health issues seriously
- Communicate this policy on a regular basis so that it is understood by all within the business
- Train managers to deal with concerns appropriately

If you tell your manager about your mental health concerns, they'll keep this confidential and won't share this information unless you have agreed to this. There may be an exception if we have serious concerns for your safety or that of others.

Reasonable Adjustments for Mental Health Concerns

If you think you might need a change to your working pattern to help you cope with your mental health issue, talk to your manager as soon as possible. We will ensure that reasonable adjustments are made to your work should you have a mental health concern. These may include

- Increased frequency of meetings with your supervisor / manager to ensure effective communication
- Change communication to what suits you better (In person or in writing, whichever is your preference)
- Make changes to your duties if possible to do so
- Change your break time, start times or finish times if it would be beneficial and possible for the business to do so



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Fatigue Management

The Working Time Regulations 1998 (as amended) (WTR) lay down the minimum legal requirements on how to organise working time. Some workers in certain sectors, such as the aviation industry and mobile workers in road and sea transport, are currently exempt from WTR and are subject to specific legislation that relates to working time.

East On Projects Ltd shall attempt to plan work during standard daytime hours where practicable. According to HSG256, standard daytime hours are considered as “A work schedule involving an activity during the day, commonly for a period of eight hours between 7.00 am and 7.00 pm. There are usually two periods of work, one in the morning, the other in the afternoon, separated by a lunchtime break”.

Fatigue is the decline in mental and/or physical performance that results from prolonged exertion, lack of quality sleep or disruption of the internal body clock. The degree to which a worker is prone to fatigue is also related to the workload. For example, work that is machine paced, requires constant attention, complex or monotonous will increase the risk of fatigue

To ensure that all workers and sub-contractors can maintain an acceptable level of concentration

East On Projects Ltd shall comply with the Working time directive. In general, the Working Time Regulations provide rights to:

- A limit of an average 48 hours a week on the hours a worker can be required to work, though individuals may
- choose to work longer by "opting out".
- Paid annual leave of 5.6 weeks' a year (Only applicable to PAYE Employees).
- 11 consecutive hours' rest in any 24-hour period.
- A 20-minute rest break if the working day is longer than six hours.
- One day off each week.
- A limit on the normal working hours of night workers to an average eight hours in any 24-hour period, and an entitlement for night workers to receive regular health assessments.

There are special regulations for young workers, which restrict their working hours to 8 hours per day and 40 hours per week. The rest break is 30 minutes if their work lasts more than 4.5 hours. They are also entitled to two days off each week.

East On Projects Ltd shall:

- Ensure that adequate opportunity is available for employees, contractors and visitors to rest sufficiently before commencing work.



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- Monitor and control working hours, including overtime, to provide time arrangements that do not require excessive periods of time at work.
- Identify, develop and implement a fatigue management plan with control strategies to address fatigue-related risks within the workplace in consultation with the employees.
- Provide training to employees and contractors to develop a common understanding of fatigue management.
- Develop a culture of shared responsibility for fatigue management within the Company.
- Implement an appropriate employee assistance program to assist in managing fatigue.
- Promote a healthy lifestyle, both at work and at home.

Health Surveillance

This procedure underpins the measures that managers and employees of East On Projects Ltd need to take in the prevention of work-related ill health by implementing the appropriate control measures necessary to protect staff and effective health surveillance required where there is any residual risk to the employee's health and wellbeing.

Health surveillance is about putting in place systematic, regular and appropriate procedures to detect early signs of work-related ill health among workers who are exposed to certain health risks and acting on the results. Health surveillance information is particularly important where there is an identifiable disease or adverse health condition associated with the work, where there are valid techniques to detect indications of the disease or condition and a reasonable likelihood that this disease or condition might develop under the conditions at work.

This procedure applies to all employees.

East On Projects Ltd's responsibility to provide health surveillance is specifically limited to employees; however, it is acknowledged that this causes some difficulties where Apprentices / trainees etc. may work jointly on projects and be exposed to the same risks; therefore the same provision should be extended to non-employees.

Health surveillance is a term used for any activity which involves routinely seeking information about any employee's state of health in relation to their work. The purpose of health surveillance is to:

- Detect adverse health conditions at an early stage.
- Check the effectiveness of the control measures in place.
- Provide feedback on the accuracy of the risk assessments.
- Identifying and protecting individuals at risk.



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The means of determining when health surveillance is necessary is via risk assessment. The risk assessment process should identify if health surveillance is necessary, and this must be identified and recorded as a health risk control system.

Occupational health is a distinct branch of medicine concerned with how a worker's health can affect his or her ability to do the job and how the work environment can affect an employee's health and wellbeing.

Initial Employment

Where required, a pre-employment screening questionnaire may be issued to an Employee following an assessment of previous work undertaken by the Employee. The requirement to provide pre-employment screening will be at the discretion of East On Projects Ltd and based on verbal discussions with the new Employee.

While the contents of pre-employment questionnaires are regarded as relevant aspects may need to be discussed with the nominated 3rd party specialist to ensure the safety of the individual concerned and to make necessary adaptations to the tasks/workplace.

Confidential information includes:

- Any occupational health questionnaire completed by the individual but excluding any information that the individual agreed at the time could be made available to specified members of East On Projects Ltd, e.g. health surveillance and manual handling assessment forms submitted following discussion with Supervisors.
- Any other clinical information.
- Details of clinical examination.

Non-confidential information includes:

- Basic information relating to employment.
- Any history of reported exposure to specific hazards.
- Relevant information relating to types and dates of immunisation, diagnostic tests, an accident at work and environmental monitoring data.
- Health surveillance survey information provided following discussion with Supervisors or management.

Stress

Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed upon them". Stress is not an illness in itself, but if prolonged or particularly intense, it can lead to increased problems with ill health, poor productivity and human error. There is a clear distinction between pressure,



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which can create a 'buzz' and be a motivational force, and stress, which can occur when this pressure becomes excessive. Workplace stress exists where people reasonably perceive that they cannot cope with what is being asked of them at work.

To ensure that all our work activities are undertaken with due regard for the health, safety and welfare of all our employees so far as is reasonably practicable and that our policy concerning stress is clearly understood throughout the company, we will;

- Regularly review productivity data, sickness absence records, staff turnover or other relevant information to find out whether there may be work-related stress issues;
- Undertake a detailed risk assessment to find out whether work-related stress is a problem;
- Provide information, training and support to managers on good management practices, and encourage the early referral of any employees who may benefit, to an occupational health service or employee assistance provider;
- Provide information to employees to increase their awareness of the causes and symptoms of stress, and the various areas of support available to them;
- Offer a confidential counselling service to managers and employees affected by work-related stress;
- Consider offering confidential counselling service to managers and employees affected by stress if caused by external factors;
- Provide return to work support for employees when returning from stress-related illness or any other enforced absence, and
- Monitor and review the effectiveness of this policy and any other measures we have in place to reduce stress and promote workplace health and safety.

Occupied Premises

Where the East On Projects Ltd is involved with work in occupied premises care will be taken for the Health and Safety of the Occupier whilst the work is in progress.

We will operate within the conditions of the Client's contract and liaise with the Occupier and advise them on the work to be carried out and an approximate time scale for the contracted works.

Company operatives will wear any security / ID card if required by the Client.

All East On Projects Ltd operatives will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the Client or Occupier.

During the work, the operatives will not leave any materials or debris where it may become a trip hazard.



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All reasonable precautions will be taken to obviate the impact when carrying out dusty and noisy operations; at all times they will be carried out with care and consideration.

The operatives will ensure that the property is left tidy during the works, to reduce the risks of injury to the occupier and the general public. Barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- Fire evacuation routes.
- The position and location of fire fighting equipment.
- Emergency evacuation procedures.
- Special circumstances relating to the personnel working within or visiting the premises.
- Safety plans specific to the building or any part of the building.
- Maintaining fire compartmentation standards.
- Permit to work conditions.

Office work

Offices can be dangerous places. Therefore, it is essential that you work in accordance with our rules and procedures. The major causes of accidents in offices are:

- Slips, trips and falls.
- Manual handling.
- Electrical equipment.

Lighting

All office areas shall be fitted with Sufficient lighting (either natural or artificial), to enable tasks to be completed safely. Windows shall be regularly cleaned, and light fittings maintained at regular intervals.

Access and egress

Office areas shall be laid out in the most appropriate way ensuring that each person has sufficient space and that they are offered unobstructed passageways. Electrical cables shall be positioned where tripping hazards are avoided.

Material and other obstructions shall be kept clear of passageways, in particular cables and stationery boxes, which can cause trips and falls. If it is necessary to leave material in accesses for short periods, make sure there is alternative access and identify the obstruction to highlight the danger.



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Display Screen Equipment

Please refer to the Display Screen Equipment section of this policy.

Electrical equipment

All Operatives shall ensure that they:

- Never tamper with electrical equipment or attempt to make repairs.
- Report electrical faults to the Managing Director immediately, so timely repairs can be carried out by a competent person.
- Always ensure that covers and doors protecting electrical apparatus remain securely in place. Keep trailing electrical cables to a minimum to avoid creating tripping hazards. If cables have to cross passageways or traffic routes, cover them with a cable ramp to avoid tripping.
- Do not enter a switch room or substation unless authorised to do so. If you do have occasion to enter, read carefully the information displayed.
- Always check equipment and cables for loose connections and exposed wiring before use and report any damage at the soonest opportunity.
- Do not overload circuits – check that the supply can safely deliver the electrical load required.

Seating

Suitable seats shall be provided for sedentary workers, and seats for typists and display screen users shall be fully adjustable to ensure comfortable postures. Footrests will be provided where necessary.

Welfare and First Aid

Sufficient first aid equipment under the control of a trained first aider or appointed person shall be provided at each office. Adequate washing and toilet facilities shall be provided, and there shall be means provided for making hot drinks and taking refreshments. A reasonable temperature of 16°C shall be maintained, as a minimum throughout the working day.

Lifting and Carrying

Lifting and carrying heavy or awkward objects shall be avoided where possible. Loads shall be broken down to the smallest unit practicable for carrying. Steps or hop-ups shall be provided for access to high-level shelves, etc.



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Contractors and Visitors

If contractors and visitors enter the offices and seem uncertain about correct procedures, refer them to a Company Director.

If contractors or visitors are observed acting unsafely, report it to a Company Director or Supervisor accordingly.

Permit to Work

East On Projects Ltd has identified that certain high-risk activities require additional controls to ensure that dangerous situations are avoided. For any such high-risk activity, a Permit to Work must be obtained from the Site Manager. It is the responsibility of the person engaging contractors to work on the premises to advise the contractor about types of work for which a Permit to Work will be required.

Types of work that require a permit to work

A permit to work is required for the following activities:

- Hot Work
- Confined Space Entry
- Electrical Work
- Work at Height / Roof Work
- Permit to Dig

Persons undertaking any of the above will not be allowed to commence work until they are in possession of a signed permit appropriate to the type of work.

Hot work

- Oxy-acetylene or oxy-propane cutting.
- All types of welding.
- Brazing/soldering.
- Propane or butane gas/aerosol torches.
- Any grinding equipment in areas where highly flammable liquids or vapours may be present.
- Use of electrically powered hammers, drills, saws and lights and pneumatic drills/hammers where highly flammable liquids or vapours may be present;
- Any other operation that produces heat, sparks or flames where there is a risk of fire or explosion.



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Entry into Confined Spaces

A confined space entry permit is required for work in any vat, tower, tank, flue, pipe, duct, pit or similar place, open or closed, where there is likely to be one of 5 specified risks present, or made present during the course of work:

- Serious injury to any person at work arising from a fire or explosion.
- The loss of consciousness of any person at work arising from an increase in body temperature.
- The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.
- The drowning of any person at work arising from an increase in the level of a liquid. Or,
- The asphyxiation of any person at work arising from a free-flowing solid or the inability to reach a respirable environment due to entrapment by a free-flowing solid.

Electrical Works

All work on electrical installations is subject to control by a Permit to Work, irrespective of the voltage concerned. All work must be carried out by a:

- Professional, qualified electrical engineer.
- Contractor approved by the national inspection council for electrical installation contracting (NIC EIC) or equivalent.
- Member of the Electrical Contractor's Association (ECA).

Work at height

A Work at Height Permit is required for the following:

- Roof access, roof work or work on a fragile roof.
- Window cleaning above the ground floor.
- Any construction or maintenance work where there is a risk of injury from falling.
- Working above plant, processes, persons or vehicles.

Permit to Dig

Permits to Dig must be reviewed before the commencement of work, when not closed out daily, to ensure that they are valid and up to date.

The works and application of the permit controls must be monitored at all times. The Works Supervisor in charge of the excavation should retain a copy of the permit and must remain at the excavation area at all times whilst work is ongoing. Should they have to leave the area, work must stop.



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If there is a significant deviation from the situation on-site or the necessary precautions and controls recorded in the permit, cessation of work must be immediate, and the permit reviewed and re-issued as necessary.

Once the work is complete, the permit shall be signed off in accordance with site/Principal Contractor procedures.

Personal Protective Equipment (PPE)

The need to wear or use personal protective equipment shall be assessed at each workplace or site, and for each particular activity. Where it is not reasonably practicable to control exposure to hazards by any other means, East On Projects Ltd will provide suitable PPE free of charge. East On Projects Ltd will determine where, when, and what PPE needs to be used when we conduct risk assessments. We will also identify any standards that apply to the PPE that Operatives will need to use. Items of PPE will be selected to be compatible and, wherever possible, you will be consulted during the selection process. Where the protection of East On Projects Ltd's Operatives' health relies on the use of respiratory protective equipment (RPE) with a tight fitting face mask, East On Projects Ltd will arrange for a face-fit test to be carried out by a competent person. If any Company Operative is required to use PPE, we will ensure that you are instructed in its use, maintenance and storage and, where necessary, that you are provided with written information. You will also be told how you can obtain replacements. PPE damaged through natural wear and tear will be replaced free of charge. All PPE provided shall be stored within the provided PPE kit bag and stored within lockers (Head Office or on-site) or in the company vehicle when not in use.

East On Projects Ltd provides to its workers any necessary protective clothing and equipment. This must be worn at all appropriate times. Failure to comply will lead to disciplinary action and ultimately could result in dismissal.

Areas that require specific PPE, for example, Hearing Protection, will be clearly marked with appropriate warning signage in accordance with the Health and Safety (Signs and Signals) regulations on display in a prominent location.

East On Projects Ltd identifies PPE as a last line of defence and actively looks to reduce the risk to employees through assessing the hazards present and implementing control measures to eliminate the risk where possible. To ensure that the use of PPE will be undertaken safely and that our policy will be clearly understood throughout the company, we will:

- Identify all operations and activities that may require the provision of PPE;
- Avoid, wherever possible, the requirement for PPE by introducing other risk control measures;
- Ensure our risk assessments identify the need for PPE as a control measure, where relevant, and that they take into consideration fit, comfort and compatibility with other items of PPE used simultaneously;



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- Train all employees in the risks presented by their work activities and how these can be controlled by using PPE in the correct manner;
- Arrange for adequate accommodation for the correct storage of PPE;
- Implement steps for the correct maintenance, cleaning and repair of PPE, according to manufacturers' instructions;
- Implement a fault reporting system for employees to report broken or damaged PPE;
- Replace PPE provided as necessary and at no cost to the employee;
- Monitor the use of PPE in the workplace to ensure it is being worn correctly as outlined in the risk assessment process; and
- Review, and amend as necessary, risk assessments on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

Key documentation to comply with this policy

- P601 – Personal protective equipment site issue record

Risk Assessment

A risk assessment is a careful examination of what, in our work and environment, could cause harm to people. It enables us to determine whether we have taken enough precautions or should do more to prevent harm. It is an important step in protecting workers and our businesses, as well as complying with the law. Risk assessments help us focus on the risks that really matter in our workplaces: the ones with the potential to cause harm. In many instances, straightforward measures can readily control risks. East On Projects Ltd recognise that the purpose of risk assessment is to identify significant hazards in order to ensure that risks are eliminated or reduced to the lowest reasonably practicable level (where more stringent duties are not enforced). Any task or operation shall be subject to a risk assessment being undertaken before works commence. Where a foreseeable risk is identified, the Site Manager must ensure that a more formal risk assessment is undertaken, and the results of that assessment recorded.

Our target is to:

- Identify significant hazards to health and safety;
- Identify all persons at risk from the hazards identified;
- Ensure that controls are sufficient to reduce risks to acceptable levels;
- Where necessary to ensure that risks are controlled adequately, action further controls;
- Review risk assessments periodically, if the task has changed, following an accident or incident or there is any reason to suspect that an assessment is no longer valid;
- Record an individual risk assessment for each young person (16-18 years of age) employed;



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- Record an individual risk assessment for an Expectant Mother. An initial assessment will be recorded when we are informed. This will be reviewed monthly throughout the pregnancy and any period while she is breastfeeding after return to work;
- Not allow any work to start, on a CDM project where we are the Principal Contractor until we have approved risk assessments for the work;
- Obtain and approve risk assessments from sub-contractors engaged in working on our behalf before allowing work to commence;
- Obtain and approve risk assessments from contractors engaged in working on our premises before allowing work to commence.

Risk Assessments are communicated to all staff, contractors and affected persons completing the various tasks associated with the works. Risk Assessments will be communicated by various means (Electronically, verbally and on display). During communication, managers are to ensure that the risk assessments are understood by everyone and should consider the different forms of communication required based on the individual. Risk Assessments are made available for staff to access and review and are urged to raise any concerns with their direct manager or supervisor. These records are retained for a maximum of 5 years or for however long they remain relevant to the business. The assessments are routinely reviewed.

Violence at work

East On Projects Ltd operate a zero-tolerance approach to violence at work. Violence, both actual physical violence and verbal threats or behaving in a threatening manner, are considered negative to the working environment and will result in disciplinary action. Repeat offences or serious incidents are considered gross misconduct which can result in dismissal.

All employees are encouraged to report, and grievances, disputes or issues to either the site or contracts manager. The grievance procedure will then be followed to ensure a satisfactory resolution.

Visitors

The following rules are designed to control all visitors to our premises, including contractors engaged in working on the premises. For health, safety and security reasons, it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who was in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors.

Any person receiving a visitor should ensure that:

- The visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure.
- The visitor remains in the reception area until they are collected by their host.



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- Any incident involving a visitor is reported to the Managing Director without delay. Injuries should be recorded in the Accident Book.
- The visitor reads and complies with the Fire Procedures.

Welfare Provisions

East On Projects Ltd shall ensure that adequate welfare facilities are provided to reflect the site, size, number of employees and nature of the work to be carried out. The importance of welfare facilities will be considered at the tender stage of the project, and facilities will be installed as close to the start date as possible and remain in place through the duration of the project, in compliance with the Construction (Design and Management) Regulations.

Office Accommodation

There shall be provided on-site, where ever possible, a suitable office situated as near as is reasonably practicable to any area of operations, for the purpose of keeping site documents, drawings, works records, etc.

Washing Facilities

We will provide or ensure the availability of suitable and sufficient units for employees to wash. Facilities shall include where practicable, warm running water and sufficient quantities of hand cleanser, soap and towels (or electric hand drier).

Sanitary Conveniences

All sites shall be provided with suitable and sufficient toilet or toilets for the use of all employees, situated as near as is practicable from any area of operation. Portable toilets will only be used if mains water or drainage is unavailable or for very short duration works.

Rest and Food Preparation areas

All sites shall be provided with a suitable unit for the use of employees to take breaks, refreshments, meals, and shelter from bad weather and for the deposit and secure storage of personal clothing and belongings. The unit shall be adequate for the number of employees on-site as identified in the pre-start assessment of requirements.

First aid provisions

Unless dictated otherwise by a first aids needs assessment, At least one first aid kit will be available at each workplace to suit the number of employees present. The First Aid box shall be kept in the Site Office and be



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prominently displayed. So far as is reasonably practicable, a suitably trained First Aider shall be available at each workplace.

Welfare cleanliness and hygiene

All office accommodation, toilets, mess and rest facilities, shall be kept clean and swept out and all rubbish, etc., removed at least once every day. Access to all site accommodation and units shall be kept clear of obstructions.



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Revision History

VERSION	DATE	AUTHOR(S)	NOTES
0	31/07/2025	SN/HW	Initial document



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