

HEALTH, SAFETY AND WELFARE POLICY

Prime Solution's Health and Safety Procedures Manual		
Section 1 – Health, Safety and Welfare Policy	Revision 10 June 2022	 PRIME SOLUTIONS Fit-out & Refurbishment Specialists

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HEALTH AND SAFETY POLICY STATEMENT

Prime Solution's goal is to be an industry leader in matters of health, safety and welfare by:

- Setting standards for safe working procedures and guidance within Company Procedures Manual
- Developing and maintaining a positive health, safety and welfare structure
- Consultation at all levels with all those involved in our work operations on health and safety matters
- Identifying hazards, assessing and controlling risks to safety and health which employees and others who may be exposed
- Giving information, instruction and the relevant training to allow the development of our employees, ensure the safety and health of our employees and others who may be effected by our operations
- Ensuring access to health and safety advice through the effective use of the company health and safety advisors
- Planning, setting and communicating internal health, safety and welfare targets
- Providing adequate resources to implement the company policy
- Seeking improvement in health and safety performance by carrying out regular audits to review and improve the company safety management system
- Operating to the highest industry health and safety practices with legal compliance as the minimum requirement

The ultimate responsibility lies for health and safety with the Managing Director who will ensure it is given equal priority with other major business objectives. Implementation of this policy is a line management responsibility at all levels together with the participation of all Prime Solution's employees. The policy and it's implementation will be reviewed at least annually by the Board of Directors to meet new business and legal requirements, and to identify areas in need of improvement. It will be revised and updated as necessary.

This statement will be displayed prominently at all sites and all workplaces. The organisation and arrangements for implementing the Policy will also be available at each site and workplace for reference by any employee as required.

Signed **5 June 2025** **Review Date** **4 June 2026**

RESPONSIBILITIES

Managing Director

- (a) To initiate the firm's policy for the prevention of injury, damage and wastage and set targets for the reduction of accident rates.
- (b) To administer the policy himself.
- (c) Know the requirements of the Health and Safety at Work Act 1974 and other supporting regulations and ensure that they are observed throughout the company.
- (d) Ensure that all levels of staff receive adequate and appropriate training.
- (e) Insist that sound working practices be regularly observed.
- (f) Carry out recorded safety inspections of site conditions
- (g) Make certain in tendering, at planning stages and in production processes, allowance is made for adequate welfare facilities and equipment to avoid injury, damage and wastage.
- (h) Institute proper reporting, investigation and costing of injury, damage and loss, promote action to preclude recurrence and initiate analysis to discover accident trends.
- (i) Reprimand any members of his staff failing to discharge satisfactorily the responsibilities allocated to him.
- (j) Instigate liaison with external accident prevention organisations; encourage the distribution of pertinent information throughout the company.
- (k) Arrange for funds and facilities to meet requirements of the policy.
- (l) Set a personal example.

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Directors

- (a) Understand the company policy and appreciate responsibility allocated to each grade.
- (b) See that tenders are adequate to cover safe systems of work are applied and adequate resources are made available for safety of employees and those who may be affected by Prime Solutions works.
- (c) Ensure that sufficient resources are allocated at planning stage to ensure the most appropriate order of working and that adequate welfare and sanitation facilities are provided.
- (d) Ensure that a documented programme of works is prepared explaining sequence of operation outlining hazards and indicating precautions to be adopted.
- (e) Check programme with site staff and Safety Advisers before commencement.
- (f) Set a personal example on site visits.
- (g) Carry out recorded safety inspections of site conditions
- (h) Make certain that Contracts Managers, Site Managers and General Foremen understand that injuries and accidents are to be reported in accordance with company policy.
- (i) Ensure adequate supervision is available to co-ordinate safety activities between Main Contractor, Sub-contractor and any other contractors working on the same site.
- (j) Fully support the safety advisors in the execution of their duties.
- (k) Provide adequate training at all levels through the organisation to enable specific duties to be carried out in accordance with relevant health and safety legislation.
- (l) Ensure communication links are maintained to increase awareness of health and safety matters.

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Safety Managers / Advisers

- (a) Discuss with all company personnel methods of preventing injuries etc to any personnel, damage to plant etc, possible improvements of existing sound working methods, legal requirements affecting safety, health and welfare.
- (b) Monitor that plant and equipment in consultation with the relevant manager is capable of doing the work intended and appropriate statutory requirements are in place.
- (c) Check on potential hazards on new contracts before commencement and liaise with Contractors and Site Managers.
- (d) Arrange for notification of all staff involved with regard to methods of safe working arising from new work.
- (e) Carry out site inspections with Site Managers and/or General Forepersons to see that early safe methods of working are in operation and that all Regulations and Company Policy are being observed.
- (f) Maintain records of all injuries, damage and production loss sustained during company operations.
- (g) Assist with training of all employees and develop a company safety-training programme.
- (h) Maintain liaison with all enforcing authorities and professional bodies.
- (i) Promote within the company an understanding that accident prevention and damage control are an integral part of business and operational efficiency.
- (j) Attend meetings/seminars with Senior Management, Site Management outside agencies as required where safety is a topic.
- (k) Carry out regular inspections of company premises, sites to ensure compliance with statutory and company requirements.
- (l) Keep all staff aware of new legislative requirements and measures required ensuring compliance with current health and safety standards.

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Contract Managers and Construction Managers

- (a) Read and understand the company policy for health, safety and welfare and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made. Ensure safe systems of work have been established and communicated to all concerned.
- (b) Set a personal example on visits to site by wearing the appropriate personal protective equipment and complying with other safety requirements.
- (c) Ensure that sites are organised so that work is carried out to company and statutory standards and requirements with minimum risk to site workers, equipment and materials.
- (d) Ensure site personnel are adequately trained to carry out their duties on the site.
- (e) Provide site managers with clear instructions for site safety management.
- (f) Co-ordinate safety activities between principal contractor, subcontractors, and any other contractor working on the site.
- (g) Carry out recorded safety inspections of site as and when required.
- (h) Arrange regular meetings where safety is discussed.
- (i) Instigate investigations into major site accidents (over 3 day), fatal, incidents and dangerous occurrences to establish causes, and establish prevention measures to prevent reoccurrence.
- (j) Ensure safety is treated as a priority on the site and adequate communication is established to ensure all site staff are aware of safety requirements and developments.
- (k) Liaise with directors, other contract managers, company safety advisers on safety matters.
- (l) Take disciplinary action against persistent offenders of safety requirements and site supervisory staff who fail to discharge safety duties.
- (m) Ensure that investigations are carried out in accordance with company procedures. Co-operate with external investigations of accidents/incidents and ensure that any recommendations are implemented.
- (n) Ensure that all temporary works on site follow the company procedures.
- (o) Ensure that clear instructions, information, adequate supervision is provided on site.

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- (p) Ensure consultation at all levels is in place on site and safety meetings are held as dictated in the construction phase health and safety plan.
- (q) Ensure the information required for HEALTH AND SAFETY FILE is made available when requested for, by the CDM Co Ordinator.
- (r) Determine at planning stage the following:-
 - the most appropriate order and method of working
 - provision of adequate lighting and safe method of electrical distribution
 - hazards arising from ground conditions and overhead services
 - welfare facilities required
 - fire precautions/first aid requirements
 - any particular training or instruction required for site personnel
 - temporary works provision to be in accordance with company procedures
 - emergency procedures
 - storage and lay down of materials particularly those of a hazardous nature
 - the safest method of organising vehicle and pedestrian movement around site
 - any other factors affecting safety
- (s) Ensure risk assessments are provided in accordance with statutory requirements to establish working method sequences, outlining potential hazards at each stage and indicate precautions to be adopted. Ensure compliance with relevant statutory and company requirements.
- (t) Ensure so far as is reasonably practicable, that work once started is as follows:
 - Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - Carried out in accordance with all statutory requirements.

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Buyers

- (a) Read and understand the Company policy for Health, Safety and Welfare.
- (b) Ensure that all equipment or materials purchased by the Company are to the standards required by legislation, industry standards, HSE guidelines and Company policy.
- (c) Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed on to relevant personnel/supervision.
- (d) Set a personal example by wearing appropriate protective clothing if required to visit sites.
- (e) Ensure that suppliers are informed of safe working loads of plant used for handling materials on site.
- (f) Ensure that Contractors have received lists of responsibilities and the Company Health & Safety Policy Statement in accordance with this Policy along with the Company Health & Safety Contract requirements.
- (g) Rates negotiated for work carried out by Contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety measures.
- (h) Bring to the attention of the Health & Safety Manager and appropriate management any failure on behalf of suppliers, contractors or agencies that may compromise Company Health & Safety standards.

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Quantity Surveyors (SQS, QS & AQS)

- (a) Read and understand the company health, safety and welfare policy and ensure that it is available on all sites and those responsible for its implementation are complying with their requirements.
- (b) Appreciate the responsibility allocated to individuals within the company operative and management structure.
- (c) Set a personal example when on site by wearing appropriate PPE and complying with other safety requirements.
- (d) Ensure all Sub-Contractors employed by Prime Solution's are made aware of all health, safety and welfare requirements prior to appointment, in accordance with section 4 of the safety manual. E.g. Health and Safety Questionnaires, Specific Requirements for High Risk Activities and General Health, Safety and Welfare Requirements.
- (e) Ensure the information contained in the health and safety plans is made available to all Sub-Contractors prior to start on site.
- (f) Ensure that sites are organised, resourced and managed so that work is carried out to company and statutory standards and requirements with minimum risk to site workers, equipment and materials.
- (g) Ensure all Sub-Contractor personnel are adequately trained and competent to carry out their duties on site.
- (h) Co-ordinate safety activities between principal contractor, subcontractors, and any other contractor working on the site when required.
- (i) Carry out recorded safety inspections of site conditions
- (j) Ensure safety is treated as a priority on the site and adequate communication is established to ensure all site staff are aware of safety requirements and developments.
- (k) Liaise with all levels of company management on safety matters.
- (l) Ensure the requirements of the Construction (Design & Management) Regulations 2007 are made known to the Sub-Contractor relevant to his passing information to Prime Solutions for inclusion in the health and safety file.
- (m) Take disciplinary action against or reprimand persistent offenders of safety requirements and site supervisory staff who fail to discharge safety duties.
- (n) Liaise with the site manager on all matters concerning the appointment of Sub-Contractors, including their safety performance and supervision.

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- (o) Support the site manager in the discharging of his responsibilities.

Estimating / Planners

- (a) Understand the Company policy for Health, Safety and Welfare.
- (b) Ensure adequate provision in tenders to cover safe methods of work, necessary welfare facilities and the requirements of the Pre-tender Health & Safety Plan as prepared under the Construction (Design & Management) Regulations 2007.
- (c) Report on unsafe practices when visiting sites.
- (d) Have knowledge of the various statutory requirements governing the Company's work.
- (e) Set a personal example by wearing appropriate protective clothing when visiting sites.
- (f) Gain advice as required on sound methods of work and welfare facilities from Production Staff and the Health & Safety Advisers to include in estimates and quotations for work.
- (g) Assist in the Company's procedures for competence assessments of prospective sub-contractors.

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Site Manager / Project Managers

- (a) Read and understand the company policy for health, safety and welfare and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made. Ensure safe systems of work have been established and communicated to all concerned.
- (b) Prepare and ensure the development of the CONSTRUCTION PHASE HEALTH, SAFETY AND WELFARE PLAN.
- (c) Ensure the information required for HEALTH AND SAFETY FILE is made available when requested for, by the CDM CoOrdinator.
- (d) Determine at planning stage the following:-
 - the most appropriate order and method of working
 - provision of adequate lighting and safe method of electrical distribution
 - hazards arising from ground conditions and overhead services
 - welfare facilities required
 - fire precautions/first aid requirements
 - any particular training or instruction required for site personnel
 - temporary works provision to be in accordance with company procedures
 - emergency procedures
 - storage and lay down of materials particularly those of a hazardous nature
 - the safest method of organising vehicle and pedestrian movement around site
 - any other factors affecting safety
- (e) Ensure risk assessments are provided in accordance with statutory requirements and when unusual situations not covered by group policy arise to establish working method sequences, outlining potential hazards at each stage and indicate precautions to be adopted. Obtain method statements and risk assessments from contractors carrying out work activities. Ensure compliance with relevant statutory and company requirements.
- (f) Ensure so far as is reasonably practicable, that work once started is as follows:
 - Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - Carried out in accordance with all statutory requirements.
- (g) Reprimand any member of site supervisory staff for failing to discharge safety responsibility correctly
- (h) Check over working matters and precautions with contract/project managers and the company safety advisers (if required) before work commences on site.

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- (i) Take appropriate action when notified of disregard on site of the Company Safety Advisers advice.
- (j) Set a personal example by wearing appropriate protective clothing or equipment when visiting site and in all matters relating to health, safety and welfare.
- (k) Ensure all temporary works on site follow company procedures.
- (l) Carry out recorded safety inspections of site conditions
- (m) Co-ordinate safety activities between principle contractor, subcontractors, and any other contractor working on the site.
- (n) Ensure that all site staff and visitors are inducted to the site.
- (o) Ensure toolbox talks and other forms of consultation are held as dictated in the construction phase health and safety plan.

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Engineers / Assistant Site Manager / Foreperson

- (a) Set a good example by working safely on the site and wearing the appropriate personal protective equipment.
- (b) Read and understand the company policy for health, safety and welfare contained within the site health and safety plan, and ensure employees follow its requirements where it affects them.
- (c) Ensure site rules are enforced.
- (d) Ensure that only trained and authorised workers use plant and equipment and that persons undergoing training do not operate plant and equipment unless strictly supervised by a competent person.
- (e) Ensure that employees under their control attend induction training before working on the site and that they are correctly supervised at all times.
- (f) Ensure that plant and equipment under their control or brought to site by the subcontractor has any necessary certificates of test, inspection and examination and is safe to use.
- (g) Ensure that clear instruction and information is given to persons under their control.
- (h) Carry out recorded safety inspections of site conditions
- (i) Ensure that persons under their control wear and use any personal protective equipment correctly, to manufacturers instructions and to statutory and company requirements.
- (j) Ensure that site employees under their control are given toolbox talks as required by the company safety policy and that details of control measures from risk assessments are fully explained.
- (k) Ensure that any accident/incident is reported to the site manager and that **all** accidents are entered in the site accident register.
- (l) Ensure that access/egress routes are kept clear from obstruction, particularly escape routes and ensure that good housekeeping is observed at all times.
- (m) Ensure that any plant/equipment for use by employees under their control is checked to ensure any necessary guards or safety devices are checked by competent persons prior to use.
- (n) Liaise and co-operate with the company safety advisers during his visits.
- (o) Attend any meeting on safety issues as required.
- (p) Read and understand the responsibilities within the health and safety plan.

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Office Manager

- (a) Read and understand the company health, safety and welfare policy and ensure that it is brought to notice of those under your control.
- (b) Ensure that all staff are given an office induction prior to starting work.
Incorporating the identity of first aid trained staff, location of first aid facilities, location of fire fighting equipment and emergency procedures.
- (c) Ensure that all office equipment is safe for use and is serviced and maintained as recommended by the manufacturer.
- (d) Ensure that all staff receive the necessary training, instruction and information to operate the equipment in a safe manner.
- (e) Ensure that offices are organised to maximise safety and ensure the safety of staff and visitors.
- (f) Ensure that all accidents are reported in accordance with the company policy.
- (g) Ensure that fire certificate provisions are maintained incorporating the servicing of all fire fighting equipment, testing of alarms and evacuation procedures.
- (h) Ensure fire exit routes are kept clear at all times.
- (i) Carry out recorded safety inspections of site conditions
- (j) Set a personal example in all aspects of health, safety and welfare.
- (k) Ensure that good housekeeping is observed at all times.
- (l) Ensure that all staff work safely and do not take unnecessary risks.
- (m) Ensure good communication with all staff with regards to health, safety and welfare matters.
- (n) Ensure all staff under their control are fully aware of the defects reporting systems.
- (o) Implement new procedures/guidelines with regard to Covid 19 Secure procedures.

Operatives

- (a) Set a good example and work safely on the site.
- (b) Use correct tools and equipment for the job.
- (c) Keep tools in good condition.
- (d) Report to supervisor any defects in plant or equipment.
- (e) Wear provided protective clothing where necessary and maintain it in good condition.
- (f) Comply with new guidelines/procedures with regards Covid 19 Secure Procedures.
- (g) Carry out recorded safety inspections of site conditions
- (f) Refrain from horseplay.
- (g) Remember at all times that a tidy site is a safe site.
- (h) To warn new operatives of known hazards.
- (i) To suggest ways of improving safety and eliminating hazards.
- (j) To avoid improvisation which entails unnecessary risks.
- (k) Not to interfere, misuse or remove anything provided on site in the interest of health, safety and welfare.
- (l) Not to abuse the welfare facilities provided on the site.
- (m) Follow instructions and information given to them regarding safety.
- (n) Not to use plant and equipment unless trained and authorised to do so.
- (o) Attend the site safety induction before commencing work.
- (q) Read and understand their responsibilities within the health and safety plan.
- (q) Report unsafe acts to the Site Management.

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Office Staff

- (a) Read and understand the company policy for health, safety and welfare and carry out their work according to its requirements.
- (b) Ensure that you are fully aware of the procedures in the event of an emergency, the positions of the fire exits and the assembly point location.
- (c) Report any defects in office equipment immediately to your line manager.
- (d) Know the position of the first aid equipment and the identity of the trained first aid personnel.
- (e) Report any accident or damage in line with the company reporting procedures.
- (f) Observe good housekeeping at all times and that corridors, doorways and floor space is kept clear and free from obstruction.
- (g) Do not attempt to lift or move articles so heavy as likely to cause injury.
- (h) Do not overreach for items on high shelves, use the equipment provided.
- (i) Do not misuse or interfere with equipment provided for the safety of you and others.
- (j) Smoking to be allowed in designated areas only.
- (k) Do not try to use, repair or maintain any equipment for which you have received no training or instruction.
- (l) Comply with new guidelines/procedures with regards Covid 19 Secure Procedures.
- (m) If in doubt ask!

GENERAL ARRANGEMENTS

1.0 FIRST AID

Where required, suitably trained and certificated First Aid personnel will be appointed for each site where the company conducts its business. The appointed person will be responsible for First Aid on site including care and maintenance of the site First Aid Kit. Ensure accident reports are carried out in accordance with the company procedure. When the first aid at work trained person leaves site emergency cover must be provided, this nominated deputy must be made aware of the company reporting procedures.

2.0 ACCIDENT AND EMERGENCY PROCEDURES

All reportable accidents, dangerous occurrences and cases of disease are to be reported promptly in accordance with Company Safety Procedure and to the Statutory Authorities as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR). A full investigation will be carried out where required to identify causes and introduce measures to prevent recurrence. All recommendations are to be considered as a result of these investigations. Following a major incident a Major Incident Announcement will be issued to all sites and office locations informing all staff of the circumstances relating to the incident.

Any emergency procedures required (both in permanent and transient locations) will be developed according to office or site needs. In the case of the latter, measures will comply with risks identified within the construction phase health and safety plan.

3.0 FIRE PRECAUTIONS

HEAD OFFICE

Our office accommodation is provided by Regus as serviced office space.

With regard to fire evacuation we must comply with their rules -

As soon as the fire alarm sounds you must start evacuating the building immediately.

Do not try to put out or assist in putting out any fire.

Evacuate in a calm manner - do not run!

Do not take any belongings with you.

Do not use the lifts - use the stairs.

Meet at the congregation point and report to the Regus appointed Fire Marshall so that they can check you against their signing in register.

Return to the building when you are told it is safe to do so.

OUR SITES

As soon as the rotary fire alarm bell (or the building installed fire alarm if applicable) sounds you must start evacuating the building and/or site immediately.

If you are the one who discovers the fire ring the rotary fire alarm bell (or activate the building installed fire alarm if applicable) AS LONG AS IT IS SAFE TO DO SO. If the fire alarm nearest to you is in or on the other side to you of the hazard then do not try to activate it. Use the appropriate fire bell at the next location on the evacuation route. Do not search for a bell.

As you evacuate, if you have not passed a bell or break glass point report the fire to the Site Office.

Do not try to put out or assist in putting out any fire.

Evacuate in a calm manner - do not run!

Do not take any belongings or tools with you.

Do not use any lifts - always use the stairs.

Meet at the congregation point and report to the Prime Solutions appointed Fire Warden (usually the Site Manager) so that they can check you against their signing in register.

The Fire Marshall (or appointed person in their absence) will call the Fire Service.

Return to the building and/or site when you are told it is safe to do so.

CLIENT'S "LIVE" OPERATING BUILDINGS

These rules will be amended when working within a client's "live" building to incorporate The clients own emergency procedures.

The company will operate a Hot Work Permit procedure. All equipment used to produce heat (welding torches, soldering irons etc) must be switched off when not in use. Under no circumstances is such equipment to be left unattended whilst switched on. Flammable liquids or materials must not be stored in the proximity of any heat source that may give rise to the production of flammable vapours or might provide a source of ignition. The storage of flammable liquids and materials must be appropriately marked and meet the current Fire Regulations.

4.0 HEALTH AND WELFARE FACILITIES

The Manager responsible for the site will allocate all Health and Welfare facilities required on site. All mess rooms allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition, toilets and washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site. When in use, all site facilities will be maintained in a clean and tidy condition.

5.0 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

The Construction (Design and Management) Regulations 2015 (CDM) introduced the requirement for a Construction Phase Health and Safety Plan to be formulated for all projects falling within their scope. Section One of the Prime Solutions Safety Management System sets out the criteria for the formulation of the plan to satisfy the requirements set down within the CDM Regulations. The Pre-tender plan is formulated to convey relevant health and safety information to those undertaking the project and must be consulted during the development of the Construction Phase Health and Safety Plan.

Once completed the developed plan is to be approved and then submitted to the Principal Designer prior to work commencement, who must in turn advise the Client that the plan has been sufficiently developed to allow the construction phase to begin. This development must include such measures as it is reasonable to ensure the plan contains, until the end of the construction phase arrangements that will, so far as is reasonably practicable, ensure the health and safety of all those working on or affected by the project works.

The plan is a “living document” to be supplemented as the project develops by the introduction of supporting documents such as Sub-Contractor method statements, risk assessments or any documentation relevant to the health and safety of the project.

The Principal Contractors duties are to:-

- Plan, manage and monitor construction work to ensure so far as is reasonably practicable that it is carried out without risks to health and safety, including ensuring co-ordination between all parties involved and that the general principles of prevention are applied;
- Liaise with the CDM Co-ordinator with regard to ensuring co operation between designers during the construction phase;
- Ensuring adequate welfare facilities are provided;
- Draw up site rules where necessary which are appropriate to the site and the activities that will be carried out on it;
- Give reasonable directions to contractors to enable the principal contractor to fulfil their duties under these regulations;
- Ensure that all contractors are informed of the minimum amount of time that will be allowed to them for planning and preparation before their construction work starts;
- Satisfy themselves that clients are aware of their duties, that a CDM co-ordinator has been appointed and HSE notified before they start work;
- Make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase;
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- Ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly;
- Ensure safe working and co-ordination and co-operation between contractors;
- Ensure that a suitable construction phase plan ('the plan') is:
 - (i) prepared before construction work begins,
 - (ii) developed in discussion with, and communicated to, contractors affected by it,
 - (iii) implemented, and
 - (iv) kept up to date as the project progresses;
- Satisfy themselves that the designers and contractors that they engage are competent and adequately resourced;
- Take reasonable steps to prevent unauthorised access to the site;
- Prepare and enforce any necessary site rules;
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;

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- Liaise with the CDM co-ordinator on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan;
- Provide the CDM co-ordinator promptly with any information relevant to the health and safety file);
- Ensure that all the workers have been provided with suitable health and safety induction, information and training;
- Ensure that the workforce is consulted about health and safety matters
- Display the project notification.

6.0 MANUAL HANDLING

The avoidance of hazardous manual handling operations is to be avoided so far as is reasonably practicable and where such avoidance is not possible a suitable and sufficient assessment must be made. This assessment must reduce the risk of injury from those operations by mechanisation, automation and careful planning of such activities. Manual handling assessments to be carried out in accordance with the Prime Solution safety management system.

7.0 COSHH

The company uses a range of materials, such as paints, wood treatment chemicals, adhesive and many more. Some of these substances have potential for causing ill health, but if handled properly and with due regard for the risks involved the chance of harm can be minimised.

ACTION PLAN

- Identify the problem.
- Assess it, measure it, get some idea of the scale.
- Decide on a method of solving the problem.
- Implement the chosen method of solving the problem.
- Check that the method is being implemented properly.
- Check that the method works monitor the outcome.

The aim is the protection of health, in which everyone has an interest in ensuring success. While planning the approach, site operatives shall be consulted; assessments shall be communicated to the end user in accordance with the Prime Solution safety management system.

8.0 SAFE SYSTEMS OF WORK

The company shall ensure that Safe Systems of Work are provided and supplied to all personnel who will require the information held therein, to undergo a given task in an adequate, appropriate and correct manner in relation to Health and Safety. Specific Hazard data sheets/risk assessments/method statements shall be provided during all hazardous operations.

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SAFE PLACES OF WORK

The company shall ensure so far as reasonably practicable, that an adequate safe place of work is achieved and maintained, with correct and adequate training and supervision. The aim of the company is to complete a given operation with a high standard of safety in compliance with existing legislation.

METHOD STATEMENTS

Shall be provided prior to hazardous operations e.g. Steel Erection, Roof Work etc by the Manager/Sub-Contractor in charge of the particular task. Method Statements must be approved by site supervision prior to the work carried out.

RISK ASSESSMENTS

Risk assessments are a legal requirement and must be carried out and recorded for all activities where a hazard exists with the potential to cause significant harm to the health and safety of Prime Solutions' employees and those persons affected by the works. Where sub-contract activities are carried out, written risk assessments must be produced by the sub-contractor concerned and appended to the site health and safety plan.

9.0 VISITORS TO SITE

The safety and well being of visitors to the company must be considered at all times. The following actions must be undertaken to ensure visitors are accounted for and protected from danger. Visitors must be escorted at all times whilst on the company's premises. Protective clothing must be made available to the visitor where necessary; this is to include orange high visibility vests and red safety helmets to enable instant identification. Visitors must not be allowed to touch or operate any equipment unless this is the specific reason for their visit. HSE to be given full co-operation during site inspections and findings to be reported to head office at the earliest opportunity.

10.0 FOREIGN VISITORS OR WORKERS

Anybody who visits site that cannot understand English, initially needs assessing in order to understand their limitations within the site environment. Once the assessment has been carried out, if it is found that they do not meet the basic requirements of receiving and passing on basic essential information that maintains theirs and everyone else's safety, then measures must be put in place to provide this.

This can take the form of information that is "comprehensible"; in other words provided in a format that can be understood by the visitor or worker. This can take the form of pictures and diagrams; or posters with essential phrases on them translated into other languages.

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There may be a co-worker who speaks both English and the other language that can be used to communicate with them; but in turn their competence both technically and as a translator must be assessed first.

11.0 YOUNG PERSONS

The Management of Health and Safety At Work (Amendment) Regulations 2006 require that employers ensure the Health and Safety of young persons (Over 16 and under 18 years of age) by suitable and sufficient Risk Assessment taking into account their immaturity and lack of experience etc. Prime Solutions will provide suitable and sufficient Risk Assessment for any young persons brought into to the workplace. They also expect any Sub-contractor used by them to ensure the same requirements are met.

12.0 WORKING AT HEIGHT

The Work at Height Regulations 2005 require that unless working at height can be avoided, a safe system of work must be implemented to prevent falls from height. The work needs to be properly planned, risk assessment based and that it is carried out safely.

PROVISION OF SCAFFOLDING

As work may be required to be done at heights which cannot be reached from the ground, means will be provided to raise the operative to a suitable working level and a platform will be built from which the job can be completed safely. The variety of scaffold equipment available is sufficient to erect a platform to suit every kind of work that needs to be done. It is vital that all working platforms should be properly constructed, provide adequate space for operative, tools and materials.

Scaffold will only be erected or altered by competent persons only and handover certificates issued by the erector where required, access to the working platforms to be provided by the erector. All scaffold will be erected in accordance with the requirements of Schedule 4 of The Inspection Of Places Of Work At Height (Regulation 13) of The Work At Height Regulations 2005 - The Use of Fall Arrest Equipment whilst Erecting, Altering & Dismantling Scaffolding. Scaffoldtag or similar systems will be introduced and recorded inspections will take place every 7 days or following inclement weather. The individual user prior to access should visually inspect scaffolds and report any defects to the Site Manager.

SAFE USE OF LADDERS

Ladders should only be used for work of a short duration. Ladders shall be of sound condition and fit for the purpose intended, the foot of the ladder should be supported on a firm level surface, at the correct angle and should not rest either on loose material or on the equipment to gain extra height. The top of the ladder shall be securely fixed to the structure so that it cannot slip. While lashing etc are being secured the ladder shall be footed, the ladder should extend 5 rungs above the step off point. Ladders (including stepladders) are provided as an access to a work area only and should not be used for transporting materials to work area or carrying out short duration work unless a three-point contact with the ladder frame can be maintained.

13.0 ROOF WORK

As a high-risk activity it is important that any roofwork operation is pre-planned. As falls are the major cause of accidents, precautions must be taken, either to prevent an operative from falling, or if that is not practicable, to prevent the fall from leading to serious injury. The particular hazards of each job and the best means of overcoming them must be considered so that a safe method of work can be established a detailed written method statement shall be prepared.

FRAGILE ROOFWORK

Before any roof is used as a means of access or as a place of work during any operation, whether its construction repair, maintenance, it is essential to identify parts covered with fragile materials and decide on the precautions to be taken.

Materials, which must be regarded as fragile, include: -

Plastic sheeting, corrugated steel sheeting (rusty), glass, wood, wool slabs may also be liable to fracture. The number of boards or ladders required will depend on the nature of the work, the type of roof and the access to it, and the number of persons carrying out the work.

When required safety harnesses, belts and nets shall be provided. Ensure that suitable anchorage points capable of withstanding any anticipated shock load are available. When nets are provided the manufacturers advice shall be sought on the suitability of any particular net for the purpose for which it is to be used. When work from a roof may endanger the public by falling materials, brickguards/fans or other similar precautions shall be provided.

14.0 ELECTRICITY

Appointed Contractors will carry out Portable Appliance Testing (PAT) at company locations. Nominated NICEIC or ECA approved contractors will carry out electrical connections, checks and alterations to temporary accommodation.

Temporary electricity supplies to site accommodation shall be tested on installation and at three monthly intervals. Visual inspections of cables and cable routes shall be undertaken daily and appropriate corrective action taken where defects are apparent.

OVERHEAD POWER LINES

Generally electricity supplies above 33,000 volts are routed overhead below this voltage they may be overhead or underground. Overhead lines are normally un-insulated and can be lethal if contact or near contact is made. Electric arcs may jump a considerable distance. If

work is required to be carried out near overhead power lines, the Area Electricity Board shall be consulted before work commences and a safe system of work devised and implemented.

PORTABLE ELECTRIC TOOLS

There is a constant risk of electric shock whilst on site. Therefore, 110V systems, tools, temporary lighting and other equipment shall be used at all times. Where this is not practicable, residual current devices shall be provided for use with 240V mains supply. Routine inspection and preventive maintenance are essential, all tools and equipment shall be inspected by a competent person for signs of damage or deterioration.

The Site Manager is responsible for checking that all portable electrical equipment that is brought on to site by hire companies and subcontractors is powered by 110V and has the relevant PAT test certificate where relevant.

15.0 BURIED SERVICES

Before any digging on building sites or roadworks are undertaken a survey of the area shall be conducted by the Site Agent/Supervisor. The company shall approach this type of work systematically, using plans and other positive information (e.g. the existence of street lamps and junction boxes, cable locators and safe digging practices).

The owners of the services shall be contacted to obtain plans to show the approximate line and depth of known cables. If possible cable routes shall be avoided, a cable-locating device shall be used to trace the position of the cable as accurately as possible in connection with any available cable plans. The line of any cable shall be noted and marked using paint, wooden pegs, waterproof chalk etc NEVER USE SHARP SPIKES.

Power tools shall not be used within 0.6m of the indicated line of the cable. If necessary the cable can be exposed using hand tools with care. Spades and shovels will be used rather than forks or picks. To disturb concrete in which cables are embedded, the cables should be made dead or an alternative safe method of excavation agreed with the electricity board or owner of the service. If in any doubt about whether an exposed service is live or dead, it shall always be treated as live.

16.0 EXCAVATIONS

Almost all construction work involves some form of excavation (drains, sewers etc), all excavations can be dangerous so precautions are always taken. Neither the shallowness of an excavation or the appearance of the ground should be automatically taken as an indication of safety. The company will operate a Permit-to-Dig procedure.

SUPPORT

Adequate support depends on the type of excavation, the nature of the ground and ground water condition. There is no minimum depth requirement for the shoring of excavations. For trenches up to 4.60m deep, a survey of the soil prior to excavation by a trained and experienced person should be provided. The results will then determine a suitable method of excavation and support. Where larger excavations are concerned, a specialist engineer shall

be consulted. Adequate supplies of support materials shall be available before the excavation commences and will be of sound, free of defects, of adequate strength and properly maintained. Supports shall be fixed securely to prevent displacement. Conventional timber shuttering or steel trench sheets and adjustable props shall be used all times. Care shall be taken to see that excavation work does not jeopardise the stability of any adjacent structure.

ACCESS

Safe means of access and egress excavation shall be provided. Ladders shall be securely fixed and properly maintained and shall permit quick and easy escape in case of flooding or falls of materials. Climbing into or out of excavations using the whaling and struts shall be prohibited.

GUARDING EXCAVATIONS

Where a person may fall more than 2m, suitable barriers shall be erected, shallow excavations shall have suitable barriers erected when persons may fall into them. Barriers shall service to keep materials, plant and equipment away from the edges of an excavation. Barriers may be removed to permit access of men, plant and equipment etc; they shall be replaced as soon as possible. Spoil heaps can form part of the barrier. During darkness the edges of an excavation shall be marked with lights, where there is a danger to the general public.

Where excavation work is carried out on the highway, Local Authority approval is necessary and appropriate barricades and warning notices shall be erected to comply with the New Roads and Streetworks Act 1991 and the Highways Act 1980. Adequate hazard warning shall be provided during the hours of darkness and fog. Where vehicles are used for tipping materials into excavation, safety measures such as stop blocks shall be used to prevent the vehicle overrunning the edge. They shall be placed at a sufficient distance from the edge to avoid the danger of it breaking away under the weight of the vehicle.

MAINTENANCE, INSPECTION AND EXAMINATION

All excavations shall be inspected before work starts and thoroughly examined weekly, or after substantial damage. A record of these examinations shall be recorded on the appropriate form.

17.0 LIFTING EQUIPMENT

Lifting equipment is defined as work equipment used for lifting, lowering and suspending of loads (including persons) and any attachments for anchoring, fixing or supporting the load. All lifts shall be properly planned, appropriately supervised by a competent person and carried out in a safe manner. All equipment and accessories must be tested in accordance with current legislation and copies of certification held on site.

Where a crane is hired, the responsibility for ensuring that the regulations are complied with generally lies with the hirer/users not the Hire Company. This may also apply when the

crane is travelling on the road. Clarification of responsibilities shall be sought with crane hirers and the following documentation requested prior to work commencement.

- 4 yearly thorough test and examination.
- 12 monthly test and examination.
- 6 monthly test certificates for slings, chains, man baskets, associated lifting gear.
- Operators certificates.
- Method statement/risk assessments for work to be carried out.
- Name of nominated competent person supervising the lifting operation.

Automatic safe load indicators, radius load indicators and motion limit switches, together with their audio-visual warning systems shall be fitted to cranes and other lifting appliances. All cranes and other lifting appliances shall be clearly marked with their maximum safe working

load (SWL). If the driver cannot see his load during the whole lifting operation he shall have one or more trained signaller (banksman) or some other signalling system to enable him to handle the load safely. Where tower cranes are used a thorough test and examination must be carried out after erection and before being put into use for the first time.

18.0 WORK EQUIPMENT

The term work equipment has a wide application; some kinds of plant and equipment have already been dealt with under their own headings. Work equipment can be defined as any machinery, equipment, appliance, apparatus tool or installation for use at work. At all times the requirements of the Provision and Use of Work Equipment Regulations 1998 must apply.

19.0 MOBILE PLANT

When plant is constantly moving on or around a site or being relocated, the factors that create hazards and cause accidents may be more difficult to anticipate and eliminate. Construction Phase Health and Safety Plans must include the provision for restricting the movement of site traffic to fixed routes and access points, by including a written traffic management procedure. Planning should include the procedures for the off-loading, distribution and storage of materials. The importance of safety instruction and on-site planning for safety must be emphasised by the Site Manager.

20.0 CONFINED SPACES

A confined space is a general term used for any enclosed workplace that has limited access and poor natural ventilation e.g. a roof space, or a confined small area in a room, trenches, tanks, lift shafts, or, working with certain adhesives, solvents, brazing, welding and cutting etc. So even a room that may eventually become occupied could all too easily become potentially hazardous if the air within the confined space becomes deficient in oxygen or contaminated by dangerous dust, fumes, gas or vapour.

It is essential therefore that wherever work is to be carried out in any confined space, that adequate ventilation will be provided and maintained. That suitable and adequate means of access to and egress from the confined space will be provided and maintained.

It may be necessary that the air in certain confined spaces will require monitoring before work commences and at regular intervals during work procedures. When planning work in any confined space the possibility of a lack of oxygen must be considered. Before any confined space working is allowed the environment to be worked must be tested by a competent person and a Permit to Enter issued.

21.0 ASBESTOS

A licensed sub-contractor must be used to remove asbestos material with full documentation provided prior to work commencement; HSE to be notified as required 14 days before removal begins. Method statements and risk assessments will be communicated to all persons carrying out or affected by asbestos removal works.

In the event that operatives are going to work in an environment whereby the discovery of an asbestos contained material is likely, then operatives will only be used in that situation who have had proper asbestos awareness training.

It is strongly stressed though, that working with asbestos containing materials is an absolute last resort, and company policy is that normally all our projects have already had any asbestos removed before our operatives even enter the building.

22.0 CONTROL OF WASTE

Waste produced on site will be deposited in skips to be removed and replaced as required. The Skip Company will be fully registered for waste disposal and must provide a duty of care waste transfer notice to be filed in the site office. Details of tipping locations to be forwarded to relevant parties as required.

A specialist-licensed sub-contractor who will supply all necessary safety documentation prior to starting on site will remove contaminated waste. Duty of care controlled waste certificates will be provided and a copy of Certificate of Registration under The Control of Pollution (Amendment) Act 1989 will be available following removal.

23.0 PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

Hard hats, hi-vis and safety footwear shall be worn on all sites unless a risk assessment determines otherwise.

All Prime Solutions site staff are issued with hard hats, hi-vis etc at the start of each contract. It is the individual's responsibility to keep them in good order and ask the Site Manager for replacements when the PPE is either worn out, damaged or misplaced etc.

Without a hard hat, hi –vis and toe tecs, no Prime Solutions employee will be allowed to carry out any work on any of our sites.

Further PPE e.g. gloves, goggles, ear defenders etc will be issued to the employee by the Site Manager when it has been assessed that a particular work activity being carried out needs further protection. This issue of PPE with regard to the level of protection will always be monitored by the Site Manager during the task, but at all times the individual is required

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to request replacement PPE from the Site Manager when it ceases to provide any protection or is damaged in some way or in the individuals opinion it is inadequate for the task in hand.

Face masks (min standard FFP3 standard) are issued after the operative has been face fit tested by the trained person certified to do so, who is usually the Site Manager.

All sub-contractors will supply their operatives with suitable P.P.E. to carry out specific tasks and evidence of their operatives being face fit tested is mandatory.

Where power tools are being used the minimum requirements will be goggles, ear defenders, dust masks, safety helmets and safety footwear. Where sites are designated a HARD HAT, SAFETY FOOTWEAR AND HIGH VISIBILITY VEST AREA appropriate signage will be displayed.

24.0 COMMUNICATION / CONSULTATION

The Managing Director or delegated Director chairs the meeting at which safety policy standards are formed.

A monthly Senior Managers Safety Review chaired by the Company Safety Advisers is to be held attended by all the Senior staff, Company Safety Advisers, Office Manager and the Director responsible for Safety

Consultation at project level is to be undertaken as follows:

All sites with over 25 workers must form a Safety Committee meeting on a regular basis attended by members of the project team and sub-contractors working on the project. This will ensure communication between all companies on site hazards, work methods, programming for safety and all aspects of site health, safety and welfare. All meetings will be recorded and actions identified.

Sites with under 25 workers will hold regular site meetings with sub-contract organisations present and safety as an agenda item. The meetings will be minuted with protective and preventative measures taken and the minutes displayed on site notice boards when published.

Consultation at work-gang levels is to be undertaken as follows:

- Site induction will be site specific for each project and will take place prior to any type of work activity being carried out; all induction's will be recorded and logged. Each person will be required to confirmation full awareness of relevant method statements and risk assessments, all site rules, emergency procedures and identification of site staff with specific health and safety responsibilities.
- Toolbox talks involving all those involved with the work-gang will be held prior to hazardous operations, at regular intervals and as required underpinning a safety message. Records of attendance will be kept on site.

Consultation at individual level is to be undertaken as follows:

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- Prime Solutions will operate an open door policy to allow any individual to raise any health and safety concerns to site management, this will be communicated at induction and posters displayed in site welfare facilities. All issues raised will be treated with confidentiality and where necessary appropriate action taken.
- Other methods of consultation may be used in accordance with the chosen method of consultation at project; work-gang and individual level will be included in all Construction Phase Health and Safety Plans.

25.0 SUB-CONTRACTORS

All sub-contractors working on Prime Solution's sites will be checked for competency and will produce the following information prior to site start-up:

- Company safety policy
- Liabilities insurance
- Method statements/Risk assessments
- Emergency Procedures including rescue planning where required
- Pre-qualification questionnaires
- Management and Operative training records
- Plant and equipment (records of preventative maintenance)

This information will be checked and approved prior to work commencement.

Sub-contractor safety performance will be closely monitored at all times and post contract reviews will be carried out at contract completion. Any sub-contractors failing to reach the desired levels of safety compliance will be prevented from working on further contracts until the necessary steps have been taken to ensure improvements in safety performance.

26.0 TEMPORARY STAFF

Where temporary workers (i.e. Agency Personnel) are employed, the company will ensure through enquiry and consultation that the individual is trained, competent and fit to carry out their duties. The Site Manager shall check that all agency personnel have received a site-specific induction and all relevant information (i.e Risk Assessments and Method Statements) for them to carry out the role safely.

27.0 DRUGS AND ALCOHOL POLICY

Prime Solutions will not tolerate and drug or alcohol abuse from any of their workforce, temporary employees or sub-contractor employees. Anyone suspected of being under the influence of any non-prescription drug or alcohol, which may affect their ability to perform their duties in a safe manner shall be asked to leave site.

28.0 INFORMATION

The Company Safety Advisers will co-ordinate statutory safety requirements into minimum standards, which will be approved by the Director responsible for safety. Standards will be implemented and monitored by work location managers to ensure that a high level of control is exercised. Location managers will ensure that adequate safety information is communicated to the workforce. This in part will be carried out in joint consultation with the workforce.

29.0 TRAINING

Formal Safety training requirements will be identified by managers in consultation where considered necessary with the Company Safety Advisers. Managers are responsible for ensuring that their staff is trained sufficiently for them to carry out their work safely. Managers will review their safety training requirements on a monthly basis during Safety Review Meetings.

30.0 SAFETY MONITORING AND INSPECTIONS

Every work location manager will ensure that regular inspections are carried out to ensure that work operations are being carried out in accordance with the location Construction Health and Safety Plan, Method Statements/Risk Assessments and company safety policy. These inspections will take into consideration the work operations taking place and the location conditions prevailing at the time. Site Managers or the Management Safety Representative will carry out daily visual inspections and on a weekly basis an inspection shall be recorded using the form provided. Contracts Managers recorded inspections shall be carried out monthly using the same format. Copies of the inspection reports will be distributed as indicated within the form content.

In addition to these inspections the Company Safety Advisers will carry out inspections and Audits on a regular basis to monitor compliance. The results of these inspections will be reported on in the monthly safety report to the Senior Managers meeting each month.

31.0 HOUSEKEEPING

Good housekeeping is to be observed at all times on all Prime Solution work locations, safe access and egress to work areas must be maintained. Regular cleaning of spent materials, debris and unused material will be undertaken, where applicable sub-contractors must be held responsible for keeping work areas and welfare facilities in a clean and tidy condition. Where practicable lay-down areas must be incorporated into the site safety plan to allow the safe storage and distribution of materials. Fuels and flammable materials will be stored in accordance with the manufacturer instructions and careful segregation from site areas must be ensured.

32.0 DISPLAY SCREEN EQUIPMENT

The principal risks from VDU work relate to physical (musculoskeletal) problems, visual fatigue and mental stress. Risk to the individual user from VDU work is low but ill health can arise from poor work organisation, working environment, job design and posture, and from inappropriate working methods. Most of the requirements apply to “users”. This is not as straightforward as it sounds not everybody who uses a VDU will be a user. It is defined as anybody who habitually uses a VDU as a significant part of his or her normal work. An assessment of every workstation used by a “user” is required, in order to identify the risks and precipitate action to reduce them to the lowest extent reasonably practicable. Details of workstation assessments will be given during the induction process.

33.0 HEALTH SURVEILLANCE

In the event that we undertake high risk work activities, Prime Solutions will employ specialist advice (i.e. occupational hygienist) at the planning stage to make sure that the health of our employees are maintained. This will be in accordance with the Management of the Health & Safety at Work (Amendment) Regulations 2006 (Regulation 6) and the Construction (Design & Management) Regulations 2007.

Examples of such work include:-

Work with respiratory sensitizers.

Use of specific chemicals.

Fumes, dusts, and other substances hazardous to health.

Work causing excessive noise and/or vibrations to workers.

Work with asbestos.

34.0 COVID 19 SECURE PROCEDURES

Control measures applicable to all work places.

All sites/ offices should have measures in place for the following tasks or considerations:

- Site managers/ office manager should consider the number of people that are required on site at any time and ensure that workers are aware of the advice on COVID-19.
- Routine cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks and tables).
- Ensure regular environmental cleaning is done.
- Promote frequent hand hygiene by making sure that staff, contractors, service users and visitors have access to hand washing facilities and where available alcohol-based hand rub.
- Ensure staff have the space to allow for appropriate distancing between colleagues when working/moving around. This can include marking on the ground to encourage people to stand 2m back from staff and ensuring staff have appropriately staggered breaks.
- Ensure good ventilation by keeping windows open where possible and not closing

doors for small rooms (unless someone is presenting symptoms – see the later section in this document regarding responding to someone falling ill at work).

- Individuals should
 - Wash hands frequently with soap and water for 20 seconds.
 - Use alcohol-based hand rub where available if no access to soap and water.
 - Avoid touching eyes, nose and mouth with unwashed hands.
 - Not come to work if they or a household member has symptoms of COVID-19 (follow the stay at home guidance).
 - Follow the physical (social) distancing advice.
 - Wherever possible, avoid direct contact with people that have a respiratory illness and avoid using their personal items such as their mobile phone.
 - Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose. Dispose of all used tissues promptly into a waste bin. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

Specific advice on control measures to be considered for inclusion in site specific Risk Assessments for COVID-19, dependent upon the size of project / workplace and the number of personnel involved.

Provision of enhanced supervision

During early phases of the return to work reduced ratios of workers to supervisors will be required to ensure effective monitoring and supervision of implementation of the new controls, to gather feedback from the workforce on their effectiveness and to help develop a dynamic response to the changes.

Provision of cleaning products

Before commencing any works, all necessary cleaning products, including soap and water and alcohol-based hand rub (where available) must be available to every worker. If this is not the case, then work should not commence until resolved.

Hand Washing

- Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.
- Ensure soap, clean hot and cold (or warm) running water and disposable hand towels are readily available and kept topped up at all times.
- Provide alcohol-based hand rub where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and alcohol-based hand rub levels.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Sites will need extra supplies of soap, alcohol-based hand rub and paper towels and these should be securely stored.

Cleaning

Enhanced cleaning procedures must be in place across the site, particularly in communal areas and at touch points including, where applicable:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls and vehicle cabs
- Food preparation and eating surfaces
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day
- Task appropriate glove wearing is mandatory
- Tools – sharing of tools to be prohibited unless specialist PPE used or tools are disinfected before use by anyone else.
- Maintenance of a stock of consumables to maintain cleanliness is essential.

Travel to Site/ Office

- Wherever possible workers should travel to site/ office alone using their own transport and sites must consider, where necessary:
 - Parking arrangements for additional cars
 - Other means of transport to avoid public transport, such as providing additional bike racks
 - If workers have no option but to share, journeys should be with the same individuals and with the minimum number of people at any one time.
 - Passenger numbers in corporate vehicles (such as minibuses) should be limited to permit 2m physical distancing.
 - Ventilation should be increased (for example, by keeping windows open) and passengers should avoid sitting face to face.
- Vehicles should be cleaned regularly (between shifts or on handover) using gloves and standard cleaning products, with an emphasis on handles and other touch surfaces.
- Where public transport is the only option for workers, you should consider:
 - Changing and staggering site hours to reduce congestion on public transport
 - Avoiding requiring workers to use public transport during peak times.
 - Where compounds are established, providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or alcohol-based hand rub when water is not available.
 - How someone taken ill would get home.

Site / Office Access Points

- Stop all non-essential visitors (i.e. those whose presence is not essential for the management and safe operation of the site/ office).
- Issue specific guidance for deliveries.
- On larger sites Introduce staggered start and finish times to reduce congestion and contact at all times. (This may also assist in spreading load on nearby public transport).
- Where feasible, monitor site access points to enable physical (social) distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Also implement where reasonable one-way entry and exit.
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners.
- Require all workers to wash or clean their hands before entering and leaving the site.
- Allow plenty of space (two metres) between people waiting to enter site.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times.
- Drivers should remain in their vehicles if it is safe to do so and must wash or clean their hands before and after unloading goods and materials.
- Fire evacuation procedures – consideration to be given to how to quickly evacuate and how to maintain distance at a muster point.

Movement around the site/ office

- Reduce the need for movement around the site where reasonable by re-planning logistics and layout of site facilities.
- Reduce the number of people in attendance at site inductions.
- Induction rooms must be carefully managed to ensure physical (social) distancing or inductions held on site in open air if possible. Adoption of 'Honda factory' 2m grid for all briefings etc.
- One-way systems – introduce one way flow of people around the workplace in stairs and corridors where reasonable.
- Perimeter Access Scaffolding - consider one-way systems for vertical travel additional stair towers to be installed.
- This will require effective communication to all on site.
- Toolbox talks – daily toolbox talks on COVID-19 to reiterate site operating procedures and inform of any change to site procedures.

Toilet Facilities

- Restrict the number of people using toilet facilities at any one time - “one in/one out.” controls must be used. The number of toilets may need to increase to permit this.
- Wash hands using soap and water before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
- Portable toilets should be cleaned and emptied more frequently.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

First Aid on site/ Office

Consider how to be prepared to provide first aid to a person who may become injured due to a work activity – including protection of both the worker and the first aider(s) and the appropriate specialist PPE required. People involved in the provision of assistance to others should pay particular attention to sanitisation measures immediately afterwards, including washing hands.

Canteens and Eating Arrangements/ Teapoints

There is a requirement under the CDM Regs for suitable arrangements so that meals can be prepared and eaten and that includes a means for boiling water. The site cleaning regime will need to be able to ensure that these arrangements can be kept clean between uses.

The workforce should be required to stay on site once they have entered it.

- Dedicated eating areas should be identified on site to reduce contamination.
- Break times should be staggered to reduce congestion and contact at all times.
- Hand cleaning facilities or alcohol-based hand rub should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact (additional canteen facilities may be necessary).
- Where catering is provided on site, it should provide pre-prepared and wrapped food only.
- Payments should be taken by contactless card wherever possible.
- Crockery, eating utensils, cups etc. should not be reusable.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
- Tables should be cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Attendants, where employed, should be trained to fulfil the role of ensuring that social distancing is achieved in the canteen areas.

Changing Facilities, Showers and Drying Rooms (where required)

- Introduce staggered start and finish times to reduce congestion and contact at all times.
- This may require “one in/one out” arrangements dependent upon the size of unit.
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Consider increasing the number or size of facilities available on site if possible.
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres.
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.
- Keep such facilities clear of personal items.

Working in teams

It is important, particularly for those who may need to engage in close working following a risk assessment, to reduce the number of people that each person has contact with on site. This may be achieved by using fixed teams or shifts or partnering so each person works with only a few others.

Site/ Office Meetings:-

- Only absolutely necessary meeting participants should attend.
- Use Zoom, Skype, facetime, etc to avoid unnecessary visitors to site and reduce travel around the site/ office.
- Attendees should follow physical (social) distancing and be two metres apart from each other.
- Rooms should be well ventilated/windows opened to allow fresh air circulation.
- Hold meetings in open areas where reasonable.
- Where visitors are required, limit the number at any one time and explain site guidance on social distancing and hygiene on or before arrival.

Use of specialist PPE

The role of PPE in providing additional protection against COVID-19 transmission is limited and controls should first of all focus on ensuring hygiene, particularly handwashing, maintaining physical distancing, minimising time and using fixed teams when working in close contact. However, in circumstances where a risk assessment has shown that a task essential to a project cannot be carried out in a socially distanced manner, a barrier is not a practical solution and reliance is placed solely on administrative controls, then, as a last resort, an appropriate form of PPE should be used.

As described earlier, however, during any period when the supply of such “medical” PPE is restricted, the industry will not make use of such PPE (other than for providing first aid) and will defer the completion of any work that cannot be carried out using physical distancing or a barrier.

Self-isolation & Shielding

(Advice from NHS Inform – please check for the latest guidance)

Anyone who meets one of the following criteria should not come to site or the office:

- People who have symptoms of COVID-19, or are household members of people with symptoms, must stay at home and follow the guidance for households with possible coronavirus infection on NHS Inform.
- People who are shielding, designated as “at very high risk”, must not attend any workplace outside the home setting – see NHS Inform.”

Procedure if someone falls ill

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately.
- The use of public transport should be avoided.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in the bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- They must then follow the guidance on NHS Inform and not return to work until their period of self-isolation has been completed.
- Contact to be made with next of kin.
- Advise Employer of developing condition.
- If the worker is so unwell that they require an ambulance, phone 999 and let the call handler know you are concerned about COVID-19. Whilst you wait for advice or an ambulance to arrive, try to find somewhere safe for the unwell person to sit which is at least 2 metres away from other people.
- If possible, find a room or area where the worker can be isolated behind a closed door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. The worker should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze, and then put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.

Once the worker has left the premises, the immediate area occupied by the individual should be cleaned with detergent and disinfectant.

Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as a site), the management team of the workplace will contact the

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Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

Line managers will offer support to staff who are affected by Corona virus or has a family member affected.

Additional information is available at '[COVID-19 Guidance for non-Healthcare Settings.](#)'

Mental Health

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference – www.mind.org.uk/information-support/coronavirus-and-your-wellbeing

Managers will provide regular communication of mental health information and open door policy for those who need additional support.