

Shire Integrated Systems Ltd

HEALTH & SAFETY POLICY

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Authorised by: Marcus Lynes

Position: Managing Director

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Health and Safety Policy Statement

1. Introduction

1.1. This document contains the Policy Statement of Shire Integrated Systems Ltd (The Company). It has been prepared after due consultation with those involved in its operation, has the full backing and authority of the Directors. This policy is reviewed annually and updated as required by legislation or if any other significant changes occur.

2. General Statement

2.1. It is our policy to perform work in the safest practicable manner, consistent with legislation and in good practice. It is the responsibility of the directors and the management to ensure the health and safety of our employees and all those likely to be affected by our operations. As a priority it ranks equally with our business objectives. Adequate resources will be made available to ensure the success of this policy.

2.2. We are committed to the continuous improvement of the policy by putting into practice the ideas and strategic principles set out in this statement. This will require co-ordination, co-operation and consultation between all parties to achieve these objectives.

2.3. It is the duty of management to provide safe systems of work and do everything practicable to prevent any injury and ill health by controlling the risks arising out of our work activities. Equally it is the duty of each employee or sub-contractor to exercise personal responsibility for his or her own safety and that of others and to co-operate with his or her employer in matters of health, safety and welfare.

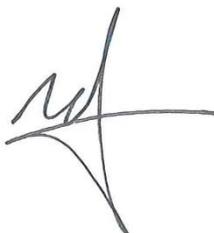
2.4. The Company will provide and maintain safe plant and equipment and ensure the safe handling and use of hazardous substances. Management will provide the necessary information, instruction and training and will ensure the competence of all employees and contractors.

2.5. All employees are to be aware that, in the event of any conflict between the demands of business and safety, they will receive management support if they reasonably choose the safety of employees or third parties as the priority.

2.6. It is our policy to adhere completely to the requirements of the Health and Safety at Work etc. Act 1974; the Management of Health and Safety at Work Regulations 1999; the Construction (Design & Management) Regulations 2015; Workplace (Health Safety & Welfare) Regulations 1992 and all other Acts, Regulations and Approved Codes of Practice, which affect our operations.

2.7. The attention of all employees and contractors is directed to this Safety Policy and its Appendices. Any revisions will be incorporated when necessary and these will also be brought to the attention of all personnel.

Signed:



Dated: 17/05/2019

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Organisation

3. Responsibility

- 3.1. The Directors and Line Managers are individually responsible for promoting health and safety in their areas of operation and control in The Company. The day to day management of health and safety on premises, sites and elsewhere is delegated to the persons in charge of the work in accordance with our management structure. This responsibility for the safe conduct of work cannot then be delegated to others.
- 3.2. Marcus Lynes, the Managing Director, has overall responsibility for health and safety matters in The Company and will ensure that adequate resources are allocated for its effective implementation and maintenance.
- 3.3. General responsibilities for the Managing Director include:
- Responsible for overall arrangements of the business
 - Attend specific training to ensure understanding of legal duties
 - Ensure that all operations are carried out in a manner that protects all employees and those who may be affected by operations; health, safety and welfare, so far as is reasonably practicable
 - Ensure there is an effective health and safety policy in place that ensures safety to all employees and those who may be affected by the company's operations and make sure all employees are aware of their responsibilities
 - Ensure responsibilities under the Health and Safety at Work etc Act 1974 or any other relevant Acts of Parliament and Statutory Instruments are met with the help of competent persons
 - Appoint a Director responsible for safety, health and welfare
 - Ensure all Directors and Managers understand their responsibilities relating to relevant Acts of Parliament and Statutory Instruments
 - Make arrangements to ensure funds and facilities meet the needs of company policy and legislation
 - Provide adequate training to all employees
 - Ensure notifications and reporting is carried out and sent to the correct authorities
 - Set an example on all health and safety matters
 - Promote communication throughout the whole company to ensure issues are being addressed
 - Maximise the well-being and productivity of everyone within the company
- 3.4. It is the duty of Line Managers to manage other employees and operations that take place within the business while reporting to Senior Management. The Line Manager plays an integral part in maintaining organisation, support and satisfaction amongst employees and customers. While Senior Management develop strategies to be implemented across the business, Line Managers ensure these strategies are achieved.

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- 3.5. General responsibilities for Line Managers include:
- Advise Directors and the team of H&S of health, safety and welfare matters to ensure compliance with statutory obligations
 - To take support from the appointed professionals supporting The Company
 - Attend specific training to ensure understanding of legal duties
 - The Director of Health and Safety will designate responsibility to the Safety Management Team to ensure departments are operating to procedures and instructions the company have in place (if procedures need updating, this must be reported to the Director of Health and Safety)
 - Must understand the Health and Safety at Work etc Act 1974 and any other relevant legislation to the business and know how to apply them to their work
 - Keep up to date with any new or changes to legislation and bring this to the attention of the Director of Health and Safety
 - Attend courses to ensure accurate interpretation of legislation and codes of practice
 - Conduct assessments (e.g. risk assessments, COSHH assessments) required by law and ensure they are reviewed at regular intervals
 - Recommend control measures and advise on equipment/PPE
 - Contact the Director of Health and Safety immediately if any issues arise and notify the Director of Health and Safety if any corrective action is not addressed within the given time
 - Carry out investigations into accidents/near misses and record them as necessary
 - Arrange health surveillance when needed
 - Highlight areas where training/certification is needed as required by legislation
 - Set examples at all times by wearing PPE and following safety requirements/procedures
 - Ensure contractors/sub-contractors are suitably trained and competent to carry out their roles and also have correct certification
 - Ensure new employees are aware of company policies and procedures
 - Reprimand any employee who fails to comply with policies and procedures
- 3.6. Where difficulties arise in the maintenance of safe working conditions or practices, reference must be made to the Line Managers, who then have responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained. Where any doubt arises as to the appropriate action or arrangements The Company Health & Safety advisors and/or the Managing Director will be consulted for advice and assistance.
- 3.7. It is the responsibility of all our employees to use machinery, equipment, transport, hazardous substances and safety equipment in accordance with the training and instructions given.
- 3.8. Employees must inform their Line Manager or The Company Health & Safety Advisor of any dangerous situations or shortcomings in The Company's health and safety arrangements so that any necessary remedial action may be taken.
- 3.9. The Company organisation and specific responsibilities necessary for the implementation and management of this policy are set out in Appendix 1 attached to this document.

4. Health and Safety Advice

- 4.1. In accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999, The Company has appointed Logic SHE Solutions as Health and Safety Advisors to The Company for the purpose of assisting The Company to undertake necessary measures to ensure compliance with statutory provisions.
- 4.2. Any employee who is in doubt about safe working practices and procedures should contact their Line Manager or the Health and Safety consultant for advice.

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5. Internal Communication

- 5.1. In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, it is The Company policy to consult with all employees on matters which effect their health and safety.
- 5.2. Management will always consider suggestions or comments on ways in which our health and safety performance can be improved. Any such suggestions should be made to the respective Line Manager or the Health and Safety Consultant, as appropriate.
- 5.3. Equally, employees or contractors are required to advise Line Management or the Health and Safety Consultant of unsafe situations or acts of which they become aware.
- 5.4. Health and safety is an agenda item on all project review, site project team and site contractor's meetings to assist in meeting The Company's' obligations under Regulation 5 of the Construction (Design & Management) Regulations 2015.
- 5.5. Within this item, topics should include:
 - Items previously mentioned
 - Accidents/near misses
 - Issues raised from assessments/site visits
 - Issues raised by employees
 - Specific training requirements
 - New health, safety & environmental legislation
- 5.6. Health and Safety is an agenda item on all internal operational meetings and all managers are required to operate an open-door policy in relation to Health and Safety matters. Departmental champions are identified within each section of The Company in order to encourage staff participation and six-monthly review meetings (more frequently if required) to allow such issues to be addressed. Aspects that cannot be resolved through this forum are escalated to senior management for resolution. All staff are able to speak directly to our appointed H&S advisors to raise issues that they consider are not being suitably addressed.
- 5.7. All employees are encouraged to contribute to the development of operational practices and procedures and to provide continuous feedback in relation to their suitability and effectiveness in practice.
- 5.8. Where non-English speaking workers are employed, The Company are legally required to provide information that is understandable in a format suitable for the worker. Where necessary a training session will be held using the help of pictures to ensure the workers are aware of critical safety phrases.
- 5.9. Other options will also be used where reasonably practicable, these include:
 - A bilingual supervisor
 - Pairing English speaking workers with non-English speaking workers
 - Training materials to be translated or presented in picture format

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6. Safety Policy Review

- 6.1. The Health and Safety at Work etc. Act 1974 requires The Company to monitor the effectiveness of this Policy in terms of the use made of it by both management and work force. Review of the safety performance of The Company and the functioning of the Policy is the task of the Managing Director. Annually, he will review the contents of the Policy Statement in liaison with the Health & Safety Advisors and agree amendments to be incorporated in light of feedback from the staff or management, premises, or site safety reports and any incidents that may have occurred in the preceding period or changes in legislation or procedures.
- 6.2. Contracts Managers will attend site meetings with clients' or contractors' representatives where health, safety and welfare will be considered. Discussions could include their safety policies, risk assessments, method statements, working practices, safety performance or any other related matters covered by legislation.
- 6.3. The Health & Safety Advisor(s) will monitor health and safety standards on our premises and sites, as directed by the Managing Director, to ensure compliance with this policy, current legislation and guidance.

7. Information for Employees and Others

- 7.1. Contractors and clients will be given a copy of this Policy on request. A copy will also be held at each site office and in each of The Company offices. All contractors working for The Company will be made aware of this policy and that compliance with it is a condition of their employment.
- 7.2. Employees will be asked to read the Policy Statement on joining The Company as part of their induction training. There will also be copies available in each department and on each project/site office. Employee's attention will also be drawn to all risk assessments relevant to their work.
- 7.3. Employees will be advised by the Contracts Manager responsible for the work of risks drawn to The Company's attention by other employers sharing a particular workplace.

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8. Training and Information

- 8.1. It is the responsibility of the Health & Safety advisor in conjunction with the Line Management to review the Health and Safety training needs at all levels within The Company. Suitable information, instruction and training will always be provided as identified during risk assessments, on the introduction of new technology, working methods, or as a result of knowledge gained from premises inspections, site inspections and safety reports. Safety training will be given to all employees as necessary.
- 8.2. Line Managers are responsible for ensuring identified training needs are met. This may be from internal means or by use of external training providers as appropriate.
- 8.3. The Line Manager, as appropriate, will ensure that all new employees are provided with suitable induction training to ensure that they have sufficient information and instruction to comply with The Company's health and safety policy and procedures.
- 8.4. The Line Manager responsible for the work will provide new employees and those transferring from job to job with suitable site induction training, which will include any hazards and specific health and safety rules applicable to the work to be carried out before putting the person to work.
- 8.5. The Line Manager will carry out induction training required for young persons. They will ensure that the Supervisor in charge of the work is made aware of the necessary training and level of supervision required for young persons, as detailed in the Management of Health and Safety at Work Regulations 1999.
- 8.6. The Health & Safety advisor will monitor training provision to ensure the quality, content and relevance is appropriate to the assessed need.
- 8.7. The Company also set out to train and evolve employees so they can achieve and accomplish their roles and responsibilities within the company to the best of their ability. Decisions regarding employee training and development will be made paying particular attention to the businesses needs as well as the individuals.
- 8.8. A record of all training attended will be recorded by The Company. A regular review will be carried out to ensure The Company's contribution to training and development is adequate and that it is providing benefit to The Company. Employees are required to attend any training provided and keep up to date thereafter.
- 8.9. Employees of The Company will receive:
 - Continued training throughout their period of employment to allow them to complete their roles and responsibilities to a desired standard
 - Assistance when faced with problems within their job
 - Clear and communicated guidelines to aid with the delivery of their job roles and responsibilities
 - The opportunity to enhance and develop their skill and knowledge to help them achieve their full potential within the company
- 8.10. The Company ensure that all employees are given equal opportunity to expand and widen their knowledge and skills.

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Arrangements

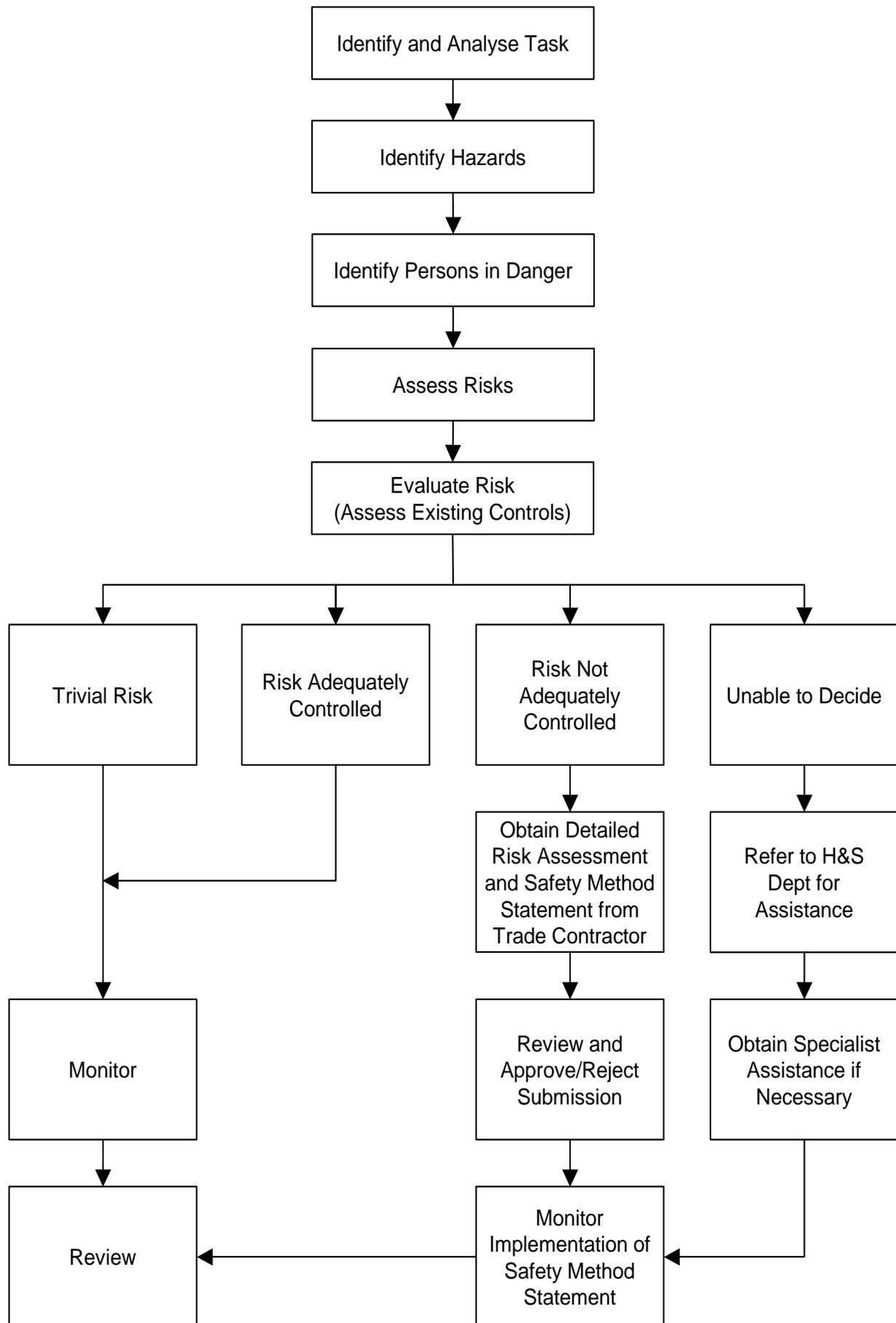
Safe Systems of Work

9. General Hazards, Risk Assessment and Controls

- 9.1. The Management of Health and Safety at Work Regulations 1999 and other Regulations require that risk assessments are required to be carried out by employers and that the significant findings from the assessments are brought to the attention of those at risk.
- 9.2. At the planning stage of the project, the Contracts Manager responsible for the work will identify the foreseen hazards associated with the work to be undertaken. Where practicable, hazards will be eliminated by specifying the use of safer products or procedures. Risk assessments, and where necessary method statements, will be requested from the relevant contractors as part of the pre-start documentation.
- 9.3. The Company will undertake an annual review of generic risk assessments including COSHH, Manual Handling and workstations etc., as required by the current regulations and will review relevant risk assessments and method statements, either from internal sources or as provided by trade contractors, as part of the workplace monitoring procedures.
- 9.4. When appropriate, risk assessments will consider additional risks to any young person who may be employed on site.
- 9.5. It is the responsibility of the Contracts Manager to co-ordinate the activities of the contractors on site. Clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed if appropriate.
- 9.6. The Health & Safety Advisor will review generic risk assessments made and kept by The Company at annual intervals or whenever it is suspected that they may no longer be valid.
- 9.7. Training will be given to employees where a need is identified by the risk assessment. Employees will be made aware of the findings of the assessments and the required control measures.
- 9.8. Employees are responsible for ensuring they are not placing themselves or others at risk by following control measure in place, as well as reporting any hazards to Line Managers.
- 9.9. The Contracts Manager will ensure that any necessary plant, equipment, monitoring, hygiene and welfare facilities, and protective clothing and equipment specified in the risk assessment is present at the relevant location before the task is carried out.
- 9.10. Risk assessments will always be taken into account when negotiating, or tendering for work. Risk assessments may identify the need for medical examinations, or health surveillance. Whenever this is the case the records of any health surveillance, medical or other individual health record which may be required will be kept securely in personnel files held by The Company, and will be kept for 40 years after the date of the last entry as required by law.

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10. Risk Assessment Principles and Procedures



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11. Permits to Work

- 11.1. Where The Company operates a 'Permit to Work' system, the Contracts Manager is responsible for ensuring that permits to work are completed where appropriate. Requirements of the permit to work are contained on the permit form.
- 11.2. All those to be involved in the works shall be made aware of the control measures for the identified risks and any procedures to be followed.

12. Hot Works

- 12.1. Hot Works will only be undertaken after a site-specific risk assessment has been carried out to identify any special risk factors. A permit to work system will be used where appropriate to control hot work. The Contracts Manager will ensure that all necessary equipment and procedures are in place before work commences. Hot work will cease one hour before the end of the working day and a specific fire check will be made before vacating the area.

13. CDM Compliance

- 13.1. It will be our practice to co-operate fully with the Principal Contractor/Principal Designer at all times throughout the duration of the project, as well as ensuring all relevant documentation is complied with.
- 13.2. The Contract Manager responsible will take all reasonable steps to ensure the health and safety competence of all employees and contractors.
- 13.3. Work will be planned, managed and monitored, considering any risks that may arise due to the nature on the work and the control measures needed to protect employees/those within close proximity.
- 13.4. Appropriate supervision, information and training will be given to employees prior to starting work and throughout the duration of the project.

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14. Communication

- 14.1. The Company is committed to improving communication and engagement and understanding the importance of listening as well as communicating. We recognise that effective communication is a key part of ensuring health and safety. This includes:
- Listening to improve health and safety
 - Involvement of all stakeholders
 - Reinforcing our values and employee behaviour
 - Reinforcing the involvement of employees in improving health and safety
- 14.2. There is a set of core principles to be followed to ensure effective communication and engagement. These principles are:
- 14.3. Two-way communication
- Input from all persons at all levels of the business in regard to health and safety matters
- 14.4. Accessibility
- Consider who is listening or reading a document
 - Allow for persons who may find written English difficult, or where English is a second language
 - Avoid jargon and acronyms
- 14.5. Timeliness
- Information should be relevant and communicated at the appropriate time
- 14.6. Simplicity
- Keep it simple
 - Use plain English where possible
- 14.7. Evaluation
- Is the current method suitable and working?
- 14.8. The Company will ensure that all communication will be, wherever possible, delivered in a way that is understandable by all persons. Where specific communication needs are identified, we will endeavour to meet these needs. These needs can include:
- Clear, understandable signage, posters etc
 - Briefings in specific languages where required, including sign language
 - Documents written in plain English
 - Where required, persons to explain the content of documents

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Workplace Safety

15. Safety Rules

- 15.1. The Company Safety Rules are designed to provide basic guidance for safe operating practices and procedures that forms The Company Policy and must be strictly adhered to by all employees on Company premises and sites. On sites and projects, specific site safety rules will be produced as part of the Health and Safety Plan. Wilful disregard by any employee of any Company Safety Rules may be considered sufficient cause for immediate dismissal.
- 15.2. Safety rules and advice covering specific work areas and/or systems of work will be attached as Appendices to this policy statement as necessary.
- 15.3. The following Appendices are attached:
- Appendix 2 Company Safety Rules

16. Welfare

- 16.1. The Company undertakes to ensure that welfare provision is made at all its workplaces in accordance with its statutory obligations and industry good practice, whether such premises or workplaces are under its control or under the control of their clients or others. Where existing facilities within a workplace are unavailable or unsuitable then additional temporary provision will be made.

17. First-Aid Facilities

- 17.1. To comply with the Health and Safety (First-Aid) Regulations 1981, all sites, company vehicles and company premises will be supplied with adequate first-aid facilities. Site first aid requirements will be assessed and arranged following the preparation of the project health and safety plan. Alternatively, on small projects, the manager responsible for the work will make arrangements for site facilities to be shared with the client.
- 17.2. Trade Contractors sharing the workplace will be encouraged to provide additional personnel trained in first aid procedures to supplement those provided by the Principal Contractor.
- 17.3. The names of those persons trained and certified in first-aid will be displayed within The Company premises and on each site.
- 17.4. In the absence of trained first-aid personnel The Company will nominate an appointed person to take charge of the first-aid equipment and facilities, to replace missing or defective items and to summon assistance if required.
- 17.5. The arrangements for nominated appointed persons for the purposes of the regulations are as follows:
- The office manager is the appointed person for company premises.
 - The Contracts Manager on sites where first-aid facilities are not shared with either the client or principal contractor.
 - The driver will carry out this function in any company vehicles.

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18. Fire Precautions

- 18.1. Neil Taynton, is responsible for fire precautions and assessments in sites and premises under the control of The Company. They will ensure that fire risk assessments are undertaken in compliance with the Regulatory Reform (Fire Safety) Order 2005 and will take all reasonable steps to address the findings of the assessment and implement the necessary procedures. This will include ensuring:
- A written emergency evacuation procedure is available and practised annually as the minimum.
 - There is an adequate means of escape in the event of a fire.
 - That escape routes are kept clear.
 - Sufficient fire-fighting appliances are available and properly maintained.
 - the fire and alarm systems are properly tested and maintained.
- 18.2. The Company will have designated persons to carry out the role of fire marshal. Staff are not required to extinguish fires unless it is safe to do so, however must be aware of what action to take in the event of a fire.
- 18.3. At the planning stage of projects, the Construction Phase Plan will address the fire risks associated with the works to be carried out and will ensure that adequate fire prevention and fire-fighting arrangements are planned. The Contracts Manager will ensure that adequate fire and emergency procedures and facilities are in place before the start of the work on site and will update the subject documentation as necessary as the works progress.

19. Workplace Security and Visitor Arrangements

- 19.1. Security arrangements for site will be evaluated and implemented in compliance with the CDM Regulations and industry best practice.
- 19.2. Visitors to site must make themselves known to Site Manager before entering site. All visitors will be required to sign into site upon arrival and sign out upon departure.
- 19.3. Visitors will receive a relevant visitors induction and be escorted by the Site Manager or suitably competent appointed deputy at all times.

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20. Traffic Management

- 20.1. The Site Manager of the Principal Contractor whom The Company are working for will conduct a workplace inspection with the purpose of determining the requirements to manage vehicle movements on site.
- 20.2. Where practicable, vehicles and pedestrians will be separated by means of a physical barrier. Where this isn't possible separate and clearly identified routes should be provided for pedestrians.
- 20.3. Other reasonably practicable means of traffic management will also be considered, including but not limited to:
- Barriers;
 - Signage;
 - Speed limits;
 - High visibility protective clothing;
 - Traffic and pedestrian control;
 - Designated pedestrian routes;
 - Managing vehicle routes to avoid vulnerable items, such as chemical stores, fuel stores etc;
 - Management of safe access and egress to the site, including safe control of vehicle movements through areas containing members of the public;
 - Warning of height restrictions well in advance;
 - Avoid the need to reverse vehicles;
 - Use of banksmen;
 - Designated parking areas;
 - Designated laydown areas;
 - Sufficient lighting etc.

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21. Company Vehicles, Driving on Company Business and Occupational Road Risk

- 21.1. The Company is aware that a large proportion of its works require road travel. Where practicable, The Company will look at ways of reducing road travel such as air or rail travel.
- 21.2. The Company will maintain company vehicles at intervals recommended by the manufacturers. Drivers are responsible for reporting any defects that are hazardous to passengers or could render the vehicle un-roadworthy. Drivers using their own vehicles must ensure that they are maintained in a roadworthy condition and are fully compliant with current road traffic legislation.
- 21.3. It is the driver's responsibility to ensure that loads are properly secured, and the vehicle is not overloaded.
- 21.4. Pre-use checks will be carried out on all vehicles along with periodic inspections by a competent mechanic.
- 21.5. Prior to beginning work, consideration will be taken for the following:
- Alternatives to driving (e.g. video conference)
 - Selection of a safe and suitable vehicle
 - Storage of items (e.g. tools)
 - Drivers having the necessary license for the vehicle
 - Ensuring the driver is familiar with the vehicle
 - Fatigue and work hours
- 21.6. Drivers are expected to drive in a safe and considerate manner at all times whilst on The Company business. Drivers who fail to comply with the provisions of the Road Traffic Act will be subject to disciplinary action.
- 21.7. All drivers should be fit to drive and should meet the DVLA medical fitness requirements and should not drive if excessively tired or their ability to drive safely is impaired in any manner. A valid driving licence will be attained prior to driving for The Company.
- 21.8. Drivers should particularly note that the use of all mobile phones (including handheld and hands-free) is not permitted whilst driving.

22. Work in Schools

- 22.1. Work in Schools is to be carried out in strict accordance with risk assessments, safety plans and school rules. No work is to commence until the liaison officer for the school has been contacted and the content and sequence of work has been agreed. Where work is other than of short duration, regular liaison meetings are to be programmed with the school liaison officer to coordinate the work. All work is to be carried out bearing in mind the additional risks, which exist by virtue of pupils' immaturity and lack of understanding. In particular all work is to be carried out in a tidy and workmanlike manner and no incomplete work or any equipment is to be left unattended at any time, compliance with the '*Code of Practice for safety on contracts involving works on educational premises*' will be maintained at all times.

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23. Environmental Policy

- 23.1. The Company recognises that its activities may have environmental implications and therefore pursues a policy designed to minimise environmental damage. The Company's operations will be managed and organised so as to reduce so far as is reasonably practicable environmental damage caused by noise, dust and damage to groundwater and drainage systems. Consideration will also be given to measures that will support the reduction of emissions or other environmental emissions that may result in harm to the environment. In pursuance of this policy, the Estimating Manager when preparing tenders will take environmental considerations and The Environmental Damage (Prevention and Remediation) (England) Regulations 2015 or equivalent local regulations into account.
- 23.2. A structured Environmental Procedure will ensure policies complement each other and make a positive contribution towards the Plan's underlying strategy and objectives. During continuous appraisal, we take account of both the environmental implications of adopting certain policies and the extent to which important overall economic and social priorities are achieved.
- 23.3. Areas under consideration at present include the following:
- Reducing or minimising the demand for non-renewable resources.
 - Reducing waste and pollution.
 - Protection of critical environmental assets.
 - Enhancing environmental quality.
 - Improving health, education, safety and training.
 - Transportation of materials/service.
- 23.4. While policy areas are being appraised as part of the process, we will address various issues of:
- Effectiveness
 - Consistency/compatibility
 - Impact
- 23.5. Continuous appraisal of policies will enable identification of possible adverse environmental effects.
- 23.6. Whilst The Company adopts a Structured Environmental Procedure, we will maintain the highest environmental standards in the following activities.
- 23.7. As a contractor, The Company will:
- Use environmentally considerate methods and materials, wherever possible, to fulfil its contractual obligations.
 - Seek to influence clients and designers in areas where design specifications may be improved and less harmful to the environment.
- 23.8. As an employer, The Company will:
- Consistently increase the environmental awareness of all its employees and subcontractors with the aim of preserving and, if possible, enhancing the environment in its widest sense.

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Workplace Equipment and Materials

24. Work Equipment

- 24.1. The Company will ensure that all tools and equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.
- 24.2. The Line Manager and/or the Procurement Manager will ensure that all users of products and articles supplied or hired for use at work are provided with relevant health and safety information. This information should be provided by the manufacturer/supplier in order to comply with their obligations under Section 6 of the Health and Safety at Work etc. Act 1974.
- 24.3. It is the responsibility of the Line Manager to ensure all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used.
- 24.4. The Site Manager responsible for the work will ensure the users of new plant and equipment provided by The Company will be given sufficient instruction, information and training in order that any such plant or equipment may be used safely.
- 24.5. Where tools or equipment are issued to employees for their personal use, those employees are responsible for ensuring that the item is kept in good working order and that any defects are reported.
- 24.6. Employees are required to carry out a visual inspection of equipment before use to ascertain that it is in good repair and appropriate for the task. Particular attention must be paid to electrical connections and cables.
- 24.7. Where appropriate, the Managing Director will ensure that arrangements are in place so that all work equipment is properly maintained and that records of servicing, inspection, calibration and statutory tests/examinations are available. Examples of records required are:
- Scaffold inspections
 - Statutory examination/test of lifting equipment and routine inspections
 - Plant certification and inspections
 - Portable electrical appliance testing
 - HAV exposure monitoring
- 24.8. The Site Manager will be responsible for ensuring that work equipment owned or hired by The Company, for site use, is properly maintained, suitably selected and in date for statutory examination.
- 24.9. The Site Manager will also be required to take reasonable steps to ensure that plant and equipment under the control of trade contractors is used in compliance with current legislation and good practice and in accordance with The Company rules.
- 24.10. Statutory inspection results must be recorded for scaffolding, including mobile towers erected for seven days or more. It is the responsibility of the Site Manager to ensure that the inspections are carried out and recorded.
- 24.11. Portable Appliance Testing will only be conducted by competent and suitably-qualified persons and will be appointed by the Office or a Senior Manager. A Portable Appliance is any piece of electrical work equipment that can be disconnected from its mains/110V supply by removal of a mains or 110V plug. Inspections will be undertaken at intervals in accordance with the guidance provided within the IEE guidelines.

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25. Lifting Equipment and Operations

- 25.1. The Company will ensure that all lifting equipment and operations are safe and undertaken in a manner that is safe. This will include:
- Ensuring that appropriate lifting equipment is made available;
 - Ensuring that all lifting equipment and operations are fully risk assessed;
 - Ensure that, where necessary, all lifting equipment is thoroughly examined by a competent person at appropriate intervals;
 - Ensure that regular checks of all lifting accessories are carried out and recorded;
 - Ensure that any faults found or reported are rectified and recorded.
- 25.2. The Line Manager shall ensure that:
- Lifting equipment is suitable for its intended use;
 - Lifting equipment is sited and operated in such a way as to prevent damage or injury;
 - The Safe Working Load (SWL) is clearly displayed and adhered too;
 - Lifting operations are properly planned by a competent person;
 - Lifting equipment and accessories are thoroughly examined and inspected in accordance with relevant statutory requirements.
- 25.3. Any failure of lifting must be reported immediately to the responsible person and reported under RIDDOR
- 25.4. Records of thorough examinations and checks shall be made and copies retained both by The Company and on site.

26. Office Work and Display Screen Equipment

- 26.1. The Company will ensure that all users of Display Screen Equipment (DSE) undertake workstation assessments at least annually or more frequently, should circumstances require such as the installation of new equipment or reorganisation of the work station.
- 26.2. Users of DSE will be given appropriate training to minimise any risks identified in the risk assessment. They will be provided with guidance on the correct use of equipment and advised of the reporting procedure should problems develop.
- 26.3. All users of DSE will be entitled to eye tests on request in accordance with the Display Screen Equipment Regulations 1992.

27. Manual Handling Operations

- 27.1. Manual handling operations will be avoided wherever practicable by substituting mechanised handling or alternative methods of working if possible.
- 27.2. Where these operations cannot be avoided, specific assessments will be made, and procedures developed to minimise the risks. Selection of appropriately capable staff will then take place, followed by any necessary training, information and instruction.
- 27.3. All employees are encouraged to discuss potential manual handling problems not so identified with the person in charge of the work, together with any work involving repetitive motion.

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28. Mobile Scaffold Towers

- 28.1. Mobile Scaffold Towers are only to be erected, altered or dismantled by competent persons and in accordance with the manufacturer's instructions. The Contracts Manager must ensure that all towers are inspected before first use to ensure that they are suitable for the work to be carried out. Where towers are erected and remain in place for more than seven days the Contracts Manager must ensure that they are inspected in accordance with legislation and the results recorded and available for inspection.
- 28.2. Mobile towers are not to be used in the vicinity of overhead electric lines.
- 28.3. Contractors using mobile towers must provide a designated 'competent' person to take responsibility for supervising and overseeing that they are used in accordance with legislation and HSE guidance.

29. Ladders and Step Ladders

- 29.1. Ladders and Step Ladders will only be used as working platforms for short duration, light work where other access equipment is not suitable or available. Steps and ladders will be used in accordance with the guidance contained in HSE Guidance HSG 150 – Health and Safety in Construction, and will only be used after the risks and suitability for the operation have been assessed.

30. Mobile Elevated Working Platforms

- 30.1. Mobile Elevating Working Platforms (MEWPs) may only be operated by suitably trained and competent persons. Certificates of training will be required, and manufacturer's instructions must always be followed. Safety harnesses must always be used in conjunction with MEWPs. MEWPs must have been subject to a thorough examination during the previous six months, and must be inspected at least every seven days while in use. Before use the ground upon which a MEWP is to operate must be checked for suitability.
- 30.2. MEWPs are not to be used in the vicinity of overhead electric lines.

31. Confined Spaces

- 31.1. Confined spaces such as ducts, manholes, sewers, pits and deep excavations, are not to be entered until a risk assessment has been carried out and a safe system of work has been drawn up and brought to the attention of every person likely to enter. The safe system must include details of necessary atmospheric monitoring and the provision of emergency evacuation apparatus. HSE Approved Code of Practice - "L101 Safe work in confined spaces" is to be used to assist in risk assessment and evolving safe systems of work.

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32. Demolition Work

- 32.1. Demolition Work will only be carried out after the relevant Contracts Manager has assessed the risks and agreed a safe system of work. A written demolition plan must be in place before any demolition work is commenced.
- 32.2. Work is only to be carried out in areas which are structurally safe and only in strict compliance with the risk assessments, method statements and safety plan, all of which must be made available to the Contracts Manager and be fully understood before work commences.
- 32.3. Safe access routes, prohibited areas and site rules are to be strictly followed and observed.
- 32.4. If at any time operatives are concerned about structural safety or the activities of other contractors, or if any other aspect of the work causes them to be concerned for their personal safety or the safety of others, they are to stop work immediately and seek guidance.

33. Work at Height

- 33.1. Work at Height and Work on flat roofs must be specifically assessed and authorised. The use of crawling ladders and boards is always required on fragile material. Edge protection, to the designated standard (HSG 150), must always be provided where there is a risk of falling except for short duration work where it is not reasonably practicable to provide edge protection, in which case fall arrest and or restraint equipment must be used. Where edge protection is not provided to such areas then access will be controlled by use of a permit to work system. The advice of the Health and Safety advisor should be obtained before work starts if there is any doubt about the precautions required in particular circumstances, all roof work will be carried out in accordance with the guidance contained in HSG 33 – Health and Safety in Roofwork.

34. Mobile Plant

- 34.1. It is the responsibility of the Contracts Manager to ensure that all plant used on site is operated by trained and authorised drivers and that, where appropriate, the plant is in date for statutory examination.
- 34.2. Wherever possible traffic routes are to be planned to ensure that plant and pedestrians are separated. High visibility clothing is to be worn by all personnel whenever vehicles or mobile plant is on site.
- 34.3. Copies of certificates of training and plant test certificates must be held by the Contracts Manager for all authorised plant and operators before they are allowed to commence work.

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35. Personal Protective Equipment

- 35.1. Personal protective equipment (PPE) is provided as a final line of defence against potential risk. It will be used in conjunction with more collective protective arrangements where considered appropriate by management, health and safety advisors or representatives and good working practice. An assessment will be carried out by the Contracts Manager in charge of the work to ensure that any PPE provided is suitable and provides an adequate level of protection against the hazards identified.
- 35.2. It is the responsibility of the Contracts Manager to ensure that the site rules regarding the use of PPE are enforced and where necessary to take disciplinary action to ensure enforcement. The Contracts Manager in charge of the site will ensure that employees are given sufficient training, which will include the selection, use and maintenance of personal protective clothing and equipment where it is required.
- 35.3. Employees are responsible for wearing PPE provided correctly and must ensure they are not putting themselves or others at risk.
- 35.4. The Contracts Manager in charge of the site will ensure that suitable arrangements are provided for the storage and maintenance of PPE. A register will be kept to ensure equipment is not being used past its usage life as defined by relevant standards or regulations.
- 35.5. Contractors, operatives or self-employed individuals arriving on site without the appropriate PPE will not be permitted to commence work or enter the work area.
- 35.6. Shire Integrated Systems Ltd operate a 'five point' PPE system as a minimum. This include the following:
- Steel toe capped boots with steel mid-sole
 - High visibility vest
 - Hard hat
 - Gloves
 - Eye protection
- 35.7. Further PPE may be identified in a site specific risk assessment.

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36. Control of Substances Hazardous to Health (COSHH)

- 36.1. Information on materials used by The Company will be obtained from the manufacturer or supplier by the Procurement Manager. Monitoring of the working atmosphere may be required and will be indicated on the relevant COSHH assessment. COSHH assessments will be undertaken for any work with applicable substances undertaken on behalf of The Company. They will be reviewed annually at the time of the Policy review, or whenever it is suspected that they may no longer be valid. The Contracts Manager responsible for the work will then ensure that the assessments are reviewed and amended as necessary to take the site conditions into account.
- 36.2. Any necessary work with new materials or substances rated as hazardous must not commence until the necessary information has been obtained, the material has been analysed and an assessment made of the risks involved in the operation. Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed.
- 36.3. Where employees are using hazardous materials or dangerous goods, at minimum employees will attend a training programme.
- 36.4. The following general precautions apply to the use, handling and transport of all substances. Specific precautions are detailed in the written assessments for specific materials and other substances likely to be encountered in the work environment.
- Protective clothing and equipment will be used to prevent the contact of hazardous substances with the eyes, skin and mucous membranes.
 - Adequate ventilation or respiratory protective equipment will be provided as appropriate to prevent inhalation of hazardous dusts, gases or vapours.
 - Hazardous substances should not be used in areas where food is being eaten.
 - Good personal hygiene practices must be observed.
 - Facilities for washing, cleaning and protecting the skin must be available including suitable cleansers and barrier creams.
 - Chemical products and materials are to be stored in ventilated areas away from temperature and environmental extremes.
 - Spillages must be cleaned up immediately, and waste and used containers disposed of properly.
 - Read the data sheet, container labels and detailed health and safety information before using any chemical products.

Further information can be found within Procedure 02 – COSHH (Control of Substances Hazardous to Health) Regulations 2002.

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37. Asbestos

- 37.1. The Company will, as Duty Holder, develop an appropriate Asbestos Management Plan for all premises under its control. It will also request from Client organisations information on the asbestos risks related to any building on which they are required to work. In evaluating the suitability of this information, The Company will take into account current legislation and authoritative guidance from the HSE and would anticipate being provided with intrusive Refurbishment/Demolition survey information (Previously referred to as a Type 3 Survey).
- 37.2. Where such information is not provided at pre-tender stage The Company will request such information prior to commencing work and in its absence, will request instructions from the Client to undertake the survey on his behalf.
- 37.3. Where there is any doubt as to the presence of asbestos containing materials, the assumption will be that an asbestos hazard exists until proven otherwise (as required by the Control of Asbestos Regulations 2012).
- 37.4. The Company will not directly carry out work with asbestos containing materials. Where such work is required suitably licensed contractors will be used for removal, making safe or other remediation and waste removal. All statutory documentation and records associated with these works will be retained for inclusion in the project H&S File.
- 37.5. Employees will be instructed to ascertain the asbestos status of the building prior to commencing work either by reference to the asbestos register or through line management or induction process.

38. Action to take upon accidental discovery of asbestos:

- 38.1. Company operatives and contractors will be instructed that, should they uncover or suspect the presence of asbestos containing materials they must stop work, notify others working in the area to do likewise, and immediately report to the Site Manager.
- 38.2. Where potential asbestos containing materials are uncovered during the course of the works The Company Contracts Manager/Supervisor will ensure that work in the area is suspended and the area vacated and sealed pending further investigation.
- 38.3. Unless clearly inappropriate employees will receive training in asbestos awareness to recognise the specific risks to health and the preventative measures which must be put in place to control the risk.
- 38.4. Should any doubt exist regarding The Company duty and responsibilities for dealing with asbestos, then Logic SHE Solutions should be contacted on 0117 9575154.

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39. Responsible Timber Procurement

- 39.1. The Company is committed to the procurement and use of legal, sustainable timber accredited to a recognised sustainable forestry standard. All timber sourced and used by The Company, either directly or indirectly through subcontractors will be obtained from well-managed forests which have been verified to credible certification standards or via reclaimed or recycled sources.
- 39.2. Timber and all wood derived products must have Forest Stewardship Council (FSC) certification or, where this is not possible, be sourced from independently verifiable legal and sustainable sources.
- 39.3. Where these conditions cannot be met then good reason should be provided, including:
- A documented justification why FSC products cannot be used
 - Evidence that the material was sourced from a legally managed source
 - Confirmation that the client is fully aware

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Occupational Health

40. Occupational Health

- 40.1. All activities that may have an impact on the occupational health of an employee or a member of the public is fully risk assessed and any actions raised are acted upon to reduce or, where reasonably practicable, eliminate the risk. This may include, but is not limited to:
- Use of appropriate Personal Protective Equipment where applicable to reduce the impact of activities on the employee (i.e. ear, eye and respiratory protection when drilling).
 - Use of plant, tools or mechanical aids to reduce likelihood of impact on an employee's occupational health. (i.e. use of shadow vacuuming when drilling to reduce dust)
 - Review ways to reduce impact on employee's occupational health in the design stage and all subsequent stages of a project.
 - Use of training, toolbox talks etc to reinforce the personal safety of employee's as well as their colleagues and the public.
- 40.2. Any activities that may have an impact on the occupational health of a person are covered in the Health and Safety Policy as well as various Procedures, Risk assessments, Safe Systems of Work etc of The Company.
- 40.3. The Company will review and re-assess all activities to ensure that any potential impact on the occupational health of its employee's and the public is limited as far as is practicable.
- 40.4. Where findings of the risk assessment process indicate that employees may be exposed to hazards that may present a risk to their long-term health the arrangements will be made to provide health surveillance to manage the risk. Issues that may give rise to such requirements may include noise, vibration and chemical exposure such as lead or hazardous materials such as asbestos.
- 40.5. The Company will provide suitable health surveillance in consultation with the affected employees. Employees are expected to co-operate with The Company in implementing such provisions.

41. Fatigue

- 41.1. The Company will ensure all employees work shifts are planned to, where practicable afford a minimum of 12 hours between shifts. Where this is not practicable, or where overtime may be required, prior approval should be sought from a line manager or higher.
- 41.2. Regular breaks will be factored into the work shifts of all employees, and where required due to work demands, environmental conditions, weather or anything that may increase the fatigue of employees, suitable and sufficient additional periods of rest shall also be added.

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42. Drugs and Alcohol

- 42.1. The Company acknowledges that we have a responsibility to ensure the safety of our workforce. Alcohol and drug misuse pose a significant threat to maintaining safe working conditions.
- 42.2. We also acknowledge that by remaining financially sound we can sustain job security for our workforce. Alcohol and drug misuse can affect our ability to do this by reducing the effectiveness of individuals in the workplace and by increasing absence from work.
- 42.3. The aim of The Company is to:
- prevent risks to our employees, customers and the general public
 - promote a safer working environment by encouraging an alcohol and drug-free working environment
 - reduce the effect that alcohol and drug misuse may have on the performance of the business
 - offer guidance to any employee with alcohol or drug related problems.
- 42.4. This policy covers not only illegal drugs but also substances that are legal but subject to abuse. In addition, if for medical reasons, whether prescribed by a doctor or not, any employee is taking a drug which could cause drowsiness or could affect concentration during working hours, they should inform their line manager.
- 42.5. Employees who appear to be under the influence of alcohol or drugs will be removed from their place of work. The matter will be dealt with under The Company disciplinary procedures. If it is deemed to be an act of gross misconduct the result will normally be summary dismissal without notice or payment in lieu of notice.
- 42.6. As a caring employer we will offer appropriate guidance to any employee who thinks they have or are developing a problem with alcohol or drugs. As with all personal issues the employee will be treated with sympathy and in confidence.

43. Vibration

- 43.1. For employees who use or are likely to use vibrating equipment, The Company will assess the risks to the employees' health and use a hierarchy of measures to eliminate risk at source or reduce exposure to the lowest reasonably practicable level. The Company will also provide information and training for employees on vibration risks and control measures.
- 43.2. Where the risk assessment indicates that there is a risk to the health of employees who are, or are liable to be exposed to vibration at or above an exposure action value, The Company will make provisions for employees to access health surveillance from a competent provider, in accordance with the Control of Vibration at Work Regulations.

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44. Noise

- 44.1. This is subject to the Noise at Work Regulations 2005. Noise assessments will be made as required by the regulations when the noise action levels are likely to be reached. Instructions for safeguarding hearing will be given to employees as appropriate by the Contracts Manager responsible for the site.
- 44.2. The Company must assess the level of risk of noise affecting employees and will use the HSE web based noise calculator tools. Initial findings from using these tools will indicate whether persons are at risk from noise. These calculators can be found on the HSE website: <http://www.hse.gov.uk/noise/calculator.htm>
- 44.3. Substitution
- Reduction in noise levels can be achieved by (e.g.) substituting high rated equipment for lower rated equipment wherever practicable, or through the use of ear defenders.
 - The Company will always seek to procure and provide employees with the most suitable and lowest noise rated equipment.
- 44.4. Management
- Reduction in noise risks will be achieved by the following procedures:
 - Employee/Operative Awareness training
 - Purchase or hire of low noise equipment or tools
 - Keeping tools & equipment well maintained
 - Regular monitoring if required
 - Detailed working hours if required
 - Operative rotation where required
 - Correct use of PPE
- 44.5. Operative training
- Awareness Training will be provided to employees on the risks from noise in the workplace augmented by tool box talks on site
- 44.6. Correct use of PPE
- Correct use of PPE will be monitored. This includes the use of ear defenders.
- 44.7. Equipment maintenance
- The Company will make checks to ensure that all equipment is in good condition on a regular basis. Checks of equipment will also be carried out by operatives prior to use.
- 44.8. Working hours
- Working hours will be limited to those recommended by the suppliers, or where not given, as assessed by The Company.
- 44.9. Where noise hazards or potential noise hazards are identified, or suspected, 'Hearing Protection Zones' will be designated, and the use of appropriate control and protection measures are to be enforced.

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45. Violence and aggression at work

- 45.1. The Company is committed to the health and safety of its employees whilst at work, this includes threats of or actual aggression and violence.
- 45.2. Whilst the works undertaken by employees are deemed to be of low risk regards aggression and violence, each job shall be evaluated and aggression and violence considered as a potential hazard, and appropriate control measures implemented if required.
- 45.3. Employees are encouraged to report all acts of violence or aggression to Line Managers. These include verbal abuse and threats of violent actions regardless if an injury has occurred.
- 45.4. Line Managers will investigate these events and take appropriate action to prevent reoccurrences. The findings of the investigation will be communicated to all employees who may be at risk of a similar occurrence.

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46. Safeguarding

- 46.1. Shire Integrated Systems Ltd is strongly committed to practices that protect children, young people and vulnerable adults from abuse, neglect, significant harm, stop becoming, drawn into, promoting or supporting terrorism. Staff recognise and accept their responsibility to develop the awareness of the risks and issues involved in safeguarding.
- 46.2. The company also recognises that it has a responsibility to protect staff from unfounded allegations of abuse. The company is committed to working with existing local safeguarding or adult safeguarding boards and other health and social care partnerships to ensure the safeguarding of its learners whilst recognising the definitions of potential abuse.
- 46.3. For the purposes of this policy and associated procedures, children and young adults are any persons under the age of 18 years, and those whom are considered at risk.
- 46.4. As defined in the 'Working together to safeguard children 2015' Government document, the safeguarding of children and young adults is defined as:
- protecting children from maltreatment;
 - preventing impairment of children's health or development;
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - taking action to enable all children to have the best outcomes.
- 46.5. The safeguarding of children and young adults is the responsibility of everyone who comes into contact with children and families.
- 46.6. The definition of adults at risk is defined as "who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation" (*Who decides?, 1997*).
- 46.7. The Care and Support Statutory Guidance issued under the Care Act 2014 defines the safeguarding of adults as:
- Protecting an adult's right to live in safety, free from abuse and neglect;
 - People and organisations working together to prevent and stop both the risk and experience of abuse or neglect;
 - Promoting individual's wellbeing while having regard to their views, wishes, feelings and beliefs; and
 - Recognising that adults may have complex interpersonal relationships and may be unclear or unrealistic about their personal circumstances.
- 46.8. Shire Integrated Systems Ltd has trained staff that are accountable to the Managing Director. The Managing Director is responsible for monitoring and managing incidents or concerns and liaising with safeguarding agencies.
- 46.9. The company has a duty to promote safeguarding issues and measures to staff and ensure they:
- Analyse their own practice against established good practice, and assess risk to ensure their practice is likely to protect them from false allegations
 - Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
 - Undertake training on safeguarding to raise awareness of current issues and Legislation

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47. Young Persons

- 47.1. Activities carried out by young persons will be fully risk assessed on a case by case basis.
- 47.2. Findings of the risk assessment will be communicated to the young person prior to commencing the work.
- 47.3. Arrangements will be put into place to ensure the safety of the young person. This will take into consideration physical and psychological capacity, temperature extremes, noise, COSHH, working hours, location, equipment involved and training needed.
- 47.4. Regular assessments will be made throughout the job to ensure the need for further arrangements are made.

48. Expectant Persons

- 48.1. The Company will carry out a risk assessment on specific risks posed to the health and safety of pregnant persons.
- 48.2. Findings of the risk assessment will be communicated to the pregnant person.
- 48.3. Arrangements will be put into place to ensure the safety of the pregnant person. This will take into consideration temperatures, sitting/standing periods, working hours, work activities and manual handling.
- 48.4. Regular assessments will be made to ensure the need for further arrangements are made.

49. Psychological Health – Stress

- 49.1. Under the umbrella act The Health and Safety at Work etc Act 1974, The Company have a legal responsibility to ensure their employees are protected from work-related stress, as far as is reasonably practicable. The Company will carry out a stress audit where they feel this is necessary, for example absenteeism, behaviour changes.
- 49.2. Employees will be inducted on work-related stress and will report to their Line Manager with any issues regarding work-related stress.
- 49.3. Where issues are identified, The Company will work to correct this by:
 - Identifying the underlying causes and tackling them
 - Ensuring employees have a trusted person to talk to regarding any issues or challenges
 - Ensuring employees have a Line Manager to talk to about roles, tasks, hours, developments etc
 - Allowing employees regular breaks from tasks
 - Training employees on prioritising tasks and organisation

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50. Peripatetic and Lone Working

- 50.1. The Health & Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992 apply to our employees who visit other premises during their work (peripatetic workers).
- 50.2. The Company recognise that this work is often carried out in places that are not under our direct control. We will provide additional measures such as safe systems of work, information, instruction and training, to ensure our employees safety on the premises of others.
- 50.3. Employees will be provided with suitable and sufficient training to ensure work in isolated situations is carried out safely and documented.
- 50.4. Where any of our employees are on other premises for anything other than short periods, we will ensure that those in control of the premises are aware of the proposed activities of our employees.
- 50.5. Dependent upon the work task, a verbal confirmation, risk assessment, method statement or site safety file will be used for this purpose.
- 50.6. A risk assessment will be written whilst consulting with employees and will include factors such as access/egress, special risks.
- 50.7. None of our peripatetic workers will be expected to work on the premises of others without being advised of the hazards they may face and how to deal with them.
- 50.8. We will require all clients to provide our employees with written information on site emergency procedures wherever practical.
- 50.9. Where practical, clients will be requested to provide our employees with first aid arrangements, sanitary and washing facilities and their facilities for rest, eating meals and catering arrangements.
- 50.10. All employees will be issued with the appropriate PPE required for working on premises.
- 50.11. Workers on clients' premises must conform to all their arrangements for fire, security and liaison. This includes signing the visitors/ contractors log book, observing no smoking areas and reporting to the site contact upon arrival and departure or before moving to a different area.

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51. Modern Slavery and Human Trafficking

- 51.1. Pursuant to Section 54, Part 6 of the Modern Slavery Act 2015, The Company has set out steps to ensure that slavery and human trafficking is not taking place in our supply chains or in any part of our business.
- 51.2. There can be many levels of suppliers between The Company and the source of raw materials that enter a manufacturing process. The breadth and depth of the supply chain make it challenging to effectively manage business and sustainability issues. Respecting human rights and environmental issues in the supply chain is ultimately our suppliers' responsibility. As customers however, we play an active role in supplier development and have adopted various means to clearly communicate our expectations to our suppliers.
- 51.3. Internally, we have adopted Corporate Responsibility, to address workplace issues such as working hours, child labour, forced labour, non-discrimination, freedom of association, health and safety and the environment. This policy applies to our own operations, and we encourage businesses throughout our supply chain to adopt and enforce similar policies in their own operations. Furthermore, we seek to identify and do business with companies that have aligned standards consistent with our own policies.

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Emergencies

52. Accidents

- 52.1. Accident details, however trivial they may appear to be, must always be reported to premises or Site Managers. All accidents or potentially dangerous incidents must be recorded and reported to Marcus Lynes. For first aid accidents such accident reports must be forwarded no later than the following day. For any accident affecting a member of the public or non-employee, or requiring more than first aid, notification should be made immediately by telephone. Copies of all accident reports should be forwarded to the Health & Safety Advisors no later than the following day.
- 52.2. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), requires specified injury accidents, dangerous occurrences, diseases and conditions to be reported to the relevant enforcing authority. Logic SHE Solutions Ltd, the Health & Safety advisor(s) are nominated as the responsible person in accordance with the Regulations to make these reports.
- 52.3. Logic SHE Solutions will be responsible for making direct telephone and written notifications as above, and retaining copies on file.
- 52.4. The Company will maintain and hold all documentation for accidents, dangerous occurrences and notifiable diseases and conditions. Copies of all notifications made on behalf of The Company will be kept for record purposes. In liaison with the Health and Safety Advisor(s), The Company will produce accident statistics in relation to its activities at least annually.
- 52.5. Wherever directed by the Managing Director the Health & Safety advisor will carry out investigations of serious accidents or incidents or instruct others to carry out such investigations on his behalf.
- 52.6. All accidents will be considered Health and Safety 'failures' with lessons to be learnt from them. Additional control measures identified as necessary to prevent the recurrence of such accidents will be applied across The Company, not just the affected Company premises or sites.

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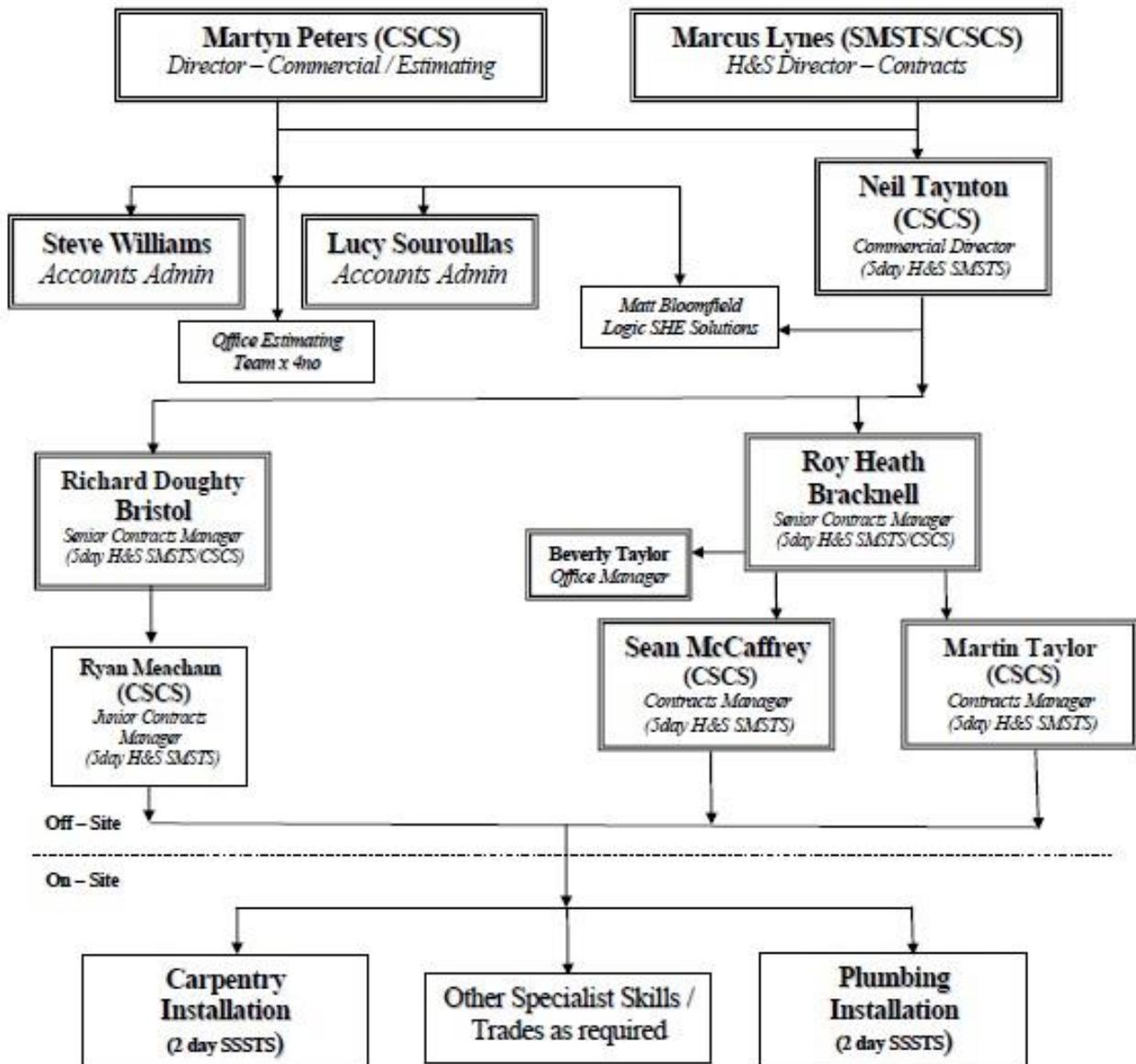
Appendix 1 – Organisation Diagram & Responsibilities

53. Organisation Diagram



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HEALTH & SAFETY ORGANISATION CHART



Registered in England & Wales No. 3088673

April 2019

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54. Responsibilities

54.1. This Appendix to the Safety Policy details the responsibilities for safety at all levels of management and operatives. In all cases where responsibility is felt to be unclear, the advice of the Managing Director should be obtained.

55. Managing Director

- 55.1. Initiate, administer and interpret the effective implementation of The Company Health and Safety Policy.
- 55.2. Arrange for funds and facilities to meet the requirements of the Policy.
- 55.3. Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to The Company's operations.
- 55.4. Promote the safe conduct of work generally and review the performance of The Company in relation to its health and safety objectives and safety policy arrangements annually.
- 55.5. Ensure that The Company Safety Policy and all generic risk assessments including COSHH assessments are reviewed at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period.
- 55.6. Take responsibility for the design function within The Company as it relates to health and safety issues and compliance with the Construction (Design and Management) Regulations 2015.
- 55.7. Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on-site visits.

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56. Logic SHE Solutions Ltd (Company Safety Advisors)

- 56.1. Maintain an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction Regulations, and other Regulations, Codes of Practice and legislation relevant to The Company's operations.
- 56.2. Assist in the co-ordination of health and safety information and the dissemination of such information throughout The Company, in their position as appointed competent persons under the Management of Health and Safety at Work Regulations 1999.
- 56.3. Respond to suggestions or comments on ways in which The Company health and safety performance can be improved.
- 56.4. Review The Company safety policy, generic procedures, risk assessments, methods statements including COSHH assessments etc., at annual intervals, or following receipt of information indicating that a review may be needed after a shorter period and report to the Managing Director ways in which The Company's safety performance can be improved.
- 56.5. Support Line Managers and Directors in undertaking training needs assessments for staff and particular activities undertaken within The Company and where requested make arrangements to provide it, evaluate its effectiveness and arrange retraining as appropriate.
- 56.6. When requested, undertake the investigation of serious accidents and dangerous occurrences and advise on appropriate action to prevent re-occurrence.
- 56.7. Review Company risk assessments as required by regulations for general and specific risks and for manual handling operations to which regulations apply, also being available to give advice on precautions and control measures necessary in particular circumstances such as work at height, work with asbestos-containing materials, and working in noisy areas.
- 56.8. In liaison with the Office Manager carry out risk assessments of work in the Office, including those for fire precautions and display screen equipment in the Office.
- 56.9. Ensure that when a Principal Contractor is appointed, The Company complies with its duties under the CDM Regulations.
- 56.10. Monitor health and safety standards on all Company premises and construction sites to ensure compliance with Company policy and procedures and current legislation as instructed by the Managing Director.
- 56.11. Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on-site visits.

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57. Estimator

- 57.1. Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction Regulations and other Regulations and Codes of Practice relevant to The Company's operations.
- 57.2. Maintain knowledge of current practice and advances in safety equipment and construction methods to ensure provision is made for their incorporation into Company working.
- 57.3. Promote the safe conduct of work on projects by ensuring adequate provision within tenders to cover safe systems of work and adequate welfare facilities on Company projects.
- 57.4. Make due allowance for hazards identified in the Pre-tender Health and Safety Plan.
- 57.5. Seek clarification where necessary for any particularly hazardous element of the work, bring to the attention of management and ensure due allowance for appropriate safety requirements.
- 57.6. Ensure trade contractors are aware of and have made due allowance for managing the risks and hazards in their submissions.
- 57.7. Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on-site visits.

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58. Junior Contracts Manager, Contracts Manager and Senior Contracts Manager

- 58.1. Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction Regulations and other Regulations and Codes of Practice relevant to The Company's operations.
- 58.2. Maintain knowledge of current practice and advances in safety equipment and construction methods to ensure provision is made for their incorporation into The Company work.
- 58.3. Attend site meetings where health and safety matters are discussed, and organise sites so that work is carried out to the required standard of health and safety with minimum risk to persons, equipment and materials.
- 58.4. Determine at the project planning stage and establish at the commencement of work:
 - the most appropriate order and method of working
 - the provision of welfare and sanitation facilities
 - hazards which might arise, and complete risk assessments as required
 - allocation of responsibilities
 - necessary fire precautions
 - adequate first-aid facilities
- 58.5. Carry out site specific risk assessments as required by regulations for general and specific risks and for manual handling operations to which regulations apply.
- 58.6. Carry out site specific COSHH risk assessments as required by regulations for products used by or generated as a result of Company work.
- 58.7. Ensure that clear information is available on any project in relation to asbestos and that unless there is clear documented evidence to the contrary approaches any project with the presumption that asbestos is present and arranges work accordingly.
- 58.8. Take steps to ensure the competence in health and safety of any persons or contractors to whom work is subcontracted.
- 58.9. Ensure that tenders are adequate to cover sound methods of working and the provision of the required welfare facilities.
- 58.10. Identify personal protective equipment needs and ensure that suitable equipment is provided and used as required by risk assessments.
- 58.11. Support Site Managers and Supervisors in the ongoing enforcement of compliance by operatives and contractors.
- 58.12. Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site visits.

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59. Quantity Surveyor

- 59.1. Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction Regulations and other Regulations and Codes of Practice relevant to The Company's operations.
- 59.2. Maintain knowledge of current practice and advances in safety equipment and construction methods to ensure provision is made for their incorporation into The Company work.
- 59.3. Ensure tenders are adequate to cover safe systems of work, adequate welfare facilities and other control measures necessary for the safe execution of the work.
- 59.4. Identify shortcomings to enable alternative strategies to be developed to ensure compliance with statutory requirements and The Company Health and Safety Policy.
- 59.5. Ensure potential trade contractors are assessed in accordance with The Company Policy for assessment of contractors.
- 59.6. Ensure that trade contract tenders are sufficient to include all necessary Health and Safety measures.
- 59.7. Ensure that contract documents or terms of appointment clearly set out the Health and Safety responsibilities of each of the parties.
- 59.8. Set a personal example, including the wearing or use of protective clothing or equipment as appropriate on site.

60. Office Manager

- 60.1. Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992 and other special Regulations and Codes of Practice relevant to The Company's office and administration activities.
- 60.2. Ensure all records of accidents, incidents or dangerous occurrences are forwarded to Logic SHE Solutions, to allow any specified injury, dangerous occurrence or disease as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) may be reported.
- 60.3. In liaison with Logic SHE Solutions Ltd carry out risk assessments of office work, including those for display screen equipment in the Office.
- 60.4. In liaison with Logic SHE Solutions Ltd be responsible for fire risk assessments and precautions in The Company office and ensure that all reasonable steps have been taken to comply with the Regulatory Reform (Fire Safety) Order 2005.

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61. Employees

- 61.1. Ensure that they are aware of any risk assessment and safe system of work developed for any task or activity that they undertake.
- 61.2. Ensure that they adopt and fully comply with any method statement or safe system of work developed for any task or activity.
- 61.3. Use the correct tools and equipment for the job, including safety equipment and protective clothing as necessary.
- 61.4. Keep tools in good condition.
- 61.5. Report to their Supervisor any shortcomings or difficulties which arise as a consequence of adopting any safe system of work in respect of any task.
- 61.6. Ensure that no changes are made to such a safe system of work unless properly agreed with line management.
- 61.7. Report to the person in charge of the work any defects in plant or equipment of which they become aware.
- 61.8. Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
- 61.9. Avoid improvising which entails unnecessary risks.
- 61.10. Warn new employees of known hazards.
- 61.11. Refrain from horseplay and the abuse of welfare facilities.
- 61.12. Report incidents which have led or may lead to injury.
- 61.13. Suggest ways of eliminating hazards.
- 61.14. Co-operate in the investigation of any accidents.
- 61.15. Comply with The Company Health and Safety Rules and where applicable the site rules in the Health and Safety Plan.
- 61.16. Set a personal example to other personnel on site.
- 61.17. Not allow for themselves to work alone on Company premises or sites.

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Appendix 2 – Office Safety Rules & Company Safety Rules

62. Safety Rules

62.1. This Appendix to The Company Safety Policy, which is a supplement to the Safety Rules, set out in Section 11 of the main Safety Policy document, sets out the safety rules which must be observed by all employees working in our offices. These have been derived from our risk assessment.

63. Office Safety Rules

- Furniture and equipment must be arranged so as to avoid injury from sharp corners.
- Upper drawers of filing cabinets must not be overloaded, causing them to become top-heavy.
- Only one drawer of a filing cabinet must be open at a time, so as to avoid a tipping hazard.
- Wall storage racks must be securely anchored to prevent their movement or tipping, and must not be overloaded.
- Access to high upper storage shelves must only be gained by using the steps or safe access provided.
- Cables from necessary electrical equipment, telephones, leads to offices and portable electrical equipment are not to be laid across the floors so as to cause a tripping hazard.
- Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
- At the end of each working day or shift, non-essential electrical appliances are to be switched off and their wall socket plugs removed.
- Any electrical faults must be reported to the Office Manager.
- Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits and passageways are not blocked, and taking care when using extension cables so that they do not cause an obstruction.
- Fire exits must be kept clear at all times.
- Fire extinguishers are to be kept readily accessible at designated fire points. All employees must be aware of these locations, of the methods of operation of fire extinguishers and of the fire drill procedure for evacuation. The Office Manager is responsible for ensuring all fire-fighting equipment is regularly serviced.

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64. Company Site Safety Rules

- All individuals must register their arrival on site and their departure.
- Head protection and safety footwear are mandatory at all times whilst on The Company's construction sites.
- Sites designated as 'Hi-Vis' require all individuals to wear hi-vis clothing at all times whilst on site.
- Safety signs and instructions must be complied with at all times.
- All injuries or significant incidents must be reported to the Site Manager. All such incidents must be recorded on and copies forwarded to Head Office.
- Operatives must only undertake tasks for which they are competent and properly trained.
- Plant and machinery must only be operated by trained and competent operators. Plant operators must provide evidence of training before they will be permitted to commence work.
- No operative may alter adapt or otherwise interfere with any scaffold unless trained and competent to do so. Unauthorised interference with scaffolding will result in immediate exclusion from site.
- Operatives must be aware of and have read the risk assessments and method statements relating to their works before commencing their tasks.
- No alcohol or drugs will be permitted on site. Those considered being under the influence of drink or drugs will be excluded from site.
- Persons using prescribed drugs whilst on site should inform the Site Manager or First Aider before starting work.
- Food and drink must only be consumed in the welfare areas provided.
- Welfare facilities are provided for your use and others; they should be respected as such. Anybody found abusing the facilities will be excluded from site and any costs incurred deducted from the employee.
- Anybody found urinating on site, other than in the facilities provided will be immediately excluded from site.
- Work in areas that are accessible to the public or to others not part of the project will require specific authorisation from the Site Manager.
- Only 110 volt or battery powered electrical equipment will be permitted on site.
- All plant and portable electrical equipment must have current test certificates on delivery to site and arrangements in place for maintenance and periodic testing.
- All scaffolds, towers and access platforms must be erected in accordance with statutory requirements. Ladders must be tied or footed at all times and should not be used as working platforms unless totally unavoidable.
- Permits to work must be obtained for all hot works or high-risk activities or prior to any work on existing services installations.
- Operatives are required to ensure that materials for, or waste arising from their works, are cleared away or left in a safe and tidy manner so as not to pose a hazard to others.
- Designated emergency exits and escape routes must be maintained at all times.
- Operatives must not interfere with or misuse extinguishers or other emergency equipment.
- Foul and abusive language or behaviour will not be tolerated either on site or in the vicinity of members of the public.
- Individuals must immediately comply with any instruction given to ensure the health, safety and welfare of themselves or others in relation to the works.
- Smoking is not permitted in the confines of the site.

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