

Health Safety & Environmental Policy

Prepared by

SAFEHANDS

Health and Safety Consultants Ltd



10 March 2011

For

AGB Developments & Small Contracts Ltd

**Unit 10, Nether Friarton
Friarton Road
Perth
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HEALTH AND SAFETY AT WORK ACT 1974

HEALTH & SAFETY and ENVIRONMENTAL POLICY STATEMENT

By

AGB Developments & Small Contracts Ltd

The Health and Safety at Work Act 1974 places an obligation on all employers to make every reasonable effort to ensure the health and safety at work of their employees. It is the policy of AGB Developments & Small Contracts Ltd to attach the greatest importance to all matters pertaining to the health, safety and welfare of its employees.

Management and employees must abide by this policy and consistently take positive action to prevent all types of accidents. Your health and safety is our concern, as well as your own. By working together we should be able to achieve and maintain the stated aims and objectives of this policy.

The policy will be kept up to date, particularly if the business changes in nature or size.

ENVIRONMENTAL

AGB Developments & Small Contracts Ltd is fully committed to minimising the impact of its operations on the environment by ways of identification compliance and management. We are committed to comply with the necessary local authority and environmental agencies working within the legal framework set out in The Environmental Protection Act 1990 thus enabling us to ascertain ISO 14001 status.

AGB Developments & Small Contracts Ltd will continually improve by means of regularly monitoring and assessing our performance.

Signed: _____ **Managing Director**

Date: _____

1 Health and safety responsibilities:

- 1.1 Overall responsibility for Health and Safety within AGB Developments & Small Contracts Ltd lies with, Mr Allan Brown, Managing Director.
- 1.2 The general responsibilities of the **management** of AGB Developments & Small Contracts Ltd are to:
 - 1.2.1 Provide and maintain safe and healthy working conditions and to treat current Health & Safety legislation as the minimum requirement against which standards will be set.
 - 1.2.2 Adequate resources financial and otherwise are provided to ensure that provision can be made for health and safety within AGB Developments & Small Contracts Ltd.
 - 1.2.3 Ensure that all employees receive adequate safety training as part of the standard induction procedure together with any appropriate special training.
 - 1.2.4 Produce all relevant information on safe operating procedures.
This information will include any relevant Risk Assessments (as required under the Management of Health & Safety at Work Regulations 1999) and Hazardous Substances Assessments (as required under the Control of Substances Hazardous to Health Regulations 2002 – COSHH Regulations).
 - 1.2.5 Supply to all employees all the necessary personal protective equipment (PPE) required under the current legislation. No charge will be made to the employees for the provision of such PPE.
 - 1.2.6 The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to facilities and arrangements for their welfare at work.
 - 1.2.7 Promote regular safety inspections and ensure that any equipment requiring a mandatory inspection (such as electrical and gas appliances) is so inspected and that records of the inspections are kept.
 - 1.2.8 Set an example in safe behaviour and safe working practices.

- 1.3 At each remote worksite a **Foreman** will be present and will ensure that:
 - 1.3.1 The work is carried out to the required safety standards.
 - 1.3.2 All employees understand any Method Statements applicable to the work.
 - 1.3.3 All employees work in a safe manner and wear the appropriate level of PPE.
 - 1.3.4 All machinery is in good condition and only operated by trained employees.
 - 1.3.5 Appropriate first aid and fire fighting facilities are available.
 - 1.3.6 All employees know what to do in the event of an emergency.
 - 1.3.7 If applicable, check that all scaffolding is adequate and that appropriate inspections and records are kept.
 - 1.3.8 If applicable, liaise with other contractors to ensure that no conflicts on safety issues arise.
- 1.4 The general responsibilities of **employees** of AGB Developments & Small Contracts Ltd are to:
 - 1.4.1 Work safely at all times and to adhere to the established safe operating procedures laid down by management.
 - 1.4.2 Co-operate with the Company and help them meet their statutory requirements.
 - 1.4.3 Liaise with management on all aspects of health, safety and welfare at work.
 - 1.4.4 Wear protective equipment where necessary and utilise all safety devices (guards or cut-outs) fitted to any machinery.
 - 1.4.5 Not interfere with or misuse such safety devices, as this is a breach of Health & Safety legislation and as such a breach of the terms of employment.
 - 1.4.6 Report all accidents - those involving injury to persons, damage to plant or near misses - to management as soon as possible so that effective action may be taken to prevent recurrence.
 - 1.4.7 Co-operate in the investigation of accidents or abnormal occurrences and help management implement any measures necessary to prevent recurrences of such incidents.

- 1.5 The "Competent Person" responsible for assisting in complying with health and safety legislation (as required under regulation 7 of The Management of Health and Safety at Work Regulations 1999) will be the firm of SAFEHANDS Health & Safety Consultants Ltd. In this context SAFEHANDS will give advice on any safety training deemed necessary, carry out safety inspections, investigate and report on any accidents and monitor the safety performance of AGB Developments & Small Contracts Ltd.
- 1.6 Review of the company Health and Safety Policy. This policy will be reviewed if the workplace or work activities change significantly. In any case it will be reviewed annually. Communication of any such changes will be made to all employees.
- 1.7 Updates and changes in legislation are brought to the attention of AGB Developments & Small Contracts Ltd by liaising with SAFEHANDS Health & Safety Consultants Ltd through toolbox talks and reporting procedures where the Company is kept updated in changes in legislation and press releases from the HSE affecting the safety and welfare of their employees.

2 Company Safety Rules:

- 2.1 This section of the Health and Safety Policy outlines the general rules laid down and which are applicable to all employees. These safety rules are prepared in accordance with legal requirements and with acknowledged safe working practices. In addition there is a legal duty imposed upon you to comply with these rules, as breaches of the rules will result in disciplinary action, possibly leading to dismissal. Although not wholly exclusive particular attention should be paid to the following:
- 2.1.1 A gross breach of preceding safety rules.
 - 2.1.2 Unauthorised removal or interference with any guard or protective device.
 - 2.1.3 Unauthorised operation of any item of plant, machinery or equipment.
 - 2.1.4 Horseplay or practical jokes, which could cause accidents.
 - 2.1.5 Unauthorised removal of any item of first aid equipment.
 - 2.1.6 Misuse of chemicals, flammable or hazardous substances or toxic materials.
 - 2.1.7 Wilful damage to, misuse of, or interfering with any item provided in the interests of health and safety at work.
 - 2.1.8 Unauthorised removal or defacing of any label, sign or warning device.
 - 2.1.9 Smoking is strictly prohibited throughout the workplace and company vehicles.
 - 2.1.10 Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
 - 2.1.11 Misuse of electrical equipment.
- 2.2 It should be remembered that a breach of health and safety legislation by you constitutes a criminal offence and action taken by an enforcing authority against you as an individual can result in heavy penalties i.e. fines and/or imprisonment.
- 2.3 We recognise that it is not possible to prepare safety rules that will meet every possible eventuality. However, we expect you to act in a sensible manner and, in particular, to obey all the instructions given by management to maintain or improve health and safety.

3 Advice and Information:

3.1 The poster “Health & Safety Law – What You Should Know” is displayed in the Main Office, Site Office and the Packs in Company Vehicles.

3.2 Information and advice on all matters of health and safety is available at any time from:

SAFEHANDS Health & Safety Consultants Ltd (Lossiemouth)
Unit 20 (Head Office)
Coulardbank Industrial Estate
Lossiemouth
Moray
IV31 6NG

Tel: 01343 815166
Fax: 01343 815180

3.3 **The Enforcing Authority is:**

The HSE Inspector
Belford House
59 Belford Road
EDINBURGH
EH4 3UE

Tel: 0131 247 2000

3.4 **The Employment Medical Advisory Service is located at:**

HSE Field Operations Division
Belford House
59 Belford Road
EDINBURGH
EH4 3UE

Tel: 0131 247 2000

4 Training:

- 4.1 The Company recognises that safety training is an integral part of its overall safety policy. Training records are kept in the Main Office and a summary kept in Site Files.
- 4.2 No person will be employed on any work involving any foreseeable significant risk unless he or she has received adequate training. They will also be trained to recognise the hazards involved and the precautions to be taken to reduce the risks to an acceptable degree.
- 4.3 All new employees will attend a safety induction period on the first day of employment. The safety induction for the new employees will include detailed information relevant to the employers and employees statutory duties under the various Acts. Also included will be fire prevention techniques, accident reporting and emergency procedures, together with information on any hazard specific to the work they will be asked to perform.
- 4.4 Management will receive any necessary training in health and safety to enable them to effectively control the areas for which they are responsible and to identify training needs.
- 4.5 Site Supervisors will ensure that Safety Inductions for new employees are carried out and recorded.
- 4.6 Mr Allan W Brown with the assistance of SAFEHANDS Health & Safety Consultants Ltd will identify future training needs of both employees and management.
- 4.7 Specialist Training Companies will conduct the necessary on the job training of new employees.

5 Monitoring Health & Safety:

- 5.1 The management of AGB Developments & Small Contracts Ltd will monitor Health & Safety issues by studying accident statistics, carrying out informal safety inspections of the workplace and informally consulting with employees.
- 5.2 All supervisory staff will inspect the workplace on a daily basis and immediately rectify any safety hazards they may find.
- 5.3 SAFEHANDS Health & Safety Consultants Ltd will carry out unannounced safety inspections of the workplace and provide a written report of the findings to the management of AGB Developments & Small Contracts Ltd.

6 Consultation with Employees:

- 6.1 As per the Health and Safety (Consultation with Employees) Regulations 1996 SAFEHANDS Health & Safety Consultants Ltd will consult with employees on matters relating to Health and Safety during regular inspection of the premises and work sites.
- 6.2 Concerns of employees on matters of Health and Safety may be communicated to the management of AGB Developments & Small Contracts Ltd at any time.
- 6.3 Through regular verbal discussions, toolbox talks and inspections by SAFEHANDS Safety Consultants.

7 Accidents:

- 7.1 First Aid boxes are located in each Company Vehicle, one in the Main Office and all Site Offices. First Aid boxes in the Company Vehicles and the Site Offices will be regularly checked and replenished by the Foremen. The First Aid box in the Main Office will be regularly checked and replenished by Catriona Griffin. Each person who uses any item from the first aid boxes should inform the “appointed person” Mr Allan W Brown as soon as possible.
- 7.2 The accident books for AGB Developments & Small Contracts Ltd are kept in the Main Office and all Site Files.
- 7.3 Mr Allan W Brown will be responsible for ensuring that any employee who has an accident while at work, inserts details of the accident in the accident book.
- 7.4 Where an employee or self-employed person while working on our premises is fatally injured or suffers a major injury (including as a result of physical violence); or a member of the public is fatally injured or taken to hospital. Mr Allan W Brown will notify the enforcing authority **without delay** (e.g. by telephone).

Mr Allan W Brown will give details relating to our business (e.g. Name of Company, Address etc), the injured person and the accident; and **within ten days will** follow this up by completing form F2508 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and forwarded to HSE Incident Contact Centre, Caerphilly.

SAFEHANDS Health and Safety Consultants Ltd will be contacted to assist with the internal accident reporting procedures and for advice on what immediate action is required to prevent a reoccurrence.

Details of the Incident Contact Centre, Caerphilly are:

- by phone 0845 300 9923 (8.30am – 5.00pm)
- by fax 0845 300 9924 (any time)
- by internet www.riddor.gov.uk (any time)
- by email riddor@natbrit.com

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence. Mr Allan W Brown will report it immediately (e.g. by telephone) to the enforcing authority. Definitions of major injuries, dangerous occurrences and diseases can be found at www.hse.gov.uk/riddor or by calling SAFEHANDS Health and Safety Consultants Ltd.

As follow up action, within ten days a completed accident report form F2508 **will** be sent to the Incident Centre at Caerphilly. Mr Allan W Brown will inform SAFEHANDS Health and Safety Consultants Ltd, of any dangerous occurrences that have been reported to the enforcing authority to ensure that further internal investigation is carried out.

- 7.5 SAFEHANDS Health and Safety Consultants Ltd will assist the management of AGB Developments & Small Contracts Ltd to investigate any accidents or abnormal occurrences.

8 Health & Safety risks in the workplace:

- 8.1 The Management of Health and Safety at Work Regulations 1999 require risk assessments identifying the hazards present, whether arising from work activities or from other factors.
- 8.1.1 A **hazard** is something with the potential to cause harm e.g. machines, substances, fumes, plant and equipment or methods of work etc.
- 8.1.2 A **risk** is expressed as the likelihood that harm from a particular hazard is realised.
- 8.1.3 The **extent of the risk** covers the population, which might be, affected i.e. the number of people who might be exposed.
- 8.1.4 **Risk**, therefore, reflects both the likelihood that harm will occur and its severity. The risk assessments help to identify hazards so the company can determine what measures we need to take for your health and safety and that of others who may be affected.
- 8.2 Work activities will be broken down into manageable sections and an appropriate amount of time allocated. The process is one of individual preference, although consideration should be given to the following:
- 8.2.1 Non-routine work such as cleaning and maintenance should be considered;
- 8.2.2 Hazards to non-employees should be examined;
- 8.2.3 Employees should be consulted as to their actual work activities;
- 8.2.4 Accident and ill-health records should be examined to help highlight potential problems;
- 8.2.5 Long-term hazards and those relating to ill-health should be considered as well as those likely to cause physical injury;
- 8.2.6 Once the inventory of hazards has been completed it should be reviewed to determine what action is to be taken.
- 8.2.7 Hazards have been identified and to arrange them in priority of assessment.
- 8.2.8 Where non-normal risks are evident or advice from external sources of information applies risk assessments may have to be carried out against the existing services, or normal risks such as bomb alerts etc.

9 Work related activities:

- 9.1 Risk Assessments for work related activities will be carried out, as required, in co-operation with SAFEHANDS Health & Safety Consultants Ltd and the results of these assessments will be kept in the Risk Assessment Register in the Main Office and all Site Files.
- 9.2 Site Supervisors will ensure that all work related activities are assessed.
- 9.3 Method Statements, where required, will be prepared in co-operation with SAFEHANDS Health & Safety Consultants Ltd.

10 Chemicals:

- 10.1 A register of substances hazardous to health will be compiled and kept in the COSHH Register in the Main Office and all Site Files. All substances on this list will be used only in accordance with the manufacturers' instructions and any personal protective equipment deemed necessary will be provided and must be used correctly.
- 10.2 Site Supervisors will be responsible for ensuring that all hazardous substances are assessed, read and understood by all employees as part of every method statement brief that the employees receive.
- 10.3 COSHH Risk assessment sheets will be handed to all employees who have been instructed not to work with hazardous substances unless a COSHH Risk Assessment has been carried out.

11 Equipment:

- 11.1 Mr Allan W Brown will ensure that before any new equipment is purchased a check is made to ensure that it meets the current Health & Safety standards. All Responsible Personnel will ensure that all equipment requiring maintenance is identified. Mr Allan W Brown will ensure maintenance procedures are drawn up and implemented.
- 11.2 Any work equipment requiring employees to be specially trained before using this equipment will be identified and implemented by Mr Allan W Brown.
- 11.3 Mr Allan W Brown and Personnel Using the Piece of Equipment will ensure that plant or equipment that is hired in or borrowed will have suitable maintenance and inspections records. They will also ensure that all operators of such equipment are suitably trained.

12 Electricity:

- 12.1 Only qualified electricians will carry out significant repairs to electrical equipment. A person trained to be competent by the management may carry out minor repairs such as mending a plug or replacing an accessible light bulb.
- 12.2 Before any piece of electrical equipment is plugged in and switched on, the cable and plug will be visually examined to ensure that the outer insulation is intact and the connections are sound.
- 12.3 (To be Confirmed) will carry out routine inspections of all portable electrical appliances. In any case all electrical appliances will be inspected at least annually. Written records of these inspections will be kept and reviewed by management.
- 12.4 Mr Allan W Brown will ensure that all electrical appliances requiring maintenance are identified and all records of such inspections are kept in the Main Office.

13 Manual Handling of Loads:

13.1 The Manual Handling Regulations introduced assessments with the intention of reducing the incidence of back injuries at work. They require us to assess all forms of lifting operations in the workplace where you are at risk from lifting a load, combined with repetitive twisting and turning and consecutive repeat performances including pushing and pulling.

13.2 If there is doubt as to whether there is a risk associated with a manual handling task, the outlined assessment procedure is used to identify what control measures are required to be introduced. Manual Handling Assessments will be identified and implemented by Mr Allan W Brown.

13.3 Our policy is to:

13.3.1 Avoid hazardous operations so far as is reasonably practicable.

13.3.2 Make suitable and sufficient assessments of any hazardous manual handling operation that cannot be avoided.

13.3.3 Reduce the risk of injury so far as is reasonably practicably.

The assessments are carried out by the supervisor on anything you may handle, lift, move, push or pull.

13.4 The following four elements are considered during the assessments:

T = Task.

I = Individual

L = Load

E = Environment

13.5 In identification of the above a subjective judgement is made which indicates that a category of risk i.e. low, medium or high risk is present and the control or preventative measures that are required.

14 Asbestos:

- 14.1 All of AGB Developments & Small Contracts Ltd employees have been trained in the recognition and subsequent action of the discovery of Asbestos fibres as required by the Control of Asbestos Regulations 2006. This training will constitute part of the Health and Safety Induction Training, which is carried out by Mr Allan W Brown. Records of this training will be held in the Main Office. A generic type risk assessment is available for all employees to read instructing them on the course of action to be taken if a material is suspected of containing Asbestos fibres.
- 14.2 If, while preparing any surface by scraping, drilling rubbing down etc, and it is suspected that the material may contain asbestos. All work will stop and the area will be kept damped down. The supervisor will contact the Principal Contractors Site Agent/The Client and AGB Developments & Small Contracts Ltd where senior management will give instructions on how to proceed.

15 Display Screen Equipment:

SAFEHANDS Health & Safety Consultants Ltd will identify through routine inspections employees that will be classified as user of DSE. Those classed as users will be entitled to free eye tests and wear required spectacles. DSE self-assessment records will be held in the Main Office.

16 Contractor's Duties Under CDM 2007:

- 16.1 The Construction Design and Management Regulations 2007 apply to AGB Developments & Small Contracts Ltd whether acting as Principal Contractor or as a contractor with other contractors on a construction site, regardless of whether the project is notifiable or not. These include:
- 16.1.1 Not commencing construction work unless the Client is aware of his duties under the regulations.
 - 16.1.2 Satisfied that anyone employed or engaged to carry out work on behalf of AGB Developments & Small Contracts Ltd are competent and adequately resourced.
 - 16.1.3 Planning, managing and monitoring our own work to make sure that workers under our control that as far is reasonably practicable are safe from the start of work on site.
 - 16.1.4 Ensuring and seeking co-ordination and co-operation between all parties involved in the project or those who could be affected by the construction work including those on adjacent projects through the use of planned meetings, toolbox talks and open lines of communication.
 - 16.1.5 Applying the general principals of prevention to all work activities so the hazards are eliminated and risks reduced where reasonably practicable.
 - 16.1.6 Informing any contractor appointed or engaged by us on the project of the minimum amount of time allowed for planning and preparation before they begin construction work.
 - 16.1.7 Providing all workers carrying out construction work under our control with appropriate information, training and supervision so that they can carry out their work safely and without risk to health (including suitable site inductions).
 - 16.1.8 Implementing measures to prevent unauthorised access to the site prior to commencement of work on site.
 - 16.1.9 Ensuring that adequate welfare facilities are in place prior to commencement of work on site.
 - 16.1.10 Making and maintaining suitable arrangements to facilitate consultation with the workforce and undertaking this consultation.
 - 16.1.11 Adhering to Part 4 of the CDM 2007 to ensure the health, safety and welfare of those working on site.

17 Visitors and Contractors:

- 17.1 Particular attention must be paid to the safety of visitors and members of the public visiting the premises.

Contractors working on the premises/site of AGB Developments & Small Contracts Ltd must conduct their work safely and in accordance with the legal requirements placed upon them as providers of services. Additionally they must comply with any in house rules that are specified by the management of AGB Developments & Small Contracts Ltd.

- 17.2 All contractors engaged by AGB Developments & Small Contracts Ltd will have to provide the following information:

17.3 A copy of their Health and Safety Policy.

17.4 Details of three similar contracts, which they have completed successfully in the recent past.

17.5 Accident statistics for the past three years.

17.6 Details of any prosecutions, Prohibition Notices or Improvement Notices served upon them by The Health and Safety Executive in the past three years.

17.7 A copy of the current Certificate of Employer's Liability Insurance.

17.8 Details of any other relevant insurance.

17.9 Method Statements for those parts of the work for which they will be responsible.

17.10 COSHH Assessments for any substances, which they propose to use in the work.

17.11 "Permits to work" will be used where applicable e.g. hot work, working on electrical installations.

17.12 The above information will be obtained before any sub-contractor commences work.

18 Fire Policy:

- 18.1 The Senior Person Present will ensure that all issues relating to fire safety and evacuation procedures are implemented within AGB Developments & Small Contracts Ltd.
- 18.2 It is the policy of AGB Developments & Small Contracts Ltd to minimise the risk of outbreak of fire and, in the event of a fire, to reduce the risk of injury to persons and to limit the damage to property.
- 18.3 The principal manner in which this may be effected is by the training of personnel in the sensible precautions to be taken to limit the risk of outbreak of fire and the actions to be taken in the event of an outbreak of fire.
- 18.4 Senior management (office) and Foremen (sites) will carry out regular checks to ensure that fire extinguishers are in place.
- 18.5 All employees will receive training on:
- Types and uses of fire extinguishers
 - General fire prevention measures
 - Actions to be taken in the event of fire
- 18.6 Smoking is strictly prohibited within any company building(s) or company vehicle(s).

19 EMERGENCY PROCEDURES:

- 19.1 In the event of an outbreak of fire, the person discovering the fire will immediately raise the alarm and contact the emergency services.
- 19.2 Only if it is safe to do so will the fire be tackled with portable fire fighting equipment.
- 19.3 On hearing the alarm employees will switch off all appliances in use and leave the area.
- “Fire Assembly Point” at AGB Developments & Small Contracts Ltd will be at the Main Gate Beside the Office.
- 19.4 Foremen (sites) will select a “Fire Assembly Point” at a safe distance before work commences unless there is one already designated.

20 Personal Protective Equipment (PPE):

- 20.1 AGB Developments & Small Contracts Ltd will supply to all employees all the necessary personal protective equipment (PPE) required under the current legislation. No charge will be made to the employees for the provision of such PPE.
- 20.2 All PPE provided by AGB Developments & Small Contracts Ltd must be looked after by all employees and stored away at the end of each day in the lockable containers provided.
- 20.3 Please note that employee found to be misusing PPE will face disciplinary action.

21 Company Alcohol Policy:

- 21.1 The consumption of alcohol is likely to cause a change in behaviour and impair work attendance and performance. A high blood alcohol level while at work will endanger both safety and efficiency and the cause of the increased likelihood of accidents, mistakes, poor decision-making and errors in judgement. Persistent heavy drinking can lead to a wide range of social, psychological and medical problems including dependence.
- 21.2 This policy applies to all AGB Developments & Small Contracts Ltd employees and should be read together with the policy statement on problem drinking.
- 21.3 You should ensure that your performance at work is not affected by the consumption of alcohol prior to the start of work whether day or night shift.
- 21.4 You are not allowed to bring alcoholic drink into work.
- 21.5 If you are considered under the influence of drink while at work you will immediately be suspended from work.
- 21.6 The Manager and all supervisors have particular responsibilities and it is essential that are familiar with the procedures contained within the policy.
- 21.7 Alcohol consumption is strictly prohibited whilst on any property owned or leased by AGB Developments & Small Contracts Ltd in company vehicles, plant or at any time during the working hours.
- 21.8 Alcohol consumption is strongly discouraged during the working day including rest breaks, on and off-site.

- 21.9 Information will be made available to employees and foremen on the risks associated with the consumption of alcohol and alcohol misuse and abuse. This information will be raised in a sensitive but active way with the staff. Managers should refer to the AGB Developments & Small Contracts Ltd Problem Drinking Policy Statement in such cases.
- 21.10 You will be made aware of the counselling and support available if you have an alcohol-related problem.
- 21.11 AGB Developments & Small Contracts Ltd acknowledges the medical condition of alcohol dependency and if required you should refer to the Problem Drinking Policy Statement for information.
- 21.12 If your performance or attendance over a period of time has deteriorated and the consumption of alcohol is a contributory factor the normal procedures for improving performance or attendance will be followed. If the alcohol problem is shown to be a major factor then help will be given as described in the Problem Drinking Policy Statement.
- 21.13 If your behaviour justifies disciplinary action and consumption of alcohol is a contributory factor the action will be suspended to allow help to be given as referred to in the Problem Drinking Policy Statement.
- 21.14 Alcohol dependency will not constitute grounds for dismissal unless your action or performance reaches an unacceptable level.
- 21.15 The contents of this Policy may be explained to potential recruits during the recruitment and contractors prior to selection. It will also be explained during induction training.
- 21.16 AGB Developments & Small Contracts Ltd has no reason to regard problem drinking as significant among its employees, but recognises the value of drawing up a Policy Statement on problem Drinking.

22 Problem Drinking Policy Statement:

- 22.1 Problem drinking is a condition where a person is dependent either psychologically or physically or both on alcohol. This can cause progressive mental and physical ill health if not identified and treated during the early stages.
- 22.2 AGB Developments & Small Contracts Ltd recognises the medical condition of alcohol dependency and the effect that repeated consumption can have upon health and performance. It is an important aim to help anyone whose work performance is affected by their inability to control their intake of alcohol and whose behaviour may adversely affect their colleagues at work, including their health and safety.

- 22.3 If you are identified as having a drink problem, the company will encourage you to follow the treatment prescribed for you. A lot can be done particularly in the early stages and so if you think you may have a drink problem you are strongly encouraged to discuss this with your **Foreman, or Manager** who will put you in touch with the appropriate sources of assistance. Cases will be dealt with in the strictest of confidence and if you wish can ask for the assistance of a colleague. No personnel record will be made that you have undergone treatment.
- 22.4 The diagnosis of drink problems as described above is the responsibility of Doctors and not line management. However, Foremen's responsibilities include both safety of operations under their control and the requirement to identify inadequacies in the performance or conduct of employees and they should draw attention to them. Where they have concluded that a drink problem exists, affecting your conduct or performance, they should draw your attention to your shortcomings and to sources of help available and bring continued shortcomings to Personnel.
- 22.5 If you are identified as having a drink problem and you refuse diagnosis or help, or end prescribed treatment prematurely this will not in itself be grounds for disciplinary action. However, disciplinary action will be taken in the event of unacceptable behaviour or standards of work.
- 22.6 If you have a drink problem and you undergo treatment that requires absence from work you may be regarded as absent through sickness and entitled to sick leave in accordance with Company Sick Pay Policy. This will continue to apply so long as you comply with the specialist advice given.
- 22.7 Where you are able to continue to perform your duties whilst undergoing treatment, adequate paid time off for treatment will be allowed.
- 22.8 Where possible AGB Developments & Small Contracts Ltd will allow you to continue in your previous job if you have to undergo treatment. Where problems may arise due to the nature of your work, a suitable re-employment opportunity will be sought.
- 22.9 Your job security will be maintained whilst you participate in treatment/counselling in an attempt to deal with your alcohol dependency. However, in the long term this will depend on your work performance returning to an acceptable level.
- 22.10 You are also expected at all times to observe the Alcohol Policy.

23 Company Drugs Policy:

- 23.1 Whilst drug misuse is regarded as a significant problem in the United Kingdom AGB Developments & Small Contracts Ltd have no reason to regard drugs misuse as widespread among its employees. However, the Company does have a duty to maintain a safe and healthy working environment for its employees.
- 23.2 For the purpose of this statement drugs misuse includes:
- 23.2.1 The non-therapeutic (i.e. non curative) use of drugs (for example the misuse of opiates, stimulants, sedatives);
- or
- 23.2.2 The illicit use of drugs, which have no generally accepted medical purpose (e.g. the misuse of cannabis, LSD);
- or
- 23.2.3 The misuse of other substances by assimilation into the person i.e. the inhalation of solvents and or other volatile substances (often referred to as glue sniffing).
- 23.3 AGB Developments & Small Contracts Ltd will ensure that any employees with drug related problems, which affect their work, receive advice, information and if necessary, help with getting treatment. If you have, or suspect that you have a drug problem then you should seek help voluntarily at the earliest possible moment, and you are strongly encouraged to discuss the situation with the **Manager or if you prefer your Foreman**, who will direct you to the appropriate sources of help. Cases will be dealt with the strictest of confidence subject to the provisions of the law and the need to maintain the safety of AGB Developments & Small Contracts Ltd operations. In these discussions you can ask for the assistance of an employee representative or colleague.
- 23.4 AGB Developments & Small Contracts Ltd may provide information for employees about the dangers of drug taking and where appropriate make provisions for training those involved in implementing this policy, and for establishing links with suitable sources of professional advice and treatment.
- 23.5 AGB Developments & Small Contracts Ltd recognises that employees with a drug problem have a serious illness because their behaviour could adversely affect their colleagues at work either by putting their health and safety at risk or in other ways and is concerned that it should take appropriate action.
- 23.6 If you have a drug problem, AGB Developments & Small Contracts Ltd will therefore encourage you to co-operate in the treatment prescribed. Where this treatment involves absences from work, you will be regarded absent because of illness and entitled to sick leave in accordance with AGB Developments & Small Contracts Ltd Sick Pay Policy.

- 23.7 If you have a drugs problem and you refuse help, or you discontinue the treatment prescribed, this will not in itself be grounds for disciplinary action. However, disciplinary or other appropriate action will be taken in the event of unacceptable behaviour or standards of work and disciplinary action may be taken for any breach of the rules referred to below.
- 23.8 The diagnosis and treatment of the condition is the responsibility of Doctors and other professionals, **not Foremen**. However, **Foremen** are responsible for both the safety of operations under their control and identifying any inadequacies in the conduct or the performance of employees and draw these to their attention. Therefore, where they have grounds for concluding that a drugs problem affecting conduct or performance may exist, they must draw your attention to your shortcomings and to the source of help available. They should bring continued shortcomings to the attention of Personnel.
- 23.9 Managers and others will maintain confidentiality about employees' individual problems, subject to provisions of the law. However, if employees are to be properly helped, it should be recognised that none of the facts may have to be disclosed to others, although you would normally be asked to give specific consent before information is passed on.
- 23.10 It is generally illegal for anyone to produce, possess, supply or offer to supply any controlled drug. Unlawful supply includes giving away or selling. However, it is quite legal for people to possess a therapeutic drug, which has been prescribed for them by a Doctor.
- 23.11 The improper use or possession of drugs renders you liable to disciplinary action and to dismissal for supply or selling of drugs, or the illegal possession or misuse of them at work is regarded as particularly serious disciplinary offences.

24 Work Related Stress:

- 24.1 AGB Developments & Small Contracts Ltd has a duty to ensure that employees are not made ill by their work i.e. Stress.
- 24.2 Risk assessments will be carried out to identify areas of the work that give rise to high and long-lasting effects of stress and identify those who may be harmed and to determine what action should be taken to reduce the stress levels.
- 24.3 To help reduce the effects of stress AGB Developments & Small Contracts Ltd will provide relevant training, give staff as much information as possible relating to their work and ensure good lines of communication between staff and management are readily available.

25 Young Persons:

- 25.1 Young persons are defined as being persons who are under 18 years of age.
- 25.2 The Management of Health and Safety at Work Regulations (MHSWR) 1999 require AGB Developments & Small Contracts Ltd to assess the health and safety risks to all of AGB Developments & Small Contracts Ltd employees and to identify what we need to do to comply with our legal duties to prevent or control those risks and ensure our employees' health and safety.
- 25.3 Under these Regulations AGB Developments & Small Contracts Ltd have particular responsibilities towards young people:
- 25.3.1 To assess risks to all young people less than 18 years of age, **before** they start work;
- 25.3.2. To ensure that the risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks;
- 25.3.3 Address certain specified factors in the risk assessment;
- 25.3.3.1 Inexperience, immaturity and lack of appreciation of risk
- 25.3.3.2 Fitting out and layout of workplace
- 25.3.3.3 Exposure to physical, chemical and biological agents
- 25.3.3.4 The use of work equipment
- 25.3.3.5 Health and safety training;
- and in determining whether work will involve harm or risks for the purposes of this paragraph, regard shall be had to the results of the assessment.
- 25.3.4 To introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.
- also
- 25.3.5 Let the parents/guardians of any children still of compulsory school age know the key findings of the risk assessment and the control measures you have introduced **before** the child starts work or work experience.

26 Expectant Mothers:

- 26.1 The Management of Health and Safety at Work Regulations covers female employees who are, or in the future could be, a new or expectant mother as; women of childbearing age who are or in the future could be pregnant, have given birth within the previous six months, or are breastfeeding. As an employer AGB Developments & Small Contracts Ltd will always take a sympathetic approach to any issues relating to pregnancy.
- 26.2 AGB Developments & Small Contracts Ltd will assess the expectant mothers' work and her working environment to prevent any condition related directly to her pregnancy being made worse by her working.
- 26.3 The Management of Health and Safety Regulations requires every employer to assess workplace risks for all their employees and to take practical action to control those risks. In addition, employers must take particular account of risks to new and expectant mothers. The definition of a new or expectant mother is someone who is pregnant, has given birth within the previous six months, or is breastfeeding.
- 26.4 AGB Developments & Small Contracts Ltd will as far as practicable identify hazards in their workplace that could pose a health or safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk. We will also make this information known to all of our female employees of childbearing age, not just those who have informed them they are pregnant. This is particularly important for expectant mothers, as it is possible for the first 4-6 weeks of pregnancy to go undetected.

Whilst there are no legal requirements on employees to inform AGB Developments & Small Contracts Ltd that they are pregnant, or as a new mother they should bear in mind that AGB Developments & Small Contracts Ltd as their employer is not required to take any specific action until written notification has been provided. It is therefore important for the employee and her child's health and safety that AGB Developments & Small Contracts Ltd advise their employees to provide written notification as early as possible.

- 26.5 AGB Developments & Small Contracts Ltd can also ask for a certificate from their employee's GP or midwife stating that she is pregnant.
- 26.6 AGB Developments & Small Contracts Ltd will take action to ensure that their workers, who are or in the future could be a new or expectant mother, are not exposed to any significant risk. To get a better picture of how this should be done, see HSE's Flowchart, which provides an outline of the procedure and is appended to the Company Health and Safety Policy.

(See Appendix 1) – Flow Chart for New and Expectant Mothers
(See Appendix 1A) – MAT B1 and MED 3

27 Lone Workers:

- 27.1 Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations; some examples are given below.
- 27.1.1 Only one person works on the premises, e.g. home workers;
- 27.1.2 People who work separately from others, e.g. in factories and warehouses.
- 27.1.3 People who work outside normal hours, e.g. cleaners, security, special production, maintenance or repair staff etc.
- 27.1.4 Mobile workers working away from their fixed base, on plant installation, maintenance and repairs, drivers and engineers, sales representatives.
- 27.2 As a matter of principal AGB Developments & Small Contracts Ltd will as far as is reasonably practicable ensure that no one has to work alone unless it is necessary and the person is capable and competent to do so.
- 27.3 Anyone who is working alone either at the premises at Unit 10, Nether Friarton or at another location will ensure that that a responsible person e.g. a manager/supervisor will be notified.
- 27.4 Risk assessments will help decide the right level of supervision. There are some high-risk activities where at least one other person may need to be present. Examples include some high-risk confined space working where a supervisor may need to be present, as well as someone dedicated to the rescue role, and electrical work at or near exposed live conductors where at least two people are sometimes required.
- 27.5 Lone workers will not be at more risk than other employees. Managers will identify situations where people work alone and ask questions such as:
- 27.5.1 Does the workplace present a special risk to the lone worker?
- 27.5.2 Is there a safe way in and a way out for one person? Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
- 27.5.3 Can all the plant operations, lifting operations and handling of materials and equipment be carried out alone?
- 27.5.4 Is there a risk of violence?
- 27.5.5 Are women especially at risk if they work alone?
- 27.5.6 Are young workers especially at risk if they work alone?
- 27.5.7 Is the person medically fit and suitable to work alone?

- 27.6 Managers/Supervisors will check that lone workers have no medical conditions which make them unsuitable for working alone, and seek medical advice if necessary. Consider both routine work and foreseeable emergencies which may impose additional physical and mental burdens on the individual.
- 27.7 Managers/Supervisors will ensure employees are competent to deal with circumstances which are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor and how to handle aggression.
- 27.8 When developing procedures to monitor lone workers to ensure that they remain safe. The following will be considered:
- 27.8.1 Supervisors periodically visiting and observing people working alone;
 - 27.8.2 Regular contact between the lone worker and supervision using either a telephone or radio;
 - 27.8.3 Automatic warning devices which operate if specific signals are not received periodically from the lone worker, e.g. systems for security staff;
 - 27.8.4 Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity;
 - 27.8.5 Checks that a lone worker has returned to their base or home on completion of a task.
 - 27.8.6 What happens if a person becomes ill or has an accident, or there is an emergency?
- 27.9 Lone workers will be capable of responding correctly to emergencies. Emergency procedures shall be established and employees trained in them. Information about emergency procedures and danger areas will be given to lone workers who visit AGB Developments & Small Contracts Ltd premises. Lone workers will have access to adequate first-aid facilities and mobile workers will carry a first-aid kit suitable for treating minor injuries.

28 **Smoke Free Policy:**

- 28.1 **Purpose:** This policy has been developed to protect all employees, services users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Smoking, Health and Social Care (Scotland) Act 2005.

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

- 28.2 **Policy:** It is the policy of AGB Developments & Small Contracts Ltd that all our workplace(s) are smoke-free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

- 28.3 **Implementation:** Overall responsibility for policy implementation and review rests with Mr Allan Brown. All staff are obliged to adhere to, and to facilitate the implementation of the policy.

Mr Allan Brown shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also have to give all new personnel a copy of the policy on recruitment/induction.

Appropriate “No Smoking” signs will be clearly displayed at the entrance to and within the premises.

- 28.4 **Non-compliance:** Local disciplinary procedures should be followed if a member of staff does not comply with this policy. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

29 Health surveillance:

- 29.1 AGB Developments & Small Contracts Ltd shall ensure that our employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the assessment.

30 Working at Height:

- 30.1 On 6 April 2005, the Work at Height Regulations 2006 came into force, consolidating previous UK and European legislation on work at heights. The Regulations apply to any work at a height where there is a risk of a fall liable to cause injury. This includes work below ground level and at a low height. The Regulations place duties on AGB Developments & Small Contracts Ltd self-employed, and any person that controls the work of others.
- 30.2 AGB Developments & Small Contracts Ltd will ensure:
- 30.2.1 All work at height is properly planned and organised;
 - 30.2.2 Those involved in work at height are competent;
 - 30.2.3 The risks from work at height are assessed and appropriate work equipment is selected and used;
 - 30.2.4 The risks from fragile surfaces are properly controlled; and
 - 30.2.5 Equipment for work at height is properly inspected and maintained.
- 30.3 AGB Developments & Small Contracts Ltd will employ a simple hierarchy determined by the HSE for managing and selecting equipment for work at height:
- 30.3.1 Avoid work at height where they can;
 - 30.3.2 Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
 - 30.3.3 Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

30.4 Duties of persons at work whether employees, self employed and contractor employees while at work for AGB Developments & Small Contracts Ltd shall:

30.4.1 Where working under the control of another person, report to that person any activity or defect relating to work at height which he knows is likely to endanger the safety of himself or another person.

30.4.2 Use any work equipment or safety device provided to him for work at height by his AGB Developments & Small Contracts Ltd, or by a person under whose control he works, in accordance with

30.4.2.1 Any training in the use of the work equipment or device concerned which have been received by him; and

30.4.2.2 Employees or sub contractor employees will follow instructions provided by AGB Developments & Small Contracts Ltd and any other prohibitions or requirements imposed by statutory provisions e.g. Working at Height Regulations 2006.

31 Environmental Arrangements:

31.1 Energy

31.1.1 Monitor and review annual energy consumption.

31.1.2 Set targets for reducing energy consumption and eliminating unnecessary energy usage.

31.1.3 Implement improved energy efficient practices.

31.1.4 Staff awareness and training on energy efficiency.

31.2 Waste

AGB Developments & Small Contracts Ltd and all our employees are expected to provide responsible care for wastages generated, handled or disposed re use and recycle waste materials where practicable.

31.2.1 Ensure that protection of the environment receives the same priority as other major considerations and is an integral way we plan, execute and evaluate our business activities.

31.2.2 Minimise overall ecological impact through management/employees awareness of the integrated pollution control systems and technology used by our clients.

31.2.3 Support research to further improve environmental protection.

31.3 Minimising Emissions, Discharges and Waste

31.3.1 All our employees and sub-contractors working on site, are made aware of the need to avoid generating waste, at the source where practicable. To co-operate fully with our major operator clients in their need to regularly assess and establish targets for reducing emissions, discharges, generation, handling and disposal of waste materials. To establish controls and measures to reduce risks and minimise adverse effects in the event of an emergency.

31.3.2 All AGB Developments & Small Contracts Ltd employees whether office or site based will be expected to provide responsible care for wastage generated handled or disposed including recycle waste materials where practicable.

31.4 Conserve Energy

31.4.1 Monitoring and reviewing annual energy consumption.

31.4.2 Set targets for reducing energy consumption and eliminating unnecessary energy usage.

31.4.3 Implement improved energy efficient practises.

31.5 Involve our workforce by

- 31.5.1 Clarify roles and responsibilities and link individual performance and contributions in implementing this policy by established recognition systems.
- 31.5.2 Suppliers of goods and services to operate to high level of environmental performance and standards.
- 31.5.3 Whenever practical the purchase of environmentally friendly materials will be encouraged.

31.6 Comply with legislation

- 31.6.1 Work with government and industry in developing and implementing effective environmental protection legislation and standards.
- 31.6.2 Comply with Client and government standards and requirements.
- 31.6.3 Keeping abreast of the latest legislative measures and environmental developments.

31.7 Complaints

- 31.7.1 Complaints are followed up by an incident investigation carried out as soon as possible after the complaint is received. If the complaint is verified then remedial action will take place immediately and if required the Local Authority and/or SEPA notified.
- 31.7.2 Where complaints are unfounded then AGB Developments & Small Contracts Ltd will investigate why the complaint was made.
- 31.7.3 All complaints will be verified for authenticity before remedial work is attempted.

32 Review:

- 32.1 This safety policy will be reviewed at the end of March 2012 or earlier if the management of AGB Developments & Small Contracts Ltd, after discussion with SAFEHANDS Health & Safety Consultants Ltd, feel that working practices or the working environment has significantly changed.