



Health & Safety Policy

Policy Date: September 2023

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1.0 General Statement of Intent

1.1 24/7 Concrete & Aggregates (the 'Company') is committed to ensuring the safety of its employees, customers, members of the public, and anyone else affected by the company operations.

1.2 The Company commits to operating in accordance with the Health and Safety at Work Act 1974, the Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable.

1.3 The management will ensure that significant risks are assessed, and suitable and enough measures are adopted to allow each employee/contractor to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

1.4 The company shall strive to achieve continuous improvement in their Health & Safety performance.

1.5 Each employee/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

1.6 Where necessary the company will arrange or provide suitable training for both management and operatives, where new work practices or equipment are introduced.

1.7 The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

1.8 Overall responsibility in all areas of safety rests with the Managing Directors. This duty is of no less importance than any of the responsibilities attached to that position.

1.9 Reviews of Health and Safety Policy will be made annually.
The monitoring of all issues relating to this policy is the responsibility of the Managing Director.

Signed:

Date: September 2023

Steffie Vause
Operations Director

*Please note that this document is current as of September 2023.
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Organisation and Managerial Responsibilities.

2.1 The Company Operations Director, are directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

2.2 The Operations Director is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives.

2.3 Daily management of the company's operations is the responsibility of the Operations Director who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operators.

Employee/Contractor Responsibilities.

2.4 Every employee/contractor has a statutory duty to take reasonable care in relation to their own health & safety, and the health and safety of any other persons who may be affected by their acts or omissions.

2.4.1 Therefore, it shall be the duty of all employees/Contractors whilst at work:

2.4.2 To take reasonable care of their Health & Safety of themselves and others, who may be affected by their acts or omissions at work.

2.4.3 To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures.

2.4.4 To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

2.4.5 To co-operate with management when required on such things as accident prevention and all procedures regarding Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs

2.4.6 To maintain good standards of housekeeping in our premises, vehicles, equipment and on client premises.

2.4.7 To report any accident or incident including near misses (whether personal injury results) to the office, immediately, or as soon as is reasonably practicable but before the end of the working day.

2.4.8 To report any defects in equipment without delay to their immediate Site Manager and not to attempt repairs which they have not been authorised and specifically trained to undertake.

2.4.9 To ensure that no potentially hazardous item, substance, or machinery is brought on to site or used without the prior knowledge and authority/approval of their immediate Supervisor.

2.4.10 To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

2.4.11 To undergo any Health, Safety, Environmental, and operational training deemed necessary by the company.

2.5 Staff Consultation.

2.5.1 If an employee / contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the MD or Site manager immediately.

If an employee/contractor feels that health & safety procedures may be improved by the use of alternative equipment, they will be encouraged to discuss any suggestions with the management

Specific Safety Functions and Named Responsibilities.

Safety Function	Person Responsible
All aspects of health and safety	Steffie Vause
Safety Advisor	Steffie Vause
General Manager	Steffie Vause
Equipment Inspections	Steffie Vause
Site/Transport/Operations	Steffie Vause
Operations Co-ordinator	Charlie Mckeown
First Aiders	Steffie Vause

This section defines our company arrangements and policies for dealing with our activities.

3.1 Accident Reporting & Investigation

3.1.1 It is the policy of the company that **ALL** accidents, incidents, and near misses **must** be reported immediately to the site and recorded into the company's accident record book which is kept in the site office.

3.1.2 The main objective of accidents, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

3.1.3 It will be the responsibility of 24/7 Concrete & Aggregates to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The following must be reported:

- Deaths
- Specified injuries to members of the public on our premises and taken to hospital.
- Over 7-day injuries – where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Work-related diseases as per RIDDOR
- A dangerous occurrence – where something happens that does not result in an injury but has the potential to do so.

3.1.4 Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the company. Depending upon the circumstances of the accident, the company may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce the risk, minimize, or eliminate the causes.

- When the reports are examined over a period, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to employees and/or to Trainees, or near misses on the premises that 24/7 Concrete & Aggregates Employees / Trainees are working on must be reported immediately to 24/7 Concrete & Aggregates reception and be recorded in the company accident book and reporting systems.
- Where there is more than one person injured in the accident a separate page should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the Accident Report Form and 24/7 Concrete & Aggregates supervisors should complete wherever possible and ensure that the injured person reads the entry recorded on their behalf.
- Care should also be taken when stating the nature of the injury unless a medical certificate has been submitted.

3.2 Alcohol and Controlled Drugs

3.2.1 It is categorically forbidden for employees to enter places of work, to drive a vehicle, use or operate equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or prescribed and non-prescribed drugs and other substances. Disciplinary action will be taken if you are caught in the possession of drugs on Company or Client property or in Company vehicles.

3.2.2 Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care to notify their immediate Manager immediately or as soon as reasonably practicable.

3.3 Communication with workers

3.3.1 The company uses a variety of methods to communicate information to employees, subcontractors and trainees. A monthly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A noticeboard in the head office is available.

3.3.2 Communication with employees/trainees whose first language is not English will be carried out using one or more of the following methods.

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate.
- Where information must be in English, use clear and simple materials, and allow more time to communicate issues.

3.4 Contractors and Sub-Contractors

3.4.1 The company is responsible for assessing and controlling contractors and subcontractors working for or on behalf of 24/7 Concrete & Aggregates.

3.4.2 All contractors and sub-contractors who are working for the company must have completed the contractor's competence assessment before commencing work.

3.4.3 All contractors and sub-contractors will comply with 24/7 Concrete & Aggregates:

- Health & Safety Policy.
- Emergency procedures.
- Hazard/accident reporting procedures.
- All accidents and near misses need to be reported and recorded in the Accident Book located in the main office.

A copy of the company's health and safety policy can be found on company notice boards which are situated in the office.

3.5 COSHH Assessments

3.5.1 For all materials or substances used, which may be hazardous to health, a formal COSHH Assessment will be carried out by the company. A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets. A copy of the relevant COSHH Assessment(s) will be communicated to the Operatives providing instructions for safe use.

3.6 Display Screen Equipment (DSE)

3.6.1 Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. The company will carry out DSE risk assessments and provide information, instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the Safety Advisor at their earliest convenience.

3.7 Environmental Protection

3.7.1 24/7 Concrete & Aggregates has a policy to comply with the current Environmental Protection Act, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the business environmental policy and complying with the control measures in place. The policy is on display on the Company Main H&S noticeboard and is also available to interested parties on request.

3.8 Environmental Waste Management & Pollution Control

3.8.1 24/7 Concrete & Aggregates recognises the importance of meeting their legal requirements to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible. Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:

- Building and demolition materials; Substances/chemicals (toxic or otherwise).
- Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

3.8.2 24/7 Concrete & Aggregates management shall identify the potential waste disposal requirements of a project and make adequate provision to ensure it is suitably managed in accordance with the current Controlled Waste Regulations.

3.8.3 Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken; that appropriate safe working procedures are devised, and suitable containment of waste arranged.

3.8.4 Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations).

3.8.5 Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

24/7 Concrete & Aggregates shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- Coordinate each activity within the waste management chain.
- Promote environmental awareness to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of waste on site.
- Provide appropriate training for staff on waste management issues.

3.9 Equipment Inspections & Records

3.9.1 The Operator must carry out a daily visual inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the site manager or supervisor.

3.9.2 The operations Director, will arrange periodic inspections of all company equipment to include ladders, other access to height, PPE, tools, machines etc. and will keep a record of such inspections in compliance with PUWER.

3.9.3 Where an inspection reveals a defect, it will be the responsibility of the Operations Director to ensure that the equipment is not used until such time as a suitable repair has been affected.

3.9.4 If the equipment is beyond repair, it must be removed from use immediately, whether a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

3.10 External Health and Safety Consultants

3.10.1 24/7 Concrete & Aggregates use the appropriate consultants who will advise of any new safety legislation or changes in existing legislation.

3.10.2 Provide general assistance to 24/7 Concrete & Aggregates to aid in the fulfilment of its obligations and duties as set out in statutes.

3.10.3 Assist, where required or requested, with the initial implementation of the changes required by changes in safety legislation.

It is the responsibility of 24/7 Concrete & Aggregates LTD to ensure that the safety consultants are notified whenever assistance or support is needed.

3.11 Fire Safety

3.11.1 In the event of a fire in 24/7 Concrete & Aggregates premises the designated Responsible Person (RP) – Operations Director or alternatively in their absence their nominated representative, will take charge. In their absence the most senior person on site will assume the responsibility.

3.11.2 Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will:

- consider sources of ignition, sources of fuel and any additional source of oxygen over and above that present in the air.
- The assessment will evaluate the risk of a fire starting and the effect of the fire on people and property.
- The assessment will indicate control measures to remove or reduce the risk of fire starting.

3.11.3 The significant findings of the assessment will be communicated to all relevant persons together with the necessary instruction and training to reduce the risk.

3.11.4 Means of Escape

In the event of fire occurring, it is vital that staff and other persons can evacuate the premises.

- All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation
- Access routes must always be maintained unobstructed to exit doors (internal and final exits) enough to allow easy access by the number of persons likely to use those routes, (750 mm minimum width) and employees must observe any line markers to indicate areas which must be kept clear.
- Stairways in buildings must be free from any risk of fire or spread of fire e.g. unauthorised portable heater, combustible material etc.
- Under no circumstances should fire doors be wedged open unless they are retained by automatic

magnetic release systems or similar which are connected to the fire alarm system.

3.12 First Aid Arrangements

3.12.1 24/7 Concrete & Aggregates will ensure that as a minimum the organisation has an Appointed Person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary.

3.12.2 Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/ contractors and trainees required to work in or on such premises.

3.12.3 24/7 Concrete & Aggregates first aid names will be displayed on the Health and Safety notice board.

3.13 Health & Safety Records

3.13.1 All records will be kept by 24/7 Concrete & Aggregates, in electronic form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records
- Accident Record Book

3.14 Health & Safety Training

3.14.1 24/7 Concrete & Aggregates will provide training and refresher training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff and Trainees. During induction and upon any job transfer, safety training will be provided to ensure that individuals are trained in Health & Safety matters to a level appropriate to their responsibilities.

3.14.2 Induction Training

- Every new Employee / Trainee will receive a safety induction on day one of his/her employment or start of a course. The training will consist of fire safety, arrangements for first aid, manual handling, and display screen equipment use (where necessary), environmental and general safety.
- New employees/trainees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties.
- A training record will be kept and maintained in our online system. Copies of training records are available for clients upon request.

3.15 Health Surveillance

3.15.1 All employees of 24/7 Concrete & Aggregates are encouraged to carry out personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management.

3.15.2 Should 24/7 Concrete and Aggregates have any concerns regarding the wellbeing of any employee, or at the request of the employee, they may suggest a referral to a professional occupational health provider,

3.15.3 24/7 Concrete & Aggregates will pay for conducting relevant medical surveillance where appropriate.

3.16 Machinery Maintenance

3.16.1 All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by a competent person, who will withdraw damaged or unsuitable equipment from service immediately.

3.16.2 A record of the inspection and actions will be made and recorded for reference. All machinery will also be subject to maintenance and service as per the manufacturer's instruction and maintenance schedule OR at least annually and records held.

3.17 Manual Handling Assessments

3.17.1 24/7 Concrete & Aggregates will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Where practical, manual handling should be avoided by utilising mechanical means to minimise the risks arising from manual handling.

3.17.2 Manual handling assessments will consider the load to be handled, e.g. tools, equipment, materials etc, its size and weight, the individual, the task and the environment in which the task takes place.

3.17.3 The assessment will also consider the possibility of kinetic lifting techniques to assist the movement of an object and to minimise the risks arising from manual handling.

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3.20 Method Statements (Safe Operating Procedures)

3.20.1 Work Instructions (Method Statements) will be developed for all company operations. Information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff.

3.20.2 The work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using our online system and are made available.

3.21 Noise

3.21.1 Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out whenever it is suspected that noise levels may be above 80 db(a), and hearing protection will be provided for all operatives likely to be affected. Information and advice on how to use hearing protection will be issued.

3.21.2 Where noise levels are at 85db (a) or above, where possible, the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection. Where this is not possible, the area may be identified as a Hearing Protection Zone. The wearing of suitable hearing protection shall also be enforced.

3.22 Personal Protective Equipment

3.22.1 The need for Personal Protective Equipment will be determined through risk assessment and will be provided by 24/7 Concrete & Aggregates free of charge.

3.22.2 The relevant PPE must always be worn whilst carrying out work and in compliance with any mandatory requirements of specific sites.

3.22.3 Details of the correct PPE will be made available to Employees / Trainees within the risk assessments and method statements relevant to the works. No employee/trainee will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable them to utilise the equipment correctly and without risks to safety and health.

3.22.4 Persons found to be breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.

3.23 Portable Appliance Testing (PAT)

3.23.1 The term 'portable' is used to mean portable, movable or transportable. Portable equipment is not part of a fixed installation but when used is connected to a fixed installation (or a generator), by means of a flexible cable, plug and socket. It includes equipment that is handheld or hand operated while connected to the supply.

3.23.2 All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'.

3.23.3 It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a customer.

3.23.4 All 24/7 portable electrical equipment will be inspected on a regular basis by an External Provider

3.23.5 Each Employee / Contractors must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to OD/General

Manager

3.24 Pregnant Workers

3.24.1 The company recognises that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy. Such assessments will be ongoing throughout the pregnancy and will consider the worker's duties, working conditions and hours. Where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced to minimise that risk.

3.25 Risk Assessments

3.25.1 The Safety Advisor / Manager will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the risk assessments. The significant findings of the risk assessments will be relayed to all staff.

3.25.2 The Safety Advisor / Manager will carry out site specific risk assessment for sites where company employees / contractors are obliged to work. Such assessments will consider the health and safety of Employee / Contractors and the public on site. The company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls and Falls from Height. The Safety Advisor / Manager therefore will pay attention to eliminating these hazards from each site.

3.25.3 All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

3.26 Safety Audits and Monitoring

3.26.1 At regular intervals, the Safety Advisor will carry out a health & safety audit. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required.

3.27 Serious or Imminent Danger

3.27.1 These procedures are in line with Regulation 8 of the current Management of Health & Safety at Work Regulations.

3.27.2 It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

3.27.3 Managers, supervisors and employees/trainees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

3.27.3 24/7 Concrete & Aggregates authorises any employee/trainee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

3.27.4 Some emergency events can occur and develop rapidly, thus requiring employees/trainees to act without waiting for further guidance, for example, in a fire. Employees/trainees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of firefighting equipment etc prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

3.28 Welfare

3.28.1 In most cases company employees / contractors will be able to use toilet / washing facilities within the working premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a days working. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

3.29 Working at Height

3.29.1 It is the policy of the company to comply with the current Work at Height Regulations. Work at height will be avoided wherever possible. Where work at height cannot be avoided, the Safety Advisor / Manager is responsible for carrying out a risk assessment and selecting appropriate work equipment to provide safe access to height and ensuring the appropriate safety measures to prevent falls are implemented.

3.29.2 Only trained and competent staff will be allowed to work at height will be closely supervised if there is found to be a need.

3.29.3 Where the risk of a fall cannot be eliminated the Manager will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

3.30 Young Workers

3.30.1 Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations as amended. This includes young persons on job experience working within the business. There are also special provisions for young people in the Working Time Regulations concerning limits of hours of work, rest from work and annual holidays.

3.30.2 Young workers are being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person will therefore:

- Assess risks to young workers.
- Consider their inexperience, lack of awareness and immaturity.
- Prohibit certain activities where higher risks are identified.
- Not allow the young person to operate any machinery or equipment without proper supervision and training.
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken.
- Always provide suitable supervision.
- Not employ any person under the age of 16 years for any paid or non-paid employment.

Record of changes

Date	Reference	Change	By Whom	Approved
Sept 2023	Numbering	Revised numbering whole doc	EHS advisor	Steffie Vause OD
Sept 2023	Rev01 3.7	Remove electricity at work	EHS advisor	Steffie Vause OD

