

HADHAM LTD

New Revision H

Rev H = 11/06/2018

INTRODUCTION

This policy is produced in accordance with the Company's statutory obligations under the Health and Safety at Work etc Act 1974, CDM 2015, RIDDOR 2013, The Management of H & S at Work Regulations

It sets out the Health and Safety Organisation, Responsibilities and Arrangements for the Management of Health and Safety at Work for all employees, self-employed contractors acting on behalf of the Company and other persons affected by the Company's operations.



Hadham Engineering Ltd.

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HADHAM LTD

SECTION 1

HEALTH AND SAFETY

POLICY STATEMENT

REV H – 11/06/2018

HADHAM LTD
20-21 TWYFORD BUSINESS PARK
LONDON ROAD, BISHOPS STORTFORD
HERTS. CM23 3YT

HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety at Work etc Act 1974 imposes a statutory duty on employers to ensure, so far as reasonably practicable, the health and safety of their employees* whilst at work. This duty also extends to others who may be affected by such work.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts or omissions.

To enable these duties to be carried out it is the Company's intention to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within the Company's organisational structure.

The company will, so far as is reasonably practicable, ensure:

- Adequate **funds** and resources are provided so that proper provision can be made for health and safety.
- Risk assessments are carried out and, where appropriate, periodically reviewed.
- Systems of work are provided and maintained that are safe and without risks to health.
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health and safety.
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work as well as the safety of others who may be affected by their actions.
- Where appropriate health surveillance will be provided to employees.
- The provision and maintenance of plant, machinery and equipment is safe and without risk to health and safety.
- **To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees at risk**
- The work environment of all employees is safe and without risks to health and adequate provision is made with regard to facilities and arrangements for wel


- The place of work is safe with safe access and egress
- Monitoring activities is undertaken to maintain agreed standards.
- **Employees will be consulted** on matters affecting health and safety and **this policy and any revisions will be brought to their attention.**
-

It is the duty of employees at work:

- To take reasonable care for the health and safety of themselves and other persons who may be affected by their act or omissions at work and cooperate with the Company to fulfil the Company's statutory duties.
- Not to interfere with or misuse anything provided in the interest of health and safety

General

The health and safety policy will be reviewed at least annually, amended and updated as necessary. Communication of any such changes will be made in writing to all employees

Signed:  Date: 11-06-2018
 Laurie Kirtland
 Managing Director

*the word "employees" as it appears above and on every occasion throughout the health and safety policy applies equally to any/all self-employed sub contractors acting on behalf of Hadham Engineering Limited

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SECTION 2

HEALTH AND SAFETY POLICY

ORGANISATION

AND

RESPONSIBILITIES

ORGANISATION

GENERAL

As Managing Director, Laurie Kirtland has ultimate responsibility for the management of Health and Safety within the Company.

Laurie Kirtland ensures the necessary safety management systems are in place to achieve the successful implementation of the Company's Health and Safety Policy.

All Management are responsible for ensuring the Policy, relevant legislation and safe working practises are complied with at all times.

Employees are responsible for carrying out work operations safely and with the requirements of the Health and Safety Policy.

Employees are encouraged to participate in safety management. They are required to respond to impractical circumstances by bringing the attention of their immediate Director/Manager/Supervisor, Site Manager, Company Management and/or the Company's Health and Safety Competent Person (R.G.Wilbrey) to any breaches of the Health and Safety Policy.

COMPETENT PERSON

Regulation 7 of The Management of Health and Safety at Work Regulations 1999 requires all employers to appoint one or more persons to assist them in complying with their health and safety legal obligations. The Company has appointed R.G. Wilbrey (Consultants) Ltd for Health and Safety.

RESPONSIBILITIES

DIRECTORS - LAURIE KIRTLAND GARRY DAVIS

The Managing Director has ultimate responsibility on behalf of the Company and Board of Directors for the implementation of the Company's Health & Safety Policy. He will initiate its review and ensure that amendments are made to take account of current and future developments.

The Directors ensure:

- Adequate funds are allocated to meet the requirements of the Health and Safety Policy.
- The Health and Safety Policy is implemented and its effectiveness is monitored.
- Health and Safety at Work is actively promoted.
- Managers and supervisors understand their duties and responsibilities regarding the Health and Safety Policy.
- Relevant safety information, instruction, training and supervision are provided for all employees.
- The Company's obligations for the health and safety of persons other than its own employees are observed.
- A personal example is set.
- The Company has appropriate and adequate insurance cover for accidents and/or ill health resulting from its activities.
- Ensuring that management and employees continually focus their attentions and actions on theirs, and others, daily safety behaviour to assist in the continued improvement in the companys health and safety strategy to encourage compliance and discourage negative behaviour'
- Ensuring procedures are in place so that Injuries, Diseases and Dangerous Occurrences are reported in accordance with legislation.
- Instituting proper reporting, investigation and costing of injury, damage or loss; promoting action to preclude recurrence and initiating analysis to discover

accident trends and potential hazards from the reports of staff and Safety Consultants.

- Arranging for adequate first aid facilities and a sufficient number of trained first aid attendants in the administrative office and workshop
- Ensuring that a fire risk assessment is carried out, and updated annually, for all premises under the control of the company. Arranging for the equipment and procedures required by the assessment to be provided, tested and maintained.
-

**MANAGERS – ADAM DARTNELL, MIKE DAY,
STEVE MCMILLAN, TOM SKINGLEY,
IAN PARSONS, TONY MCDONALD, DAWN
MOORE, ALAN BROWN, COLIN PRIOR
AND OTHER MANAGERS AS NOMINATED**

The Managers ensure:

- Plant, equipment and materials provided meet with legislative requirements and appropriate safety standards. Also being free from risk during use and maintained in an efficient and safe working order.
- No electrical item is brought to the workplace unless it has been tested and passed as safe by a qualified person.
- Employees are provided with the necessary information, instruction and training on the correct use of work equipment, materials and systems of work to enable them to carry out their tasks in a competent and safe manner.
- Health and Safety training is encouraged and promoted including induction training and safety awareness training.
- Employees are informed of any emergency procedures affecting their place of work.
- Arrangements are made to correct any defects, faults and unsafe practises.
- All documented accidents and dangerous occurrences are investigated with remedial measures taken to prevent recurrence.
- Actions proposed by the Health and Safety Competent Person are progressed and monitored.

- Safety responsibilities are properly delegated and accepted at all levels. A personal commitment to the Health and Safety Policy is demonstrated by good example and prompt, effective response is made to unsafe situations.
- The Competent Person has appropriate involvement in the planning, commissioning and use of all new equipment.
- Safety training requirements are identified and communicated to the Competent Person.
- Induction training is completed for all new employees.
- Risk Assessments are carried out whenever and wherever necessary.
- Plant, machinery and work equipment complies with statutory requirements and is installed, provided, used and maintained in good safe working condition.
- All recommendations by the Health and Safety Competent Person are implemented without undue or unnecessary delay.
- The Health and Safety Competent Person is consulted about any health and safety concerns.

SUPERVISORS

DAVE WINDER, MARK ANSELL, ANTONIO DE JESUS, JAMES HARLEY, JANUSZ TOMASIK, MARCIN PACHOL, NICK FORD, DEAN HUMPHREYS AND OTHER SITE SUPERVISORS AS NOMINATED

Departmental Supervisors ensure that in areas under their control and so far as is reasonably practicable:

- They seek to be aware of their duties under the Company's Health and Safety Policy and the statutory requirements relating to their operational tasks.
- Safety training requirements are identified and communicated to the Competent Person and Management.
- Safe working practises are developed by instruction and supervision and to raise the level of safety awareness.
- Personal Protective Equipment as specified by the Company is available, used, maintained and stored as appropriate and in line with Company's PPE Policies and main contractor's site rules.
- Ensure Risk & **COSHH** Assessments are signed & adhered to
- Check that Plant & Machinery is in good safe working condition
- Good housekeeping standards are maintained with safe access and egress to all work areas and traffic routes-both pedestrian and vehicular.
- All recommendations by the Health and Safety Competent Person and Management are implemented without undue or unnecessary delay.
- The Health and Safety Competent Person and Management are consulted about any health and safety concerns.
- All accidents, near misses or incidents of ill health relating to workplace activities are reported to the Health and Safety Competent Person and Management.
- Employees with work related medical problems are referred to the Competent Person and Management who will seek specialist advice.

EMPLOYEES (INCLUDING SELF-EMPLOYED CONTRACTORS)

Employees (which includes Self-Employed Contractors acting on behalf of Hadham Ltd) have a legal responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions whilst at work.

Employees shall:

- Make themselves familiar with and conform to the Company's Health and Safety Policy
- Co-operate with Management to assist in compliance with their statutory duties including attending and participating in training programmes.
- Not intentionally or recklessly interfere with or misuse anything provided for health and safety purposes.
- Use machinery, equipment, transport and safety devices provided by the Company in accordance with any training or instruction given.
- Not undertake any work or operation for which they have not been trained or instructed.
- Inform the Company of any situation that represents a serious and immediate danger to the health and safety of themselves or others.
- Observe all safety rules, procedures, instructions and signs.
- Use, store and maintain Personal Protective Equipment in line with Company policies and main contractor's site rules.
- Keep the workplace and work area clean, tidy and free from slip, trip and fall hazards.
- Ensure that they are aware of the Company Fire and First aid procedures
- Report accidents or near misses to management including incidents where there are no injuries or damage.

- Report all hazards to Management and make suggestions to improve the safety of the work environment for themselves and others.

HEALTH AND SAFETY COMPETENT PERSON (R.G.WILBREY CONSULTANTS LTD)

The Company has appointed R.G.Wilbrey Consultants Ltd as the Health and Safety Competent Person.

The role and responsibility of the Competent Person are to:

- Advise Hadham Ltd Senior Management on the actions necessary to comply with statutory requirements and Company policies.
- Help resolve health and safety issues and to raise awareness of health and safety related matters.
- Advise and assist in preparing and reviewing Health and Safety policies, procedures, guidelines and safe systems of work. Making recommendations for change where and when appropriate.
- Advise and assist with the reporting, investigation and recording of accidents, ill health and near-miss incidents.
- Advise and assist with statutory returns required for the Health and Safety Reporting Authorities regarding Reportable Accidents/Dangerous Occurrences. Advise and communicate with local authorities following inspections and recommendations.
- Participation, implementation and review of Risk & COSHH Assessments.
- Communicate and promote Health and Safety throughout the organisation by attending appropriate meetings, notices for notice boards, the spoken word, correspondence, memos, and example.
- Advise and assist in the development and provision of Health and Safety training needs.
- Ensuring contractors are competent and safe, when asked to undertake documentation reviews or monitoring.
- Liaise and coordinate discussion with the enforcing authorities in relation to health, safety and fire issues when necessary.

- Ensure relevant Health and Safety records are kept up-to-date, properly filed and readily available.
- Provide Senior Management with reports, advice and objectives for the continuous improvement of the Company's Health and Safety performance.

Insert RGW certificate of association

CERTIFICATE OF ASSOCIATION

This is to Certify that

Hadham Engineering

has retained

R G Wilbrey (Consultants) Limited

as its

Competent Person for Health and Safety

In accordance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999

Signed:


For R G Wilbrey (Consultants) Limited

Expiry Date: 31st March 2019
(Reviewed Annually)



R G WILBREY (CONSULTANTS) LIMITED, ASPEN HOUSE, GREAT BRICKKILN STREET, WOLVERHAMPTON WV3 0PT
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HADHAM LTD

SECTION 3

HEALTH AND SAFETY POLICY

POLICY ARRANGEMENTS

COMMUNICATIONS

The Safety Policy is communicated by:

- Induction Procedure
- Job Training
- Issuing of personal copies-internally and externally
- Issuing of Documents/Procedures
- Personal contact by Directors, Managers, Supervisors and the Competent Person
- Health and Safety Awareness Training
- Notice Boards and Notices
- Displayed Statutory Notices
- Meetings
- Hadham Management to Monitor and Audit Performance via H&S Meetings, Training, Internal Audits and External Audits by R G Wilbrey

In line with the 'Consultation with Employees Regulations 1996' the Company will consult with employees prior to any new work activities or issues which may affect their health, safety and welfare whilst at work. Primarily this will take place through communication with the Health and Safety Competent Person.

Employee's comments, concerns, suggestions and ideas will be considered and, where appropriate, changes and/or improvements will be made.

OCCUPATIONAL HEALTH

The Company maintains suitable numbers of First Aid personnel to deal with minor accidents and emergencies at the workplace. All First Aiders are trained and qualified in accordance with statutory requirements.

Refer to notice boards for location of First Aiders.

First Aid

First aid kits must be available at all working sites and persons must be aware how to obtain medical aid in the event of serious injury,

A localised plan must be produced at large sites prior to work commencing to include the identification of medical and emergency locations.

All persons should be aware of action to be taken in the event of electric shock accident.

Reporting of Accidents

RIDDOR 2013

All injuries or incidents however small must be reported at the earliest opportunity and injury details in the Hadham Engineering Limited accident book.

This Company, as all companies, need to comply with the Reporting of Injuries and Dangerous Occurrence Regulations (RIDDOR) with regard to the reporting of certain specified injuries and occurrences to the Authorities.

Where and when appropriate health surveillance is provided to employees.

REGULATIONS

General

The Company makes every effort to provide a safe and healthy workplace for all employees. This includes the provision of safe equipment and safe systems of work as required by the Health and Safety at Work Act and those statutory instruments that stem from it.

The Company to provide Welfare Facilities to comply with the H&S Welfare Regulations 1992

Adequately lit Washing, Toilets, Rest & Changing facilities, Clean Area to eat & drink and a supply of drinking water.

The Company will remain alert to all changes in Health and Safety legislation and will implement all relevant changes accordingly.

The Company recognises there is a need to re-assess working procedures and equipment and encourages improvements to enhance general safety.

Young Persons at Work (16 years' old but not yet 18 years old)

The Managing Director must be informed prior to any young person being permitted to work anywhere on site.

The Competent Person should also be informed to ensure the regulations relating to young persons are adhered to.

Electricity at Work Regulations 1989

The company maintains all electrical wiring and equipment in safe working condition and in accordance with regulations. There is a programme for testing electrical equipment including portable and fixed.

Appropriately qualified electricians carry out all electrical work.

Company employees are not permitted to bring in to the workplace any electrical items without prior consultation with and authorisation by the Managing Director and Competent Person.

All employees have a duty under the Health and Safety at Work etc. Act 1974 to report defects in all work equipment, which includes damaged or defective electrical appliances, sockets and wiring.

Cables should never be trailed across walkways and power points should not be overloaded.

Manual Handling Operations Regulations 1992

All employees must make use of the lifting and other equipment provided by the company to reduce the need for manual handling.

Where and when manual lifting is unavoidable the risk must be reduced by 'doubling-up' personnel if appropriate. The correct stance and angle of lift should also be considered before undertaking manual lifting operations.

Although the Company undertakes to provide professional training to employees for manual handling operations the general rules are as follows:

- If the load is too heavy-don't lift it.

- Always lift with the load close to the body.
- Never twist through a lift – always turn with feet movement.
- If the load needs to be carried over a distance use a trolley, barrow, pallet truck or similar equipment for the carry distance.
- Always lift with steady movement – never jerky or hurried movements.
- When feasible use ‘Team Handling’ where the handling is beyond the capability of one person.
- When lifting from ground level adopt a method using leg muscles rather than back muscles.
- Always remove obstacles that restrict closeness to the load.
- Ensure the feet are placed beneath or adjacent to the load
- If in doubt or further information is required seek advice from the Competent Person. (R.G.Wilbrey Consultants Ltd)

Personal Protective Equipment Regulations 1992, Personal protective equipment Regulations 2002 & The Personal Protective Equipment (Enforcement) Regulations 2018 (PPE)

The Company provides PPE as appropriate to ensure the health, safety and welfare of those working for the company in accordance with the above mentioned regulations

It is the individual’s responsibility to care for and maintain all items of PPE including correct storage when not in use.

Any/all items of damaged PPE must be reported as soon as possible for immediate replacement.

Inspections of PPE are carried out by management on a regular basis and the results recorded. Any items found to be below the required standard are replaced immediately.

Control of Substances Hazardous to Health Regulations 2002 (COSHH) as amended

In accordance with the regulations the company undertakes the collection of information regarding the potential hazards of substances hazardous to health and issues all operatives with such written information as is necessary.

Individuals are not permitted to bring substances into or to the workplace unless prior consultation has taken place with the Competent Person and written authority obtained.

The Work at Height Regulations 2005

The company undertakes for all work at height to be properly planned, managed and organised and that all operatives are competent. Risks to be assessed for the appropriate selection of work and access equipment.

All equipment for work at height, including ladders and stepladders, is subject to regular inspection and maintenance.

Construction (Design and Management) Regulations 2015

The Company recognises it has a key role to play in co-operation with principal contractors in planning and managing work to ensure that risks are properly controlled.

To keep people safe throughout the contract life span from cradle to grave.

Key aims and duties for CDM 2015

- Improve the planning and management of projects from the concept.
- Identify hazards early on so they can be eliminated or reduced at the planning stage and the remaining risks can be properly managed.
- Target effort where it can be the most effective in terms of Health and Safety.
- Discourage unnecessary bureaucracy.
- Provide a realistic programme with adequate time allowed for planning and preparation.
- Early appointment of key people.
- Appoint competent duty holders with sufficient resources.
- Early identification of risks
- Provision of H & S information at the earliest stage of design throughout construction and maintenance and eventually demolition.
- Provide effort and resources that are proportionate to the risks at complexity of the project.
- Provide appropriate communication, co-operation competence and control of all parties involved.
- Check competence of Hadham Employees.
- Provide information for the H & S File.
- Inform the **principal** contractor of reportable accidents (RIDDOR 2013) diseases and dangerous occurrences.
- Provide risk assessments and safe systems of work.
- Provide appropriate records.

As a designer we also recognise our duties under Regulations 9 & 10 of the CDM Regulation 2015. Which include the duty to eliminate, reduce or control foreseeable

health and safety risk through the design process, such as those that may arise during construction work or in maintaining and using the building once it is built.

Display Screen Equipment Regulations 1992 (DSE)

A guidance booklet 'Working with Display Screen Equipment' is available to each DSE user which contains details of risks and how to minimise them.

At the request of the operator, eye tests are arranged and paid for by the Company.

Where it has been identified an operator needs corrective appliances (when using DSE only) the cost of such eyewear (basic lenses and frames only) is funded by the Company.

Accidents and injuries including the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR 2013)

All workplace accidents resulting in personal injury, no matter how trivial, must be entered in the Company Accident Book as well as reported immediately to management. In addition, accidents that occur on site should also be entered in the main contractors/site Accident Book.

RIDDOR 2013

Accidents and injuries including the reporting of injuries, diseases and dangerous occurrences.

Employer to report and keep records of:-

- Work related accidents that cause death
- Work related accidents that cause certain serious injuries (reportable injuries)
- Diagnosed cases of certain industrial diseases.
- Certain dangerous occurrences (incidents with the potential to cause harm)

A report to be made when:-

- The accident is work related.
- It results in an injury of a type that is reportable.

Key issues to determine if accident is 'work related'

- The way work was organised, carried out supervised.
- Any machinery, plant, substances or equipment used.
- Condition of site or premises where accident occurred.

Types of reportable injury:-

- Deaths (not suicides)
- Fractures (not fingers, thumbs or toes)
- Amputations (arm, hand, finger, thumb, leg, foot or toe)
- Loss or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (more than 10% of the body, or damage to eyes, respiratory system or other vital organs)
- Scalpings.
- The unconsciousness caused by head injury or asphyxia
- Any injury arising from working in enclosed space which leads to hypothermia, heart induced illness, requires resuscitation or admittance to hospital for more than 24 hours.
- Over seven day injuries to workers where an employee or self-employed person is away from work or unable to perform their normal work duties to more than seven consecutive days (not counting the day of the accident)
- Work related accidents involving members of the public.

Reportable Occupational Diseases

Employer to report diagnosis of certain occupational diseases where these are likely to have been caused or made worse by their work.

- Carpal Tunnel Syndrome
- Severe cramp of hand or forearm
- Occupational dermatitis
- Hand arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of hand or forearm.
- Occupational cancer
- Any disease attributed to occupational exposure to a biological agent

Reportable dangerous occurrences are certain 'near miss' events (incidents with a potential to cause harm)

There are 27 no. categories for example:-

Plant or equipment coming into contact with power lines

Reportable gas incidents

If anyone has died, lost consciousness or been taken to hospital arising in connection with gas can be reported on line.

Exemptions

- Medical or dental treatment
- Duties by armed forces
- Road traffic accidents

The Company to keep records of any accident, occupational disease or dangerous occurrence which requires reporting under RIDDOR.

Any other occupational accident causing injuries that result in a worker being away from work or incapacitated for more than three working days (not counting the day of the accident but including weekends/rest days).

A RIDDOR report is not required for over 3 day injuries unless the period exceeds 7 days.

The Employer **will** keep an accident book to be made available to the HSE or Local Authority on request.

Accident procedure/investigation forms are also readily available.

Control of Asbestos at Work Regulations 2012

There are six regulated types of asbestos, the three main types being chrysolite, amosite and crocidolite, which were widely imported and used in the UK. These are referred to as white, brown and blue asbestos respectively. The other three types of regulated asbestos are fibrous actinolite, fibrous tremolite and fibrous anthophyllite, although these were less commonly used.

Managing asbestos in the workplace is a complex specialist subject and must be left to qualified competent consultants/contractors.

Under no circumstances is any employee or self-employed contractor working on behalf of the company permitted to work on asbestos containing material nor are they authorised to appoint contractors to work on asbestos or asbestos containing material without prior notification to and approval from the Managing Director and/or the company's Health and Safety Competent Person.

The Management of Health and Safety at Work Regulations (MHSWR) 1999

The Management of Health and Safety at Work Regulation (MHSWR) 1999, regulation 7 (1) requires employers to appoint one or more competent persons to assist in undertaking the measures needed to comply with statutory provisions. The Company has appointed Garry Davis as the Competent Person.

As required under the Management of Health and Safety at Work Regulation (MHSWR) 1999 regulation 3 the company has established a programme to conduct suitable and sufficient risk assessments. The assessment process will take into account the risks to health and safety of employees and self-employed contractors working on behalf of the company whilst at work as well as the risks to persons not in the employment of the company but arising out of or in connection with the company's undertaking.

Risk assessments are conducted to identify how risks arise and how they impact on those affected. The information is needed to assist in making decisions on how to manage such risks. Decisions are made in an informed, rational and structured manner. Actions taken are proportionate.

The risk assessment process adopted by the company follows that set out in the above regulations (MHSWR).

The Provision and Use of Work Equipment Regulations (PUWER) 1998

In line with the Provision and Use of Work Equipment Regulations (PUWER) 1998 the company will ensure that any work equipment provided is suitable for the specific task and environment for which it is to be used.

Work equipment includes hand tools, power tools, portable plant, single machines, mobile equipment and mechanical plant. The company ensures suitable and sufficient risk assessments are conducted for all work equipment and carried out without delay.

Any identified deficiencies on equipment, which could potentially result in risk of damage or injury, must be brought to the attention of management immediately and the equipment taken out of use and isolated.

The company ensures adequate safety procedures are displayed and/or communicated to all operatives and operatives of equipment are adequately trained.

Fire Safety

The Company will carry out and provide the following -

- Carry out a Fire Risk Assessment
- Provide safe Exit from the premises to pre determined Muster Point
- Provide Fire Alarm Systems and extinguishers
- Train Fire Marshals and appoint Management to be responsible for Fire Safe
- Hold 6 monthly Fire Drills

GENERAL

LIFTING EQUIPMENT

Fork Lift Truck, Mobile Cranes, Tower Cranes, Overhead Gantry Cranes

The lifting equipment may only be operated by properly trained and qualified personnel. Operators must be in possession of an appropriate certificate of training issued by a registered competent trainer. **UNAUTHORISED PERSONS MUST NEVER OPERATE LIFTING EQUIPMENT.**

Lifting equipment operators must always carry out a pre-shift check prior to operating the lifting equipment and completing the risk assessment method statement lifting plan. Any amendments must be reported immediately to management and certainly before operating/using the equipment.

Operators should ensure they are fully conversant with the capacity and load restrictions of the equipment.

Lifting persons on the equipment is strictly forbidden.

Operators must exercise extreme caution when operating in adverse weather conditions.

When the plant/equipment is left unattended, the keys must always be removed and kept in a safe secure place.

When connecting or disconnecting the forklift truck for battery charging, the mains switch should be isolated prior to handling any connectors. All jewellery (e.g. rings) should be removed for safety reasons. When disconnected the charger cable should be safely coiled away and not left lying in the way of other traffic or persons.

When topping up the battery the operator must wear the personal protective equipment provided (i.e. gauntlets, goggles and apron)

Prior to using any lifting equipment check load capacities/certification.

Workshop Safety

All items should be stacked/stored safely and in such a manner as to prevent unnecessary and unwanted tipping, falling or sliding over. All manufactured items/components stored in a safe manner in designated areas.

Pedestrians must exercise extreme caution at all times when in the workshop area using the designated walkways whenever possible and never run.

Forklift truck drivers and overhead crane operators must be acutely aware of any pedestrians in the workshop area.

All employees have a responsibility to report to management any hazards or hazardous occurrences observed in the workshop.

Pallet trucks, trolleys and barrows

All operatives should be familiar with the safe use and features of pallet trucks, trolleys and barrows. These items of equipment are for use whenever possible and are provided to reduce the need and risk of manual handling. Pallet trucks, trolleys and barrows should only be used for the purpose for which they are intended.

Drivers of Company Vehicles

All new Drivers must first carry out a driver's induction and all parts must be completed prior to commencement of any driving.

Drivers are required to produce or have their Drivers Licence checked by the Licence Bureau every 6 months. If the Licence is not presented the employee will not be eligible to drive any company vehicle.

All drivers of Lorries and vans must have carried out the minimum training requirement outlined in the FORS standard.

Management must be informed immediately if a driver is convicted of a driving offence.

It is the driver's responsibility to carry out daily routine checks and report any defects to management immediately. Drivers should not undertake or attempt any repairs or maintenance other than routine checks, topping up etc.

Drivers may only carry passengers who are employees or sub-contractors of services to the company. Drivers may only carry goods authorised by the company.

It is the driver's responsibility to check the vehicle is loaded correctly and the load is safe and secure before commencing a journey.

F.O.R.S. DRIVER HANDBOOK

All drivers to sign FORS document of declaration and conform to the legislation contained within the document.

A copy of the document to be retained in company vehicle.

Visiting Contractors

All visitors to sign in and out of the Visitors Book

All visiting contractors working in or on the premises are subject to the same rules, policies and regulations as employees.

Company approved visiting contractors may operate equipment which is either their own or they have been contracted to install, repair, maintain or service. All equipment brought on to site by contractors must be in good safe working order and should only be used for the purpose for which it is intended.

Accidents on site involving contractors, however trivial, must be reported to the Health and Safety Competent Person and entered in the Accident Book immediately.

Visitor's safety

An employee of the company must accompany all visitors at all times when on company premises. Under no circumstances are visitors allowed to operate company equipment.

Office safety

Most accidents arising from an office environment occur as a result of carelessness. Filing cabinets should not be overloaded. Contents of filing cabinets should be evenly distributed and drawers should never be left open or unattended.

Using chairs or other unsuitable items to gain access to higher levels can be a major cause of unnecessary accidents and should be avoided.

Floor space should be kept clear at all times to avoid slips, trips and falls.

Floor space should be kept clear at all times. Employees should be familiar with alarm call/evacuation arrangements as well as the location and operation of fire fighting equipment.

Information, instruction, training and supervision

The company undertakes an extensive programme of suitable and sufficient training as appropriate for all operatives. Such training is carried out both in-house and by the use of outside specialist training facilities.

All operatives, to include site operatives, are required to hold a CSCs card (Construction Skills Certification Scheme).
Construction Skills Certification Scheme

Employees working on or visiting construction sites will require a current CSCS card relevant to their trade or occupation; we will provide on-going support to employees who are working toward their NVQ necessary for the category or type of card relevant to their occupation. Similarly any contractor working on behalf of our Company will require their own CSCS Card relevant to the work they are to undertake.

Alcohol and drugs

It is company policy not to keep alcohol on the premises and that no alcohol is to be consumed on the premises.

All drivers are strongly advised not to drink excessively during an evening prior to driving.

An employee taking prescribed drugs which may have an adverse effect on driving ability or machine operation should inform management immediately in order that alternative arrangements can be made.

Any employee present at work under the influence of alcohol or drugs will face disciplinary action. The company may also offer or arrange appropriate help and advice.

HIV/AIDS

The company is committed to non-discrimination in respect of employees, customers, contractors and suppliers who have Immune-deficiency Virus (HIV) or suffer from Acquired Immune Deficiency Syndrome (AIDS).

Whilst the company does not propose preferential treatment compared with others who have non-contagious life threatening illnesses, because of the fears and prejudices that prevail, it is felt this condition should be specifically mentioned.

Work Related Stress

It is the company's policy that appropriate measures will be taken to ensure that the risk of staff developing systems of Work Related Stress during their work activities is reduced to the lowest level. We will also provide support for those who may

experience work related stress. We will seek to identify all causes of workplace stress and will work to reduce stress levels that can be controlled by the company.

New and Expectant Mothers

The company is aware of the vulnerability of new and expectant mothers to certain risks that may arise during their work. All reasonably practicable steps will be taken to ensure that health and safety of new and expectant mothers and their children that may be affected by their work activities. Potential hazards will be identified by risk assessment and suitable control measures will be put into place.

Dermatitis

Dermatitis is inflammation of the skin that can arise from contact with a range of materials. The main signs and symptoms are dryness, redness, itching, swelling, flaking, cracking and blistering, and it can be very painful. Work-related dermatitis is caused or made worse by work. As employers we will ensure that workers' health is protected by identifying hazards, assessing risks, avoiding exposure and, where this is not possible, managing the remaining risk.

All employees will have ready access to welfare facilities supplied with running hot/warm and cold water in which they can wash their hands and forearms or other exposed parts of the skin. Suitable soaps, cleaners, barrier creams and hand creams are provided. The provision and use of pre- and after-work creams, and skin checks, are other critical elements for managing the residual dermatitis risk.

Respiratory Dust

We understand that as employers must reduce the exposure of workers to substances that can cause respiratory disease or breathing difficulty if inhaled. This is done by eliminating the hazard where possible or controlling the substance by means other than personal protective equipment (PPE), e.g. by water suppression or extraction of the dust. As a last resort, PPE may be needed along with clear information, instruction and training in the use of respiratory equipment for those exposed to the risk

Noise

Noise can lead to permanent health problems and disabilities over a period of time. Work will be planned to minimise exposure, and tasks involving noise will be identified, risk assessed and appropriate control measures put in place. Employees will receive information and training in the form of toolbox talks and advice on effective control measures. Employee will be issued with the necessary PPE, including training and guidance on maintenance of this equipment.. Noise will be reduced by using different working methods or selecting quieter plant or equipment. Hearing protection zones will be marked and people not involved in the work kept away from the source

of the noise. Noise levels will be monitored and Health Surveillance will be provided for those employees exposed to high levels of noise.

Vibration

Vibration can lead to permanent health problems and disabilities over a period of time. Work will be planned to avoid or reduce exposure, and tasks involving vibration will be identified, risk assessed and appropriate control measures put in place. Tools will be purchased with the lowest vibration levels to do the task efficiently. The time that each worker uses high vibration tools, such as concrete breakers, angle grinder or hammer drills will be limited, as far as possible. All employees will receive information and training in the form of tool box talks and advice on effective control measures so they know what the risks are from hand-arm vibration, and what they need to do to avoid those risks. All vibrating tools will be properly maintained, including keeping drill bits sharp. Vibration levels will be monitored and Health Surveillance will be provided for those exposed to high levels of hand-arm vibration, especially when exposed for long periods.

Smoking

Smoking is not permitted in any workplace ie; offices, site locations, welfare facilities or accommodation controlled by the company. Suitable arrangements may be made in an area which does not affect other persons, these arrangements will comply with the current legislation and be specified on site rules.

Conclusion

It is the aim of the Company to ensure the workplace is safe and healthy with risk managed and reduced as far, as is reasonably practicable.

The works in this policy alone cannot achieve health and Safety – it required everyone's help, support, compliance and co-operation.

Laurie Kirtland
Managing Director
Hadham Ltd

HADHAM LIMITED

INSTALLATION OF STEELWORK AND GLASS

CODE OF PRACTICE

Introduction and General Duties

Introduction

This Code of Practice is designed to provide guidance of recommended best practice in the safe installation of steelwork and glass to Hadham Engineering Limited employees and those working for Hadham Engineering Limited as self-employed contractors. It addresses the general duties placed upon both employer and employee by the Health and Safety at Work Act 1974 and the more specific requirements of other relevant Acts and Regulations.

The Company to comply with The Construction (Design and Management) Regulations 2015

General Duties

Employers must as far as reasonable practicable safeguard the health, safety and welfare of their employees. The duty of care also extends to others e.g. visitors, members of the public etc. Employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. There is the added difficulty of deciding what constitutes an 'employee'. The view of the Health and Safety Executive would be to always consider that a self-employed contractor working for Hadham Engineering Limited is an employee as far as health and safety matters are concerned.

Specific Responsibilities

The Employer's Responsibilities

Provide and maintain plant and systems of work that are safe and present minimum risk to health and safety.

Ensure the safety and minimisation of risks and health during installation, handling, storage and transport of articles and substances.

Provide information with consultation and undertake instruction, training and supervision for the workforce.

Provide and maintain a safe means of access and exit in the workplace.

Provide adequate facilities for welfare at work.

Provide personal protection equipment (PPE) as designated by the risk assessments.

The Employee's Responsibilities

Take reasonable care for the Health and Safety of himself/herself and others to prevent injury to any who may be affected by his/her acts or omissions at work.

Co-operate with his/her employer/supervisor as far as is necessary in the performance of tasks.

Ensure that no intentional or reckless interference or misuse of anything provided in the interests of health and safety.

Responsibilities to the Customer

Care must be taken at all times to ensure that members of the public are not exposed to any form of hazards generated during any works controlled by Hadham Engineering Limited. The use of signs and barriers should be considered as a minimum requirement. In addition householders should be requested to keep themselves and, especially children, clear of the area.

Clients Property

The movement of clients' property to gain access to the work area should be avoided, particularly heavy or fragile items. The installer should request the client, where reasonable, to move items to allow safe access to the work area. All waste, particularly broken glass and steelwork should be cleared from the work area regularly and especially at the end of the day when the property should be left in a clean and tidy condition.

Training

Understanding and compliance with Statutory Regulations and Company Rules regarding Health and Safety can only be accomplished by training. This is achieved by induction training for new employees and self-employed contractors as well as regular refresher training for all workers. All personnel, both factory, office and site to be inducted by Hadham Management prior to commencing work. All employees and self-employed contractors must be notified of workplace hazards and given adequate instructions in the use of supplied Personal Protective Equipment.

All site operatives to be CSCS trained.

Hazards

Fixings Steelwork

Steelwork is a potentially dangerous material due to the weight and is intrinsically harmful (sharp, hot), the operatives shall be made aware via training in the methods to Lift and handle safely the materials and the PPE requirements.

Handling Glass

Glass is a potentially dangerous material. Employees and self-employed contractors must receive training in safe handling for their own sake and that of others working with them or in the vicinity of their work (members of the public, householder's etc.). They should be aware how to detect flawed glass, the correct way of lifting and setting down glass, what protective clothing should be worn and the procedures for the use of various lifting and carrying aids.

Manual Handling

Working on sites

A risk assessment must be carried out and recorded together with a safe system of work agreed with site personal prior to work commencing.

The following criteria should be observed:

- Site access is adequate to permit vehicles to approach.
- Storage position is accessible for delivery and distribution of materials.
- Materials are safely distributed within premises or on scaffolding within the Safe Loading Capacity.
- Suitable storage arrangements are made so that the materials are safely positioned and cannot be damaged by others working on site.
- Storage conditions are dry wherever practicable.
- There is sufficient space to manoeuvre materials safely.
- Suitable access must be provided via scaffold, towers or Mobile work platforms to carry out the operation safely.
- Suitable lifting equipment must be provided to position and erect the steelwork i.e. crane, Genie lift, Forklift.
- Safe edge protection must be provided and harnesses used as a last resort.

Lowering Materials

No materials should be thrown or dropped in an uncontrolled manner from height. If ladders are used, excessive weights should not be carried down them. Heavy frames should be carried out through the property or lowered using ropes and pulleys.

Working at Heights

General

Activities involving working at heights will require a specific risk assessment carried out by a competent person to determine the most appropriate access equipment to remove or reduce risk to the lowest level practicable.

- Hazard identification and risk assessment must take place prior to the commencement of work and, where possible, the requirement for working at heights should be eliminated.
- Persons involved in any work activities must be competent, being fully conversant with all appropriate procedures, work instructions, safe systems of work and manufactures information.
- The most suitable, safe and well maintained equipment based on the risk assessment must be selected for the job.
- Use ladders only after a full risk assessment has been completed and all other forms of access equipment considered.
- Ensure that all work equipment is secured and positioned safely prior to use.

All persons working above ground level are warned of the dangers of falling and of the potential for serious or fatal injury, either to themselves or others while carrying out works.

During all work at height, safety signs must be placed to provide hazard warning information to any person who could be affected by such works and barriers erected if appropriate.

All working areas/platforms must be maintained in a clean condition with debris cleared on a regular basis. Strict attention must be paid at all times to tripping hazards caused by such debris and equipment accessories such as trailing cables, tools etc. The use of any form of access equipment during inclement weather such as rain, snow, ice, high winds etc. increases the danger associated with the hazards. As a result, all persons must take such conditions into consideration when assessing the risks involved in working at height. If such risks are unacceptable the works must be aborted until environmental conditions improve.

Control Measures

The two main priorities in consideration of your control measures should be:

1. to prevent any person falling a distance likely to cause personal injury;
2. and/or any person being struck by a falling object likely to cause personal injury

These should be regularly reviewed throughout the life of the project to ensure they remain effective and should include the following stages:

- Elimination of an activity where possible.
- Substitution for an alternative activity.
- Safe Systems of Work evaluation.

Personal Protective Equipment maintenance.

Safe Systems of Work

All safe systems of work should be specified, documents and adhered to throughout the life of the project. These may include the following:

Safe Erection, Use and Maintenance of General Access Scaffold & Ladders.
Safe Erection, Use and Maintenance of Mobile Work Platforms.
Safe use of Fall Arrest Systems.
Working on Fragile Roofs.

Equipment

When selecting equipment for working at heights the following should be considered:

Space available on site.
Length of project.
Required maintenance of equipment.
Ground conditions.
Access points.
Existing structures on site.
Amount of weight placed on working platforms.
Required erection of equipment.
Volume of use.
Presence of overhead cables.
Materials to working location.
Training required.

Ladders

Ladders can provide a safe means of access providing:

The ladder is serviceable in all respects.
Prior to use all ladders must be examined for defects such as:

- Missing or damaged rungs.
- Cracks to the assembly.
- Damaged feet.
- Serviceability of locking/pulley devices for extensions.

All ladders must be of sufficient dimensions and positioned correctly to allow persons a safe access to the working location without requiring over reaching leading to overbalancing.

All ladders must be footed and tied during use. This can be by use of suitable proprietary stabilisers. *Note:* The practice of spiking rungs into soft ground is permitted providing such spikes do not exceed a depth of 200mm due to the possibility of striking underground mains services.

Ladders must form an angle of approximately 75° to the horizontal. This equates to the HSE guidance on ladders recommending that the base extends outwards approximately 1 metre for every 4 metres of ladder height. Such an angle minimises the potential for slippage when in use.

Extreme care must be taken to maintain a firm hold on the ladder when climbing, working or descending.

Where practicable, ladders should only be used to provide access to differing levels of work, or for light working such as cleaning, finishing or light repairs.

Metal ladders must not be carried upright or used when in direct vicinity of overhead power cables. Such handling can lead to an electrical discharge transmitted through the ladder, especially in damp or wet conditions, which can result in a severe or fatal electric shock to the user.

Mobile Towers

All mobile towers must be erected by a competent person and as shown in the manufactures/suppliers instructions.

The equipment must be examined for defects or damage prior to assembly and any defective components replaced prior to use.

The maximum platform height of the tower must not exceed 3 times the minimum base measurements e.g. tower length 1.5 metres, width 1.0 metres, and maximum platform height – 3 metres.

When used externally in conditions where more than light winds are experienced, the maximum height is reduced to 2 times the minimum base measurement i.e. 2 metres platform height in the example shown above. *Note:* The minimum base measurement can be increased to gain additional height by fitting proprietary outriggers or stabilisers to the base section of the assembly.

The tower must be erected on a firm flat base capable of supporting the combined weight of the assembly, personnel, tools, materials and equipment. The Safe Working Load (SWL) for the tower should be marked on the framework for user identification.

Where any doubt as to the stability exists e.g. on a grassed area or loose surface, scaffold or similar boards must be placed under the base/stabilisers/outriggers to secure and spread the load.

For enhanced safety the mobile tower should be physically tied into the property, where practicable, and at all times when the required height/base ratio cannot be achieved due to lack of ground space for the fitting of outriggers/stabilisers. The use of strong chains, wire cable or tubing attached to bolt connections or the fitting of tubing into reveals is recommended in such instances. At no time must fixings such as ropes be attached to downpipes or similar weak structures.

Equipment such as gin wheels or pulleys must not be fitted to the platform to lift or lower loads due to the risk of the tower toppling or tubing breakage. The light alloy construction is not designed for the fitting of such items.

Wheels fitted to mobile towers must be locked in position prior to use. During movement between locations all equipment/materials must be removed from the platform. In addition no personnel must remain on the platform during such movement.

Access ladders to the working platform must be attached to the inside face of the tower assembly and must provide safe access to the platform by use of a trap door where possible. Such trap doors must always be closed when working on the platform. If a half platform is in use, a safety rail must be fitted with toe-board to prevent falling from the inside of the platform.

Traditional Scaffolding

All traditional fixed pole scaffolding must be erected by a competent person and in accordance with Construction Regulations legislation and is safe to use. Where scaffolding is supplied by a builder/developer, written evidence of compliance for the erection and inspection of the scaffolding should be sought and obtained from the builder/developer.

All users must carry out additional inspections of the equipment on a daily basis before use. The inspection should include visual examination for:

- Stability and serviceability of all fixings/tubes/base plates/sole boards.
- Ladder access/security.
- Identification of any obvious defect in the general structure.
- Serviceability of guard rails/toe-boards/platform boards.

The erection and use of hoists/gin wheels must be sanctioned by the main contractor/ Developer/builder and confirmed by the on site Hadham Engineering Limited team leader or the management of Hadham Engineering Limited.

Strict attention must be paid at all times to the potential hazards associated with working from scaffolding. The hazards of using such scaffold with other companies/trades increase the risks and all personnel must maintain a high degree of safety awareness, especially in terms of tidiness, the identification of moved or missing platform boards and general working conditions.

In the event of strong winds additional mandatory inspections must be carried out by the main contractor/developer/builder and such inspections certified.

Storage of Materials on Site

Storage of steel

Where storage of steelwork is unavoidable on site it should be positioned in such a manner that it does not cause obstruction and cause risk to others and ensure that the area is physically capable of accepting the load of the steelwork (Especially scaffolding).

Agree position with the main contractor.

Where glass storage on glazing installation sites is unavoidable particular consideration should be given to the storage area so as not to cause obstructions or introduce unnecessary risks to others and to ensure that the proposed storage area is physically suitable. On construction sites the approval of the Principal Contractor will be necessary. As a minimum the following should be observed:

The glass should be placed on edge approximately 3° - 5° from vertical.

Timber or similar supports are required to protect the bottom edge of the glass.

The glass should be restrained to prevent blowing over.

The glass should be distributed to avoid excessive loading to the floor.

Ensure all portable equipment is locked in containers or removed from site during non working periods. Ensure as far as is practicable that access by non-authorized persons is prevented to all storage areas.

Use of Power Tools

Where power tools are used on glazing or installation sites, these should be battery powered or 110 rating. A centre-tapped transformer must be connected between the source and tool to reduce mains supply to the required level or the use of a circuit breaker.

Electrical equipment should be inspected and tested as recommended in HSE guidance with appropriate records maintained.

Supply leads must be correctly rated and wired to plugs and tools, free from any insulation breakdown, no bare wires in sight, in a dry condition and free from any form of twists, bends or kinks.

Only battery powered tools should be used in damp or wet conditions.

Leads must be routed clear of walkways and working surfaces to prevent a tripping hazard.

Guards fitted to any tool must never be removed during use e.g. power saws, angle grinders etc.

No maintenance is to be carried out, including the replacement of grinder discs (only by a certified competent person), blades and drills unless the power source has been connected.

No power tools should be left unattended when switched on and should only be used in accordance with the purpose for which they were intended.

Power tools not in use must be removed from the working area secured in a safe area. Power tools must be maintained in a safe condition and any suspected faults must be reported without delay to the management of Hadham Engineering Limited.

Use of Hand Tools

All cutting tools e.g. chisels (wood and cold), saws, knives, and files etc. must be sharp and free from chips, cracks, burrs and corrosion.

Striking faces for all hammers, chisels, and similar tools must be kept polished and clean. No cracks, chips, burrs, corrosion or similar defects are permitted.

Tools not in use are to be stowed in tool-boxes/tool rolls, or in a safe location away from the immediate working area.

Screwdrivers are only to be used for the correct task and using the correct size at all times. They are not to be used as chisels, punches, scribers, tin openers, paint stirrers or any other act of misuse.

Other miscellaneous tools must only be used for the task they have been designed for. Never use a tool facing towards any part of the body unless designed for use in this way.

Care with Chemicals, Solvents and Flammable Liquids

Chemical substances hazardous to health are found in all forms of adhesive, sealing compounds, solvents, lubricants and as fume, dust and vapour generated during various processes. Before any item is used in this respect, the information issued on all material safety data sheets must be read and a COSHH assessment carried out. Relevant information and training should be given to employees and self-employed contractors. Additionally all containers are marked with codes showing the nature of the hazard e.g. IRRITANT, and also the preventative steps to take to minimise the risk.

This can include information on Protective Clothing, Hygiene, Ventilation and actions to be taken in emergencies if split, contact with skin, eyes, swallowed etc. On no account must any substance be used that cannot be fully identified.

Guideline for use of Chemical Substances are as follow:-

- Ensure all chemical Substances are stored securely on shelves in specified material containers.
- Ensure that when opening, using or closing the container, precautions are taken as stated on labels.
- Remember that brushes, applicators, cleaning rags etc. once contaminated are potentially dangerous and especially when wiping hands or face with rag.
- Volatile substances can cause fumes to build up rapidly in confined spaces. Unconsciousness and even possible death can result from inadequate ventilation. Smoking is prohibited in a contaminated area.
- Barrier cream must be used to protect the hands. However, its use is very limited and so to gain full protection gloves must be worn. Before eating, drinking or smoking, hands must be washed to remove all traces of any substance.
- On no account should there be any form of unprotected hand/mouth contact with the substances, directly or indirectly (e.g. smoking etc).
- An eyewash facility should always be available on site, either cold fresh running water or recommended eye wash/bath.
- In the event of eye injury through contamination, First Aid should only consist of irrigation with eyewash/water. Immediate medical assistance must be obtained.
- Disposal of substances/empty containers/aerosols etc. must be controlled due to the potential danger. All items must be securely bagged or boxed, labelled and disposed of into scrap skips or bins unless site instructions include the facility for

Hazardous Waste disposal. Do not leave any substance lying around where it can cause a hazard, especially to children.

- It is forbidden to grind PVC-u with power grinders due to the toxic fume generated
- Ensure all flammable substances are stored in a secure segregated and ventilated area and that no means of ignition is present. (I.e. Oxyacetylene plant.
- Ensure necessary safety signs (Flammable Stores) are positioned on the outside of storage containers.
- Where you can exchange a flammable substance for a less flammable one, do so. If you can eliminate flammable substances from the process altogether it will make the operation far safer.

Asbestos – Identification and General Working

Identification

All aspects of asbestos are subject to The Control of Asbestos at Work Regulations. In practice the types of asbestos likely to be encountered during Hadham Engineering Limited works are either asbestos cement board (AB) or asbestos insulation board (AIB) used for sheeting, panels, fascia board and soffits.

Recognition as asbestos related material can only be confirmed by scientific analysis. Many similar materials and items in use containing no asbestos fibre whatsoever. The structure of the cement board (AC) and insulation board (AIB) is similar with cement board containing 10-15% asbestos and insulation board 16-40% asbestos. The type of asbestos fibre could be chrysotile (white – low risk), amosite (brown – medium risk) or, for older properties, crocidolite (blue – high risk). Both types of board are normally grey in colour, approximately 6mm – 12mm thick and brittle. Cement board, due to its high cement content, is easier to break whilst insulation board can be dented when a sharp instrument is pressed into it.

Note: All references to asbestos related materials, cement board and insulation board hazards should not be confused with such extreme hazard evident when working with asbestos lagging materials as used for pipework, boiler houses and furnaces. These types of lagging materials are virtually 100% asbestos and produce a dangerously high fibre level in the air whenever cut or removed. Such exposure can lead to asbestos related respiratory disease.

Basic Precautions – Pre/survey stage

There is a need to ascertain from main contractor as soon as possible if they know of the presence of asbestos. When the property was built and has asbestos been encountered in the past? Use a visual inspection to check over the areas to be worked on and highlight any suspicions by recording “asbestos may be present” for Hadham Engineering Limited who will engage the services of a surveyor to check and sample as necessary.

The Survey, Report and Installation Stages are the subject of separate documented procedures.

Slips, Trips and Falls

Slipping

During wet weather extra care must be taken when climbing and descending ladders and other steps, also be aware of frost on steelwork.

Tripping

The possibility of tripping can be greatly reduced if the following procedures are followed:

- All debris should be cleared regularly from the working access and storage areas.
- Cables should be routed clear of walkways.
- Tools, materials, window and door units and glass should be stores away from walkways and working areas unless being used.
- Safety signs should be erected in working areas to highlight the tripping hazard to all persons.

Falling

The falling hazard can be greatly reduced if the following procedures are followed:

- All scaffold equipment-working areas where practical must be fenced to prevent access by unauthorised personnel.
- When using moveable working platforms and where equipment is constantly being moved, barrier tape, as a minimum, must be placed to identify non-entry zones for unauthorised personnel. Equipment must not be left unattended. (Attach harness to platform cage when working).
- Ensure all scaffold is erected to British Standards with specific regard top toe-boards, tied in ladders, end boards, ties and rakers.
- Ensure that ladders are adequately footed, tied and only used for access – not working from – unless for short term work as authorised as the result of Risk Assessment.
- Ensure that all scaffold is close boarded. Additional plywood sheeting can be placed on platforms where works are taking place to further reduce the risk of hazardous falling.
- Ensure that working platforms are kept clear of all debris to prevent tripping and falling.
- Ensure no materials are places on exposed balconies or propped against safety rails.
- Ensure movable working platforms are fully enclosed by the use of mesh guards. (Attach harness to Platform when working in cage).
- Ensure mobile towers are correctly erected and stable at all times. Where outriggers cannot be employed, equipment must be tied into the building using proprietary fittings.
- Check there is a safe method getting to and from the work area.

Correct Lifting Techniques

Back injuries, often caused by poor lifting techniques, are one of the most common types of serious occupational injuries. The correct way to lift is to bend the knees and let your legs, not your back, do the work. Where practicable, the loads to be carried should be kept to a minimum and other means of mechanical handling equipment used.

Points to be noted are::

- A minimum of 2 personnel must be carry materials up to 50kg when assessed as hazardous due to weight, size or bulk.
- Where possible, components to be designed piece small to reduce weight.
- Suitable hand/foot/wrist protection must be worn during all handling operations. In addition, full clothing must be worn to protect from body cuts and abrasions, burns, eye & ear protection.
- Periods of rest must be maintained during excessive handling operations.
- If a load appears too big or too heavy to carry without strain – seek assistance to lift.
- The use of cranes, telescopic forklifts & hoists for lifting and lowering materials (where internal access if not possible) must be instigated on properties above ground level where scaffolding is fitted.

Good Housekeeping on Site

Housekeeping is the term used to describe those general practices common to all activities undertaken by persons in keeping the working areas clean and tidy. By planning the work to be done and ensuring that only the equipment required to be used is brought into the immediate area, the potential hazards are reduced. By following basic rules these hazards can be minimised. All employees and self-employed contractors must ensure that the following procedures are adhered to in order to maintain a good standard of housekeeping.

- Do not leave tools and equipment on floors, ledges, scaffold boards, chairs, tables etc. when not in use – place in one defined area away from both the work area and walkways.
- Route power cables overhead where possible to reduce the likelihood of tripping hazards. Failing this, ensure that tools using cables are kept to a minimum; cables are separated and are routed away from busy areas.
- Ensure that bins are placed in the working area for immediate disposal of all forms of rubbish/debris – plastic bags are not sufficient and should not be used.
- Ensure protective clothing is used when collecting debris.
- Do not work around debris/rubbish – pick it up – regardless of who put it there.
- Reduce the amount of debris to a minimum by maintaining good working standards and emptying bins regularly.

- Any dangerous debris such as glass shards, wood splinters, chemical substances, spent nails, screws, bolts and brick chippings etc. must be removed totally before leaving the area.

Personal Protective Equipment (PPE)

The necessary level of PPE will be decided following the detailed risk assessment for the required task. Suggested requirements are as follows:

- Eye Protection – irreparable damage can be caused to the eyes if exposed to any form of debris or harmful substance e.g. flying glass, brick dust, grinding dust, wood splinters or chemicals. Simple but effective protection can be offered by the current types of safety glasses and/or goggles. Spectacle wearers must obtain prescription safety lenses from their optician, which comply with current relevant European standards, or use safety over-glasses.
- Foot protection – good quality safety boots or shoes with steel toe caps give a high degree of protection and must be worn at all times.
- Hand Protection – the correct type of gloves give good protection against sharp, hot steel, broken glass, brickwork, and chemical substances. In addition the use of barrier creams ensures such diseases as dermatitis are kept to a minimum.
- Head Protection – the wearing of safety helmets is a mandatory requirement under the Construction (Head Protection) Regulations 1989 where risk assessment confirms a foreseeable risk of head injury.
- Respiratory protection – during operations where dust is generated, the minimum protection to be worn will be a nuisance grade dust mask. Appropriate grades should be used to afford degrees of protection relevant to the task and dependant on the risk assessment of potential hazards.
- Wrist Protection – appropriate sleeves provide considerable protection to the wrist and arms from lacerations, foreseeable when handling glass, removing debris or when using hand tools, and should be worn.

Waste Management

All waste generated from site must be stored and collected in accordance with the Environmental Protection Act requirements. Since 1st April 1992 no waste can be removed from site unless by a party registered to carry out and dispose of waste and in possession of a waste carriage licence. Subsequent disposal of waste must be made at a registered site. In addition:

- All debris must be disposed of into skips and such skips must be regularly emptied to prevent a build-up of debris on site.
- Ensure the locating of skips does not constitute a hazard to vehicles or persons and such areas chosen have been sanctioned by the client.
- Ensure that lighting/reflective tape is fitted when skips are located in areas liable to cause a potential restriction or access hazard.
- Dispose of fixing chemical mortar in main contractors specified containers.

Access Routes

- Ensure sufficient safety signs are erected at hazardous locations to inform all persons affected by the site works/arrangements of the inherent dangers.
- Ensure all vehicles making deliveries are controlled when manoeuvring.
- Ensure children are kept clear of all vehicle movements. (Especially when using cranes in public places)
- Walkways should be kept clear of tools, equipment and debris at all times.

First Aid

First aid kits must be available at all working sites and persons must be aware how to obtain medical aid in the event of serious injury,

A localised plan must be produced at large sites prior to work commencing to include the identification of medical and emergency locations.

All persons should be aware of action to be taken in the event of electric shock accident.

Reporting of Accidents

All injuries or incidents however small must be reported at the earliest opportunity and injury details in the Hadham Engineering Limited accident book.

This Company, as all companies, needs to comply with the Reporting of Injuries and Dangerous Occurrence Regulations (RIDDOR) with regard to the reporting of certain specified injuries and occurrences to the Authorities.

(Refer to RIDDOR on P22)

Section 02 Organisational chart

Managing Director & Director
Business Development, Management of Customer accounts, Site surveys, Quotes, Contract/Order Review, Job Costing, Site Project Management. Purchasing Calibration Records, Recruitment, Training, Installations and testing, Health and Safety, EC Directives (SI 831, EN81 etc), Standards, Audits

Site Manager
Site Management, Site Health and Safety QA, Control of Labour

Quality and Health and Safety Representative
Quality & Health and Safety System Administration, EC Directives (SI 831, EN81 etc), Standards, Audits

Works Manager
Management of Factory Works Health and Safety Quality, Transport

Sales
New Contracts, Maintenance Estimating

Administration
Invoicing and Accounts Admin

Engineers
Site – Installation Works - Manufacturing

HADHAM LTD T/A HADHAM ENGINEERING

Modern Slavery Act 2015

Modern slavery and human trafficking statement

Introduction from the [Director]

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

We are committed to improving our practices to combat slavery and human trafficking.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes slavery and human trafficking statement for the financial year ending [JUNE 2018].

Organisational structure

We are a provider of Metalwork in the Construction sector.

Manufacturing and installing Architectural Metalwork in the UK with nominally 80 Employees

We have an annual turnover of £13,000,000.00

Our supply chains

Our supply chains include: Steel Suppliers and consumables.

Our policies on slavery and human trafficking

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

In light of the obligation to report on measures to ensure that all parts of our business and supply chain are slavery free, we have put in place a designated Modern Slavery and Human Trafficking Policy.

Our Modern Slavery and Human Trafficking Policy demonstrates our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

Due diligence processes for slavery and human trafficking

As part of our initiative to identify and mitigate risk we have in place systems to:

- Identify and assess potential risk areas in our supply chains.
- Mitigate the risk of slavery and human trafficking occurring in our supply chains.
- Monitor potential risk areas in our supply chains.
- Protect whistle blowers

Supplier adherence to our values

We have zero tolerance to slavery and human trafficking. To ensure all those in our supply chain and contractors comply with our values we have in place a supply chain compliance programme. HADHAM LTD INTENDS TO REVIEW ITS AGREEMENTS AND DEALINGS WITH SUPPLIERS TO ENSURE COMPLIANCE WITH ANTI SLAVERY MEASURES

We have a dedicated compliance team, which consists of from the following departments:

- [Human resources]
- [Procurement]
- [Sales].

The compliance team is led by Adam Dartnell (MANAGER).

Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we intend to provide training to our staff. We will require our business partners to provide training to their staff and suppliers and providers.

Our effectiveness in combating slavery and human trafficking

We have appointed an independent third party, Wilbrey Consultants, to conduct an externally facilitated review to bring insights on ways to we can tackle slavery and human trafficking. Wilbrey Consultants to assess how effective we have been in ensuring that slavery and human trafficking is not taking place in any part of our business or supply chains.

Further steps

Following a review of the effectiveness of the steps we have taken (this year) to ensure that there is no slavery or human trafficking in our supply chains we intend to take the following further steps to combat slavery and human trafficking:
 Wilbrey Consultants Review


 Date:



Hadham Ltd.

20 - 21 Twyford

Bishops Stortford,

CM23 3YT

Business Park,

Herts,

ENVIRONMENTAL POLICY – HADHAM ENGINEERING LIMITED

HADHAM ENGINEERING LIMITED believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all: it is also a matter of delivering on our duty of care towards future generations.

Our policy is to:

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice
- Minimize our waste and the reuse or recycle as much of it as possible.
- Minimize energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimize our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles (where appropriate) with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.

For any issues related to Environmental Policy linked to this business please contact:

GARRY DAVIS
DIRECTOR

The ETI Base Code

This document was amended 01 April 2014 with revisions to clause 6, Working hours are not excessive.

1. Employment is freely chosen
 - 1.1 There is no forced, bonded or involuntary prison labour.
 - 1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.
2. Freedom of association and the right to collective bargaining are respected
 - 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
 - 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
 - 2.3 Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.
 - 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.
3. Working conditions are safe and hygienic
 - 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

- 3.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 3.5 The company observing the code shall assign responsibility for health and safety to a senior management representative.

4. Child labour shall not be used

- 4.1 There shall be no new recruitment of child labour.
- 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.
- 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.4 These policies and procedures shall conform to the provisions of the relevant ILO standards.

5. Living wages are paid

- 5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- 5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- 5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

6. Working hours are not excessive

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.*

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any seven day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any seven day period only in exceptional circumstances where all of the following are met:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety;
- and
- the employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

6.6 Workers shall be provided with at least one day off in every seven day period or, where allowed by national law, two days off in every 14 day period.

* International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced

7. No discrimination is practised

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin,

religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

8. Regular employment is provided

- 8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.
- 8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be evaded through the use of labour-only contracting, sub-contracting, or home working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

9. No harsh or inhumane treatment is allowed

- 9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

The provisions of this code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.

Note: We make every effort to ensure that the translations of the FTI Base Code and Principles of Implementation are as complete and accurate as possible. However, please note that in both cases it is the English language documents which should be treated as the official versions.