



**B. W. May & Son Ltd.**

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Reflecting The Best Traditions

# COMPANY POLICY & PROCEDURAL MANUAL FOR HEALTH & SAFETY



# B. W. May & Son Ltd.

Reflecting The Best Traditions

## **BW May & Son Ltd Health and Safety Statement**

It is the policy of B. W. May & Son Ltd to effect the provisions of the Health & Safety at Work Act 1974, Management of Health & Safety Regulations 1999, CDM Regulations 2015 and other relevant legislation and Codes of Practice. These measures are aimed at providing safe and healthy working conditions for our employees and to ensure that work carried out by the company does not adversely affect the Health and Safety of anyone else, e.g. other contractors or members of the public.

We will consult with and inform all of our employees on Health and Safety matters, provide all relevant information to improve safety standards and provide necessary training or 'update' training in respect of risks to their Health and Safety, which may arise out of their work or at their workplace. It is our policy to determine the hazards to Health and Safety in carrying out the work of this company, and to develop risk assessments, in order to take the necessary precautions, and therefore ensure a safe and healthy working environment.

This policy will be reviewed annually, or whenever necessary to comply with changes in legislation or Company Policy. We will consult with individual employees before giving them particular Health and Safety responsibilities, and in order for this safety policy to be implemented we require the full support of all persons within the company.

We acknowledge the legal duty to conform to the regulations and that serious penalties exist. Neglect of Health and Safety matters will be considered a serious disciplinary matter.

Signed by the Managing Director, Mr Andrew Spice on 17<sup>th</sup> April 2017



## Staff Responsibilities

### **Directors**

1. The directors shall take responsibility for safety throughout the company. In order to protect the Health and Safety of the employees and of others who may be affected by the Company's operations, they will, initiate and, from time to time, review the Company's Safety Policy and ensure that it is discussed, understood and promoted, by all employees and to others acting on behalf of the Company.
2. Appoint staff to ensure that the Policy is applied in all areas of the Company's activities. Where necessary expert advice will be sought, and will ensure that such advice is followed.
3. Know the broad requirements of the Health and Safety at Work Act, The Construction (Design Management) ( CDM) Regulations, and other relevant Legislation and insist that these are observed.
4. Monitor compliance with the policy.
5. Arrange suitable training and a yearly training plan so that employees are able to carry out their Health and Safety duties effectively and that training and qualifications are updated as necessary.
6. Whether acting as Principle Contractor or Contractor, ensure that adequate supervision is provided on all projects to facilitate the required co-ordination and management of site health and safety.
7. Ensure the effective planning of all contracts to take accounts of known and foreseen Health and Safety hazards, whether or not shown in the Health & Safety File provided by the Client.
8. Ensure that tenders include adequate allowance for all Health and Safety matters and that necessary arrangements are made with clients and building occupiers.
9. Ensure that sub-contract tenders include adequate provision for safe working; supervision, handling and access equipment, etc. In case of demolition or similar hazardous operations, detailed method statements from sub-contractors will be required before any work commences.
10. Ensure safe storage of equipment and materials in the yard/stores.



11. Ensure that suitable arrangements are made for the servicing and repair of company vehicles.
12. Take necessary reporting action on injuries, diseases and dangerous occurrences in accordance with current regulations.
13. COSHH, promote the system and procedures for providing assessments.
14. NOISE, promote the system and procedures for providing assessments where required and ensure that the necessary records are maintained.
15. Ensure that funds and facilities are requested to meet the requirements of the policy.
16. Ensure involvement and interest and the implementation of The Construction (Design Management) Regulations 2015, and how this integrates with:- Management of Health and Safety at Work, Work at Height Regulations, Asbestos at Work Regulations, Work Equipment, Personal Protective Equipment, Manual Handling, First Aid at Work, Display Screen Equipment, Workplace Health and Safety Welfare and all other relevant legislation.
17. Set a good example on all H&S matters.



## Employee Responsibilities

**Contracts Manager Steve Prince, Estimator Keith Smith,  
Health & Safety Manager Ron Hillyard  
Training Standards SMSTS, NEBOSH Diploma Tech IOSH**

Are responsible to the Managing Director for assisting in the implementation of the Company Safety Policy by:-

Applying knowledge of the broad requirements of the Health & Safety at Work Act, The CDM 2015 Regulations and other relevant legislation to ensure that Health and Safety information is available and included for tender purposes. Such matters will include;

1. Plant or equipment necessary to ensure safe access, safe working and ease of handling.
  2. Ensuring all reports including asbestos surveys, soil reports etc, are available before work commences
  3. Site fencing or other protection for the public.
  4. Training requirements and training programmes.
  5. Specialised equipment required for identified hazards.
  6. Storage requirements.
  7. Welfare facilities that comply to the standard of Schedule 2 of the CDM regulations 2015.
  8. The Health and Safety File including Operations and Maintenance Manuals, The Health and Safety Construction Phase Plan (CPP) & CDM regulations (2015)
1. Negotiating with clients, their representatives and building occupiers to agree relevant Health and Safety arrangements, such as emergency procedures, protection of the public and the provision of welfare and first aid facilities.
  2. Ensuring that, where appropriate, items that are clearly essential to Health and Safety are identified in tenders and are separately priced.



3. Ensuring that, when plant, equipment and materials are bought or hired, information on their safe use is obtained from suppliers and passed to Contracts Manager and site Foreman.
4. COSHH: Ensure that all sub-contractors estimates/quotations include the necessary information relating to the regulations. Monitor that new substances are assessed and all precautions are allowed for in our tender.
5. NOISE: Ensure that all sub-contractors estimates/quotations include the necessary information relating to the latest regulations.
6. RIDDOR: Ensure any accident, dangerous occurrence or incidence of ill health that requires reporting under these regulations is reported without delay. From 6<sup>th</sup> April 2012 the lost time accident reporting changed from 3 days to 7days absence from work.
7. LOLER: Ensure that crane lifting operations are planned and a lifting plan and method statement is produced and on is available site before lifting operations commence.
8. Ensure that all work at height is planned and complies with The Work at Height Regulations 2005 (Amended 2007). Design drawings of scaffolds are completed and available for inspection on site.
9. Ensure that method statements are produced and in place before structural work including any demolition work is commenced.
10. Ensure that all sub-contractors estimates/quotations include the necessary information relating to all safety legislation i.e. Construction (Design Management) Regulations 2015; Management of Health and Safety at Work; Work, Equipment; Personal Protective Equipment; Manual Handling of loads; Display Screen Equipment; Workplace Health & Safety Welfare.
11. Monitor and assess the working arrangements of sub contractors.
12. Setting a good personal example.



**Electrical Services Department**  
**Vince Thomas**  
**John Powell**

Are responsible to the Managing Director for assisting in the implementation of the Company Safety Policy by:-

Applying knowledge of the broad requirements of the Health & Safety at Work Act, The CDM 2015 Regulations, The Electricity at Works Regulations and other relevant legislation including The IEE Wiring Regulations 17<sup>th</sup> edition and installations to BS7671: 2008.

Such matters will include;

1. Plant or equipment necessary to ensure safe access, safe working and ease of handling.
2. Ensuring all reports including asbestos surveys, electrical services drawings and reports are available before work commences
3. Ensure that all work at height is planned and complies with The Work at Height Regulations 2005 (Amended 2007).
4. Site fencing/ barriers or other protection for the public and workers that are close to electrical services work.
5. Training requirements and training programmes for electrical operatives.
6. To ensure that Health and Safety information is available and included for tender purposes.
7. Ensure in liaison with the safety manager any accident, dangerous occurrence or incidence of ill health that requires reporting under RIDDOR is reported without delay.
8. Ensure in liaison with the safety manager that method statements and risk assessments are produced and in place before electrical works are commenced.



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9. Ensure that all electrical sub-contractors estimates/quotations include the necessary information relating to all safety legislation i.e. Construction (Design Management) Regulations 2015; Management of Health and Safety at Work; Work, Equipment; Personal Protective Equipment; Manual Handling of loads; Workplace Health & Safety Welfare.
  
10. Monitor and assess the working arrangements of sub contactors.
  
11. Any notification of works to relevant authorities that may be required.
  
12. Setting a good personal example.





## Mechanical Services Department

Is responsible to the Managing Director for assisting in the implementation of the Company Safety Policy by:-

Applying knowledge of the broad requirements of the Health & Safety at Work Act, The CDM 2015 Regulations and all other relevant legislation and guidance, including requirements under The Gas Safety (installation & Use) Regulations 1998.

Such matters will include;

1. Plant or equipment necessary to ensure safe access, safe working and ease of handling.
2. Ensuring all reports including asbestos surveys, mechanical services drawings and reports are available before work commences
3. Ensure that all work at height is planned and complies with The Work at Height Regulations 2005 (Amended 2007).
4. Site fencing/ barriers or other protection for the public and workers that are close to electrical services work.
5. Training requirements and training programmes for mechanical operatives.
6. To ensure that Health and Safety information is available and included for tender purposes.
7. Ensure in liaison with the safety manager any accident, dangerous occurrence or incidence of ill health that requires reporting under RIDDOR is reported without delay.
8. Ensure in liaison with the safety manager that method statements and risk assessments are produced and in place before mechanical works are commenced.
9. Ensure that all mechanical sub-contractors estimates/quotations include the necessary information relating to all safety legislation i.e. Construction (Design Management) Regulations 2015; Management of Health and



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Safety at Work; Work, Equipment; Personal Protective Equipment; Manual Handling of loads; Workplace Health & Safety Welfare.

10. Monitor and assess the working arrangements of sub contactors.
11. Any notification of works to relevant authorities that may be required.
12. Setting a good personal example.



## **Site Supervisors, Site Foreman & Site Managers Training Standards NVQ Level 3 & CSCS**

- a) Are responsible to their Contracts Manager for organising work on their sites so that it is carried out safely and the Company Safety Policy is implemented.
- b) Be familiar with the requirements of the Health & Safety at Work Act, the CDM Regulations and other relevant legislation and insist that they be observed.
- c) Ensure that agreed procedures are followed, and that clear instruction including toolbox talks on how to achieve safe working is given and followed.
- d) Ensure all statutory notices are displayed including the F10 notification, H&S at Work information poster, general and specific warning signs around site and boundaries.
- e) Supervise the work of Company employees and co-ordinate and monitor the work of sub-contractors.
- f) Ensure that employees and sub-contractors are familiar with and observe the Company Safety Policy and Site Rules.
- g) Identify all services in the works area and if necessary contact the utility company for guidance and information.
- h) Ensure that all work at height is carried out safely and in accordance with The Work at Height Regulations and scaffolds, working platforms, etc. are properly erected and safe before excepting them on behalf of the Company and before allowing them to be used each day. A weekly scaffold check form must be completed and kept in the site file for inspection.
- i) Ensure deep excavations are protected from collapse and edge protection is provided to prevent falls from height and hazards from site traffic. CAT scanning of areas to be excavated must be completed to identify any services before excavations commence.
- j) Ensure that all plant, tools and equipment are safe to use and operated or used only by trained and competent persons.
- k) Ensure that information on the safe use of all materials is known and followed.



- l) Ensure that materials are stored safely and that, where appropriate, suitable fire extinguishers are readily available to stores, welfare facilities and work places.
- m) Ensure that adequate welfare and first aid facilities are maintained they will ensure that employees and sub-contractors are informed of the arrangements.
- n) Ensure that appropriate protective clothing and safety equipment is worn or used.
- o) Notify their Director of any accident or dangerous occurrence and take immediate action to prevent recurrence. They will ensure that details of all accidents/near misses are recorded on form QAF- 019 the Site File.
- p) Ensure that suitable induction training on the Company Safety Policy, Construction Phase Plan, Site Rules and any Asbestos Register is provided for new starters and contractors on site and recorded on form QAF-031.
- q) Co-operate with Inspectors from the Health & Safety Executive (HSE) and with visiting Safety Consultants and act on their recommendations.
- r) Ensure as far as possible, the security of the site, taking all reasonable precautions for the safety of unauthorised persons, particularly children, who may succeed in entering the site.
- s) Maintain records of all assessment and procedures.
- t) Maintain the site Health and Safety Construction Phase Plan.
- u) Prepare assessments and comply with all regulations. In conjunction with the Contracts Managers develop work methods to avoid high-risk situations and ensure the necessary protective equipment is available.
- v) Set a good personal example. Notify their Contracts Manager of any shortcomings of the Site H&S plan or other health and safety arrangements.



## Operatives

### Training Standards NVQ Level 2 & CSCS

1. Operatives are responsible to their designated Manager/Site Foreman for:-
  - Co-operating in the implementation of the Company Safety Policy.
  - Observing site rules and following instructions laid down working methods or other procedures designed to ensure safe and healthy working.
  - Using the appropriate protective clothing and safety equipment, as instructed.
  - Not operating tools, plant or equipment unless authorised to do so.
  - Reporting hazards and defects in plant or equipment.
  - Developing a personal concern for the safety of themselves and others.
  - Keeping their work area tidy.
  - Maintaining the standard of welfare facilities that are provided.
  - Suggesting ways of eliminating hazards.
  - Reporting any injuries or incidents that occur at work.
2. COSHH, the regulations are designed to make your working environment safe. It is essential that you are properly instructed and you understand the safe methods of working. Be aware that some processes can be hazardous to your health if the assessed precautions are not maintained.
3. NOISE, certain work processes produce noise levels at 80dB (A) and above at this level you are required to wear ear protectors. Your site foreman will assess the risk and provide you with suitable equipment, and inform you of the safe exposure time allowed.
4. MANUAL HANDLING, the regulations are designed to make the work process safer. It is essential that safe methods of manual handling of heavy or awkward items be carried out in a way that will lessen the risk of damage to yourself. Training will be given and constant reminders will be given.



5. WORKPLACE EQUIPMENT, the regulations require all plant equipment to be properly regularly tested and certified as being fit for use.
6. ASBESTOS, be aware of any asbestos on site and where the survey report is kept, stop work immediately if any material that may be asbestos is found and report it to the site foreman.
7. WORKING AT HEIGHT, use the correct means and equipment to access all work at height, report any defects to ladders and scaffolds and ensure they are tied in and secure before and during use.
8. You require a certificate of competence or to have received training for driving mechanical plant, erecting scaffold, changing abrasive wheels, use of cartridge tools etc. Your Foreman will advise you on site.
9. Set a good personal example and assist the Foreman in the implementation and maintenance of the above provisions. Report any breaches of Company or Site H&S rules.



## Office Staff

The Office Staff are responsible to the Office Manager for ensuring safe and healthy working conditions and the provision of adequate fire precautions and first aid arrangements at head office. In particular we will:-

1. Ensure that in offices:
  - A reasonable temperature of 16°C is maintained and that working areas, corridors and stairs are adequately lit.
  - Cleaning is carried out at the end of each working day and rubbish disposed of.
  - Adequate washing and toilet facilities are maintained.
  - Electrical installations are properly maintained and that portable electrical equipment is periodically checked (PAT).
  - Flooring is maintained in safe condition.
  - Regularly arrange for the practice of fire drills to be carried out, make a record of all training given.
2. Ensure that maintenance and repair work, and window cleaning is carried out safely and without risks to employees or members of the public.
3. Liaise with the Local Fire Authority over necessary precautions. Ensure that any recommendations are implemented, that adequate fire precautions are maintained and that all office staff is familiar with action to be taken in the event of fire.
4. Ensure the provision of adequate first aid facilities and that all office staff is aware of the arrangements.
5. Ensure that all office staff are familiar with and understand the Company Safety Policy.
6. Investigate all accidents and take appropriate action to prevent a recurrence. Notify the Safety Officer or Responsible Director of any reportable injury.
7. COSHH. Ensure that necessary assessments for substances and processes carried out in the workplace are made by the Director responsible.



8. Ensure that all staff are aware of their responsibilities in relation to all legislation i.e. Display Screen Equipment, Workplace Health & Safety & Welfare.
  - Positioning of fire extinguishers. Note the general condition, identify hazards including fire escape routes and doors, and report any issues to the Safety Officer or Responsible Director.
  - All staff must set a good example, assist and cooperate in the implementation and maintenance of the above provisions.





## **Sub Contractors.**

The sub-contractors safety arrangements will be checked by the Directors or Contracts Mangers against the requirements of this document and the specific procedures contained in the general management procedures and project safety plan for the job.

Any shortcomings on the part of the sub-contractors will be brought to his attention and eliminated.

Sub-contractors have specific and direct responsibility to their own employees and others that may be affected by their work with regard to health & safety, they should:

- Identify the hazards of their work and inform the Site Supervisor where there is a risk.
- Ensure their own systems of work, plant and workplaces under their control are safe.
- Co-operate with the Site Supervisor and other sub-contractors to co-ordinate the work by liaison and consultation.
- Comply with the Site Safety Rules and conditions for the project.
- Sub-contractors should not deviate from planned procedures and programmes without the agreement of the Directors.
- If sub-contractors employ their own sub-contractors, they should ensure that equivalent safety standards are achieved.
- Provide necessary training and supervision of activities.
- Make due allowance on price for health and safety and welfare facilities.
- Shared welfare facilities, including water, sewage disposal and an agreed power supply are to be discussed and agreed at the pre-commencement meeting. It is expected that sub-contractors will either supply their own First Aid Facilities or negotiate with the Company to share certain facilities with them.



## Implementation of Health & Safety Policy

1. Information Training and Consultation
2. Pre-site Planning
3. Plant & Equipment
4. Accident Reporting
5. Monitoring
6. Disputes
7. Drugs & Alcohol
8. Disciplinary Procedures
9. Personal Protective Equipment at Work (PPE) Regulations 1992
10. Management of Health & Safety at Work Regulations
11. Control of Substances Hazardous to Health Regulations (COSHH)
12. Noise at Work Regulations
13. Electricity at Work Regulations
14. Provision and Use of Work Equipment Regulations 1998
15. Manual Handling Operations
16. Construction Design Management Regulations (CDM) 2015
17. Workplace (Health, Safety & Welfare Regulations) 1992
18. Health & Safety (Display Screen Equipment) Regulations 1992
19. Asbestos Policy
20. Work at Height Policy
21. Environmental Policy
22. Drugs and Alcohol Policy
23. Using Mobile Phones
24. Company Vehicle Policy
25. Company Training Policy



## 1. Information Training & Consultation.

The Company will provide for its employees relevant safety information and training requirements as it becomes available (see training policy p36). The company will also provide to its employees the relevant training and facilities required to comply with current and pending legislation and requirements.

## 2. Pre-site Planning.

- a) Tenders will be sufficient to cover methods of working and adequate welfare facilities.
- b) At the planning stage, action will be taken to ensure compliance with all relevant regulations.

In particular:-

- A Construction Phase Plan will be produce that complies with The CDM Regulations 2015 and is based on the supplied pre-construction information.
- Ensure site survey reports are available or commissioned in relation to asbestos, soil, services etc,
- Ensure adequately trained management and operatives.
- The most appropriate order and method of working.
- The drawing up of Hazard/Risk Assessments where necessary and Method Statements as required.
- The arrangements for a safe supply of electrical power and the provision of adequate lighting.
- Allocating of responsibilities with sub-contractors.
- Discussion with sub-contractors as to control and supervision of safety on site.
- Nomination of an overall safety supervisor/foreman for site.
- The prevention of risks from hazards which might arise from overhead or underground services.



- Suitable site facilities for welfare and first aid.
  - Adequate fire precautions and permits to work if necessary.
  - Identification of and planning for, any special risks relevant to the contract through:
    - Hazard/Risk Assessment.
- c) Provision will be made where required for adequate and clear instructions, to establish working methods, to explain the sequence of operations, to outline potential hazards at each stage, to indicate precautions to be adopted in case of emergency e.g. fire or explosion and particularly in occupied factories etc.
- d) To check over working methods and precautions with site management before work commences.
- e) To ensure that work, once started, is carried out as planned or that a revised method is drawn up, and that the relevant Regulations and guidance are observed on site.
- f) Sub-contractors have the necessary equipment and expertise to enable them to carry out their day to day activities in a safe and competent manor.

Where sub-contractors employ 5 persons or more, a copy of their current Safety Policy will be required. In addition, sub-contractors must nominate a Safety Supervisor who shall be adequately trained and experienced.

- g) To organise the provision of protective clothing and equipment.
- h) Special Hazards.

**Unusual or special hazards known at planning stages will be built into safe work methods and implemented by site staff.** Situations developing on site will be dealt with where possible or works stopped until all necessary arrangements are made. Including a revision of the Risk Assessment / Method Statement.

- i) New Processes etc.

All relevant information will be obtained prior to taking into use any new process.



Information etc. will be passed to those involved and specific training organised if necessary.

- j) Copies of relevant detailed Codes of Practice and other safety literature are available covering all aspects of the company's activities. This information will be disseminated as necessary or by request to any person to whom it is relevant.
- k) Steps will be taken to ensure that all necessary authorities are informed and/or consulted.
- l) Sub-contractors will be provided with a copy of the Safety Policy and will be expected to work strictly within the bounds of current legislation and codes of safe working practice. They will also be informed of any known hazards on site.
- m) The appointed Company Safety assistants, Construction Safety (South East) Ltd, will be consulted as necessary at planning stages and will be informed prior to commencement of contracts for the purpose of carrying out regular site inspections and monitoring the effectiveness of the policy.

### **3. Plant & Equipment.**

Arrangements will be made to ensure that all plant and equipment used is regularly inspected and maintained in safe working order. Statutory requirements relating to testing and inspection will be obtained and distributed so as to ensure the safe use of new plant and equipment. A site plant inspection form is kept in appendix Q in the site file for and this must be completed before use of plant.

### **4. Accident/Incident Reporting.**

Adequate arrangements will be made to ensure the proper investigation, recording and reporting of all accident and incidents on site. This will include where appropriate the onward reporting required by RIDDOR Regulations 2012 this will include, when necessary thorough investigation by competent person (Safety Officer) with the aim of preventing recurrences.

### **5. Monitoring.**

B. W. May's H&S Officer will, through regular site visiting and audit, monitor the efficiency of the policy. Contracts Managers, through regular site visits will also monitor the efficiency of the Policy and report to the Managing Director and meetings will be held at regular intervals to discuss all aspects of Health & Safety and to update the Policy as necessary.



## 6. Disputes.

In the event of any dispute regarding Health and Safety matters, these should be addressed to an immediate supervisor/foreman and if not successfully resolved direct to the Managing Director in writing.

## 7. Drugs and Alcohol.

The Company does not permit the consumption of alcohol during working hours and forbids the use of illegal drugs.

## 8. Disciplinary Procedures.

Failure to comply with the Company Health and Safety policy or contravention of statutory requirements, regulations, rules or procedures may result in the offender being temporarily or permanently removed from a site. Persistent offenders may, at the discretion of the Managing Director, be dismissed from the Company.

## 9. Personal Protective Equipment at Work (PPE) Regulations 1992.

### a) Safety Helmets Standard EN397:1995

The wearing of safety helmets on sites is a statutory requirement where there is a perceived risk of head injury under the 'Head Protection Regulations' 1989. This places duties on employers, employees and the self employed.

The duty to wear safety helmets applies to all sites where building or civil engineering operations are taking place, except where management issues instructions to the effect that there is no foreseeable head injury risk. In practice, this will be restricted to situations such as internal finishing of a completed building or works of a minor nature in buildings already occupied.

Employers have a duty to provide every employee with his own safety helmet and to maintain it in good condition or replace it when necessary. They also have a duty to ensure that all site workers wear safety helmets while working under their control. This includes issuing instructions enforcing the requirement, by disciplinary action if needed.

Site operatives have a duty to wear their safety helmet at all times when working on site, unless their managers instruct them that there is 'no foreseeable risk of head injury'. (They need not be worn in site offices or mess rooms.)



The requirement on site operatives includes a duty for them to wear the safety helmet 'properly' and to look after it.

b) Eye Protection

Suitable eye protection must be worn when carrying out any of the wide range of processes, as specified.

Examples of these processes are:

- using abrasive wheels or discs
- striking masonry nails
- using cartridge tools
- gas or electric welding
- Eye protection against mechanical and chemical hazards must be BSEN166-2002
- Protection during welding must be BS1542:1990 amended 1995.

c) Ear Protection.

Ear protectors must be worn when operating within an environment that produces in excess of 80dB. An assessment will specify the type of ear defender required.

d) Gloves.

Industrial gloves must be worn when handling abrasive materials or substances that could damage the skin.

e) Respirator Protection.

Dust is a health hazard and masks will be provided and must be worn when conditions dictate. The need for respirators or breathing apparatus will not normally arise, but suitable equipment will be provided where necessary and instruction given in its use.





f) Safety Harnesses

Where there is any risk of falling resulting in injury, and it is not possible to erect a working platform, safety harnesses must be worn and attached to a secure and tested anchor or horizontal cable. Safety harnesses must conform to BSEN358-2000 or BSEN361-2002 and, depending on the circumstances, may be used in conjunction with a fall arrest device, which will conform to BSEN354

g) Protective Clothing

Suitable items of protective clothing, disposable overalls, overshoes etc. will be provided as necessary.

h) Footwear

Employees and sub-contractors are required to wear safety shoes or safety boots as the wearing of unprotected shoes, can lead to serious injury. Trainers for works on construction sites are not allowed. If in the event that soft shoes are required for the nature of the works, i.e. working in completed areas then such shoes must be taken to the place of work and changed into. Should the nature of the work require safety footwear, it will be the responsibility of the employer to provide these as appropriate.

## 10. Management of Health & Safety at Work Regulations.

- a) **Risk Assessment** hazard and risk will be assessed at pre-site planning stages to ensure that any risk known at planning stages are built into safe methods and implemented by site staff. Situations developing on site will be dealt with where possible or works stopped until all necessary assessments are made.
- b) All relevant information will be obtained, prior to taking into use any new process. Information etc. must be passed to those involved and specific training organised.
- c) Copies of relevant detailed Codes of Practice and other safety literature are available covering all aspects of the Company's activities. This information will be distributed as necessary or by request to any person to whom it is relevant.
- d) Steps will be taken to ensure that all necessary authorities are informed and/or consulted when required.





- e) Sub-contractors will be advised of the Safety Policy and will be to work strictly within the bounds of current legislation and codes of safe working practice. They will also be informed of any known hazards on site.
- f) Sub-contractors who may use any noxious or toxic substances on site must satisfy the Main Contractor that adequate safety measures are in hand. Supplying COSHH safety data where necessary.
- g) Where sub-contractors supply their own welfare facilities, they will be responsible for keeping them in good, clean and hygienic condition.
- h) Sub-contractors may be asked to produce a method statement for unusual works. The Contracts Manager will examine this or a senior member of staff and any action required taken.
- i) The wearing of safety helmets became compulsory on 30th March 1990. Therefore **ALL OPERATIVES MUST WEAR SAFETY HATS ON SITE** except for the conditions laid out in the Construction Head Protection Regulations 1989.

## 11. Control of Substances Hazardous to Health Regulations.

- a) No substances that fall into this category will be used unless:
- b) An assessment of the substances has been made, after taking into account the locations and purposes for which it is to be used.
- c) The relevant 'Hazard Data Sheet' has been obtained from the substance manufacturers or supplier.
- d) The safety precautions necessary have been determined.
- e) Any protective equipment required has been obtained.
- f) The operatives have been informed of the potential hazards, precautions needed, and the safe system of work to be adopted.
- g) Training has been given. This is over and above that which is required for normal trade skills, and is that which may be necessary, enable the operatives to use the substance without risk to the health of either themselves or others.

While a substantial proportion of materials used in construction work are not classed as being hazardous to health, many products that contain acids, alkaline, solvents or toxic ingredients, do represent a health hazard. Therefore, in order to identify substances that are subject to these regulations, the criteria adopted will be two-



fold, firstly; if a material is required to carry the statutory hazardous substances packaging label. And secondly, if a health hazard is created during a work operation such as dust from machinery hardwoods, or cutting stone, brick and concrete etc., or vapours produced by mixing different products, then the COSHH assessment procedures will apply.

Where protective clothing or equipment is needed for the safe use of a particular material, it must be ensured that it is suited for both the risk and task to be carried out. A record will be kept of the use, inspections or checks, and any maintenance that is carried out on equipment (as required by the regulations).

In almost all circumstances of the use or exposure to those substances is as important as the hazard the substances pose.

The Company's overall approach to COSHH will be in three parts:

a) Substitution

In-house designers and specifiers will, whenever possible, not specify materials which have adverse COSHH assessments and will strive to specify alternatives. When that is not possible they will highlight the need to apply COSHH in the contract documentation

b) Centrally Stored Information

The Company will maintain a generic database of hazardous substances used in the industry. This system will also record details of long term records of any monitoring or medical surveillance carried out. The generic assessments will be reviewed annually.

c) Assessments

**Construction Site Locations**

As above the Foreman responsible for each site will assess all the materials in use to identify those to which COSHH applies. For material supplied by the Company, generic COSHH assessments will be obtained from the Purchasing Department. The foreman will then make specific job assessments based upon this information.



## 12. Noise at Work Regulations.

These regulations will be achieved within the Company by following the procedures listed below:

- When noisy plant or equipment is either hired in or purchased, the suppliers will be asked for the noise information details that they are required to provide under these regulations.
- Where existing noisy plant or equipment is used, then measures will be taken to determine the typical noise levels that can be expected from that equipment under normal working conditions.
- Similarly, where it is not possible to establish typical working noise levels due to, say, environmental influences, and noise level readings will be taken.

From this information, and the noise duration times that can be expected per day, an assessment of the potential noise hazard will be made.

The Regulations define the following:

- Daily personal noise exposure LEP,d
- First action level as 80db (A) – Peak value 112 Pascals.
- Second action level as 85db (A) – Peak value 140 Pascals.
- Peak action level as 200 Pascal. – 87dB (A).

Any likelihood of operatives being exposed to the first or peak action level (the maximum pressure reached by the sound wave as in loud impulsive sources, such as cartridge operated tools), requires an assessment of exposure to be carried out by a competent person a record kept of the assessment, at this level hearing protection must be available.

At the second action level and above all reasonably practicable steps must be taken to reduce the level of exposure and all operatives exposed at this level must be provided with, and wear, ear protection. Other precautions include limit on time of exposure and the setting up of 'Ear Protection Zones'. Such zones must be clearly defined and identified by appropriate safety signs to BS5378.

Operatives will be given information and training on the risk of hearing damage to which they may be exposed and the steps taken to minimise that risk.



Site supervision and contracts managers will identify the requirements for Noise Assessments and contact the Company Safety consultant for measurement and advice.

### **13. Electricity at Work Regulations 1989.**

In order to comply with the statutory requirements of these regulations, the following policy will be adopted within the Company.

All fixed electrical installations will satisfy the standard specified in the current IEE Wiring Regulations. (This includes site offices, mess, cabins and stores etc.)

All temporary and site electrical supplies will meet the requirements of the relevant British Standards for 110 volt centre tapped earth, construction site electrical equipment, components, tools and wiring.

Each time a mobile generator is used at an operated voltage above 110 volts, and then it will be effectively earthed to both the ground earth and any adjacent metalwork.

Regular maintenance inspections will be carried out on all electrical tools, extension leads, transformers and generators etc., to ensure that they remain in safe working conditions at all times. The time period between such inspections will be dictated by the circumstances under which the equipment is required to operate.

### **14. Provision and Use of Work Equipment Regulations 1998 by:**

- Making sure that equipment is suitable for use that will be made of it.
- taking into account the working conditions and hazards in the workplace when selecting equipment;
- Ensuring equipment is used only for operations for which, and under conditions for which, it is suitable, ensuring that equipment is maintained in an efficient working order and in good repair.
- Giving adequate information, instruction and training.
- All equipment must conform to EC product safety directives.

### **15. Manual Handling Operations Regulation 1992.**

The management of Health & Safety at Work Regulations 1992 and the Manual Handling Operations Regulations 1992.



Where it has been assessed that there is a risk of injury from manual handling, the first consideration must be whether the load needs to be handled at all, or whether handling can be minimised. The potential for eliminating the handling of loads on building sites is limited but the positioning of storage and delivery areas can reduce the need for extensive handling.

Where there is no alternative, the use of mechanical handling should be given consideration- this should be done by the Estimator and/or Director at the planning stage of possible.

In the construction industry, ignorance of manual handling procedures accounts for 25% of accidents. The inevitable results of lifting incorrectly are strained backs, slipped discs, sprains and minor sprains, and a complexity of internal injuries e.g. Hernia.

The correct method of lifting makes the operation easier, less tiring and safer. Lifting should be carried out by the proper use of muscles. Back and abdominal muscles are weak; the leg and thigh muscles are strong. The spine has a natural shape when a man is standing, if he bends over, the spine is arched and becomes weaker. If therefore the back can be kept in its natural erect position and the leg muscles brought into play, and the load is kept close to the body, a man can operate like a human elevator. This results in heavier loads being lifted, with less physical effort.

This is the basis for manual handling. In practice there are six significant points.

**Grip** - A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Using the sensitive fingertips can cause considerable damage and the continued use of them leads to strained fingers or strained forearm muscles.

**Back** -The back should be kept straight to maintain it in its natural and strongest position. This requires bending at the knees and ankles to get down close to the load and to raise it, by pushing upwards with the leg muscles to regain the vertical position.

**Chin** - The chin should be kept well in so that it is fairly near to the chest, as this helps to keep the spine in its natural upright shape.

**Feet** - The proper position of the feet is approximately the width of the hips apart and with one foot slightly in front of the other.

**Arms** - Arms should be kept as close to the body as possible so that its own members do not unbalance the body itself.



**Body** - The body, being kept in its normal position, should act as a counterweight to the load.

Providing these principles are applied, the average man can expect to lift his own weight - but even this depends on his age and physical build. Up to 25 years of age, a well-developed young man could expect to lift it. At 40 years of age lifting capacity can be considerably less. The main thing is that operatives should know how much they could lift and not be afraid to ask for help when the load is beyond them. To this end Manual Handling Risk Assessment (from MSA) will be carried out on all operations identified as having significant risk, remedial action taken by the site manager.

## **16. Construction Design and Management Regulations.**

The Company has implemented the Construction (Design Management) Regulations 2015, which came into force 6<sup>th</sup> April 2015 and has and will continue to integrate the requirements into all existing procedures.

Sufficient resources for the purpose of carrying out duties under the regulations to act as Principle Contractor or Contractor, dependant upon the particular form of Contract will be allocated.

### **General Information:**

The provisions of the Construction (Design Management) Regulations 2015, hereinafter referred to as CDM, applies to most projects which have a planned duration of more than 30 days or involved more than 500 person days of construction work or involves demolition or dismantling work.

**Copies of the F10 notification will be posted on site as required.**

## **17. Workplace (Health, Safety and Welfare) Regulations 1992.**

The company will ensure that all equipment supplied is inherently safe; fit for its intended purpose and properly maintained. Work Equipment Regulations 1992.

### Site Equipment

All site equipment will be specifically ordered by the Supervisor who will be responsible for obtaining specialist consultation with Consultants. Responsible





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Managers, Sub-contractors and Specialist Plant Hire companies, to ensure suitability for the purpose intended.

As soon as equipment arrives on site it is checked by the site manager to ensure that it is good working order. All equipment will be hired as necessary and should carry an inspection label at the time of delivery to verify this has taken place.

If the Supervisor is not satisfied, the equipment must be returned immediately.

Whilst in use; the condition of all plant must be monitored on an 'ongoing' basis by the operator. Should at any time equipment not come up to the standard required the hire company will be contracted and a replacement demanded.

### Site Offices

All offices will be checked by qualified electrician for the electrical installations, and visually by the site manager for general defects prior to accepting delivery on site. Portable appliances will be checked at appropriate intervals.

Emergency and evacuation notices will be displayed prominently and regular 'fire drills' will be undertaken.

The following rules are to be observed on all sites; and will be covered where applicable in the general induction training.

### Safe Access

All access routes e.g. roads, gangways, passage-ways, staircases and working platforms, must be kept free from obstruction and, where necessary, lit. Work areas must be kept tidy and materials stored safely. Nails protruding from timber must be hammered down or removed.

### Ladders

Ladders must be in good condition, based on firm level ground, properly angled (1 unit out for each 4 units height), properly tied (where possible near the top) and must be extended 1.5m(3'6") above the stepping off point, unless there is an alternative suitable handhold. If a ladder cannot be secured, it must be footed. Only light work of short duration is to be carried out from ladders.

### Scaffolds

A reputable scaffolding contractor employing suitable certified staff, (a member of the NASC), will erect scaffolds. Scaffolds must not be altered or interfered with by



company employees or sub-contractors. Exceptionally, other personnel under the supervision of competent persons may erect bandstand and proprietary tower scaffolds. All working platforms must be fully boarded out and must have guardrails and toe boards and brick guards must be fitted where necessary to prevent materials from falling. These types of scaffold must not be excessively loaded.

All recently erected scaffolding must have a certificate of completion from the erection team and be inspected by the Supervisor before anyone is allowed to work from it. Scaffolds will also be inspected weekly and the results recorded on the appropriate check form kept in the site file.

## Lifting Appliances

A competent person must inspect all lifting appliances in use, including gin wheels, every week and the results recorded. All lifting appliances must be marked with a safe working load and copies of current test and thorough examination certificates will be held on site. Approved type safety hooks must be used on gin wheels.

## Company Vehicles and Plant

- a) Vehicles must be properly loaded and passengers are not allowed to travel in any moving vehicle except in the proper seats provided. Drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported with rectified in a timely manner. Only persons with a current full driving licence over the age of 21 may drive company vehicles. Driving licences must be submitted to the office upon commencement of the use of a vehicle. A yearly licence check will also be carried out.
- b) No item of plant is to be driven on site except by trained and authorised persons. Where appropriate, plant operators should be in possession of valid Certificates of Training Achievement. Ear protection must always be worn. (See NOISE Regulations safety procedures).
- c) Cartridge Operated Tools Only authorised and trained persons are to operate these tools, which are to be kept in a secure place when not in use. Operators are always to wear goggles.
- d) Abrasive Wheels serious injury can arise in the use of abrasive wheels. It is essential that the operators are trained in their use, storage and care. Eye protection and when required, hand protection must be worn during all periods of use. The wheel or disc must be guarded at all times when the machine is connected or running.





- e) Operator's competence must be established and documentary evidence of their training seen before such appointments are made.
- f) Office Safety, The Workplace Health, Safety & Welfare Regulations 1992 are applicable to all our permanent offices only, but whenever practical, they will be applied to our construction sites as well. In order to reduce the risk of accidents and to comply with the requirements of the regulations, the following procedures will be applied under the supervision of the Office Manager; Maintenance - Workplaces, equipment, devices and systems will be maintained in an efficient state, working order and good repair. Where appropriate a suitable system of maintenance will be established. Environment Factors - Enclosed workplaces will be properly ventilated and kept at a reasonable temperature, regularly cleaned, not overcrowded and with adequate lighting. Rest and Welfare facilities - The Company will supply rest facilities as required within the Regulations.
- g) Manual Handling - Use a safe method of lifting any article and get assistance if necessary. A major problem in office safety is the risk of fire and the resultant evacuation procedures have been developed to reduce this risk.
- h) Desks are to be kept tidy and staff trained to ensure that waste paper is disposed of regularly.
- i) All areas are designated 'No Smoking. On certain site a designated smoking area may be allocated.
- j) Staff should regularly check their own equipment to ensure that cables and connections on all electrical equipment are sound and that the equipment is earthed.
- k) Passageways and stairs must be kept clear of any obstruction. All staff must be familiar with how to use the fire extinguishers which are provided (water for wood or paper fires, dry powder or CO2 for fires involving electrical equipment) and with the following emergency procedures and action to be taken in the event of a fire:

#### On discovering a Fire

- Any person discovering a fire, however small, is to:
- Immediately shout '**FIRE, FIRE, FIRE**' and sound the fire alarm bell.



- Attempt to extinguish the fire with the available appliances, but ONLY IF THIS DOES NOT INVOLVE PERSONAL DANGER.
- Report any details to the receptionist.

## Safety Documentation

- First Aid at Work Regulations 1981 - to be kept by Office Manager
- RIDDOR 1995 and forms F2508 "Reporting of Injuries, Diseases or Dangerous Occurrence" - to be kept by Director in Charge of Safety.

## First Aid

The following arrangements will ensure ready access to first aid in the event of an accident.

### **Sites**

(Except for work of short duration, involving only one or two employees)

Sites will be provided with a first aid station and kit, in the charge of a person appointed by the Director, or allowed shared access of facilities provided by the Principle contractor.

All company vehicles also carry first aid kits.

### **Workshop**

First aid stations are situated in the workshop and canteen areas and an employee is trained in first aid.

### **Office**

A First Aid Kit of suitable scale is kept by reception on the premises and a suitable person trained in its use has been nominated.

## **18. Health and Safety (Display Screen Equipment) Regulations 1992.**

When selecting equipment the Company will take into account the working conditions and risks within the workplace. The equipment is not suitable for the intended use and properly maintained. Adequate information, instruction and training will be given.



## Asbestos Policy

Under the control of Asbestos at Work Regulations 2012, the Company has a duty to:

- Make employees aware of the dangers of asbestos.
- Identify possible asbestos on sites by enquiry and survey.
- Arrange the safe removal and disposal of asbestos by a licensed contractor.

Any material discovered on site that is known or **suspected** to contain asbestos must be left intact and immediately reported to the Foreman and Contracts Manager in charge. Examples include asbestos cement sheeting, insulation board, cladding and sprayed lagging on pipes etc.

The Foreman / Contracts Manager will arrange for a licensed asbestos disposal contractor to sample, analyse and prepare Method Statement and Risk Assessment for its safe removal and disposal to a suitably licensed waste facility.

Where asbestos material is identified in tender documents or pre-contract surveys, a licensed contractor will be arranged beforehand.

Asbestos awareness will be included in site safety briefings and in operative safety training programmes.

The Company is not aware of any asbestos materials in its current premises, and should it become aware of any such material in the future, will report it to staff occupying those buildings, and contractors who may undertake work there. Where there is a significant risk to health, the Company will arrange to contain or remove the material using a licensed contractor.

In accordance with the Control of Asbestos Regulations the Company undertakes not to purchase, install or re-use any asbestos based products in its contracts, premises, plant or vehicles.



## Working at Height Policy

Under The Work at Height Regulations 2005, the Company has a duty to:

### **Ensure work is properly planned, appropriately supervised, and carried out safely.**

Only trained and competent people and companies will erect and alter access equipment for the purpose of work at height.

A method statement will be produced for work at height including work that will be undertaken alongside any deep excavations.

Employees will be carefully selected for work at height tasks.

A scaffold check will be completed weekly by the site foreman and recorded on the scaffold check form which is kept in the site file.

Any damage or if any event takes place that may have caused damage like a vehicle collision or strong winds the scaffold company who erected the scaffold will be called in to inspect the scaffold for damage.

Where possible site traffic will be diverted away from the scaffold, the scaffold protected or traffic stopped when work is in progress on the scaffold.

Weather conditions will be considered before work commences at height and work rearranged if it's considered that the wind / rain etc is likely to increase the hazards.

When at height is in progress ensure correct PPE is worn including head protection.



## Environment Policy

B. W. May & Son Ltd recognises that its building and construction related activities have environmental implications.

It is therefore the policy of the Company to:-

- Aspire to reduce environmental damage and increase, where possible, the opportunities for environmental gain.
- Comply with legal requirements.
- Encourage all employees and sub-contractors to avoid and prevent environmental damage and to act as good neighbours to those affected by building and construction activities.
- Provide and exhibit this policy at 12 monthly intervals.

### **For the implementation of this policy the following organisation and arrangements apply:**

- The Senior Manager on site, or at place of work will be responsible for the implementation of the Company Environmental Policy, and will ensure that:-
- All work is carried out in accordance with all relevant Acts, Regulations, and Company Policy and procedures, as defined in the Staff Health and Safety Manual, COSHH Manual, Safety Plans, and other company/safety consultant instructions.
- Waste is removed in accordance with legislation by registered carriers to licensed tips;
- Measures are taken to control noise pollution;
- A good neighbour policy is implemented.
- Comply with international protocol by ensuring that ozone depleting gases such as CFC's and halons are not discharged to atmosphere;
- All materials wastage is minimised, recycling options promoted, and water, paper and energy conserved;



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- Wildlife, habitats, flora and fauna, archaeological and heritage sites are protected as appropriate;
- All incidents detrimental to the Environment are investigated, reported and preventative action taken against repetition.

### **The Company Will:**

- Reduce exhaust pollutants from vehicles by operating all cars on unleaded fuel and by progressively fitting catalytic converters;
- Seek to conserve the use of energy, water and paper and promote the use of recycled materials at its offices stores and depots.

The Senior Manager on site or at place of work will be responsible for bringing to the notice of management any deficiency observed and for providing guidance, information and training.

Within the organisation, arrangements will be made to submit environmental reports and discuss environmental matters at Board Meetings, Safety & Environmental Management Meetings, and within Safety Meetings held throughout the company.

A. K. Spice is the Director responsible for the implementation of this policy; together with each Director within their own area of responsibility.



## Drugs and Alcohol Policy

The company reminds all employees that the consumption of alcohol on Company premises or sites is strictly forbidden. In addition, any employee attending work whilst suffering from, or suspected of suffering from, the effects of alcohol will be dismissed from site and sent home.

It is also forbidden to drive any Company vehicle while under the influence of alcohol, even during non-working hours.

The consumption of any illegal or non-medical drug whilst on Company premises or sites is also strictly forbidden. Any employee suffering from, or suspected of suffering from, the effects of illegal or non-medical drug abuse will be dismissed from site and sent home.

Any employee taking a legitimate medicinal drug must take into account its effects, and where necessary, must not drive or operate plant or machinery where this would put himself or others in danger.

**ANY SUB-CONTRACTORS FOUND OR SUSPECTED OF ALCOHOL OR DRUG ABUSE WILL BE DISMISSED FROM SITE WITHOUT FURTHER PAY, AND WHERE NECESSARY, THEIR CONTRACT WILL BE TERMINATED.**

## Use of Mobile Phones

Where the Company provides mobile phones for staff use, these will be supplied with a "hands free" kit fitted to the vehicle so they may be used safely whilst driving.

In addition, where requested, and where the phone type is compatible, the Company will provide an ear-piece attached to allow remote "hands free" use. This also helps to reduce the effects of any electromagnetic radiation which some experts have linked to the constant use of mobile phones.

Where private mobile phones are used, the Company wishes to remind employees that the use of mobile phone whilst driving is seen by the police as driving "without due care and attention". All mobile phone users are encouraged to pull over to a safe location whilst using a mobile phone.

Where an accident occurs as a result of using a mobile phone in a Company vehicle, this will be treated as a disciplinary matter.



## **Company Vehicle Policy**

### The Driver

Employees may only use a company vehicle if given permission to do so by the Managing Director.

Before any employee drives a company vehicle they must have submitted their driving licence to the office for copying.

Driving licenses will be subject to periodic checks by the company, but any change of status legally affecting the right to drive a motor vehicle must be informed to the Managing Director without delay.

Certain employees will be allocated a vehicle to enable them to reach their place of work and this may involve transporting other employees. This will also include employees who are on emergency call-out cover and ones who may work at one or more sites daily.

The vehicles must always be driven in accordance with the Highway Code and with due thought and courtesy to other road users.

### The Vehicle

The company runs a modern fleet of diesel vehicles with a policy of updating the vehicles on a regular basis.

The employee must contribute in keeping the fleet in good condition by regular inspections and the completion of the weekly inspection form. This must be handed in with time sheets each Monday.

All vehicles are non-smoking zones and it is expected that they are cleaned both inside and outside on a regular basis.

Any fault or damage to the vehicle must be reported to the office without delay.

Fuel cards will be supplied with each vehicle; these cards are for use with the relevant company vehicle only.

If the card is lost the office must be informed without delay.

A PIN is supplied for use with the fuel card; this number must be kept safe and separate from the card if written down.

### The Journey





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Always leave plenty of time to reach the place of work.  
The office can supply routes to new locations or alternative routes to avoid road works, heavy traffic etc;

Always drive safely and within the speed limit, don't rush if running late.  
Don't use the mobile phone when driving unless its hands free and safe to do so, but preferably wait until reaching the destination.  
Any fines for parking illegally or breaking the speed limit are the driver's responsibility.



## Company Training Policy

The Company will provide all employees with all necessary training to ensure they can carry out their work safely and without undue risk to themselves or others who maybe affected by their work activities.

This training will include refresher training and encompass changing legislation and new technological developments where practicable.

The Company will also at it's discretion provide opportunities to take up further appropriate training that will enhance employees personal and career development.

Selection of employees for training will be done on a fair selection process and without discrimination of any kind.

BW May will continue to provide apprenticeship opportunities for all trades which ensures the production of skilled employees for the Company and the wider construction industry.

Generally training will be reviewed annually and will include:

Projected CITB training program and plan

NVQ levels 2 & 3

CSCS

Site plant operation including, 360 excavator, Dumper truck, Tele reach forklift,

Cherry picker lift,

Working at height

Scaffold safety

Grinding/Cutting equipment

Erection of mobile tower scaffold

Asbestos awareness

First aid

SMSTS



## **1. B.W MAY & SON LTD - EQUAL OPPORTUNITIES POLICY**

1.1 We do not discriminate against employees on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. The principle of non-discrimination and equality of opportunity applies equally to the treatment of former employees, visitors, clients, customers and suppliers by members of our current workforce.

1.2 The measures we take to implement the principle of non-discrimination have been devised on the basis of advice from the relevant governmental and professional bodies. We are committed to a programme of action to make this policy effective and to bring it to the attention of all employees.

1.3 This policy deals with the specific categories of employees and areas of work which we have identified as potentially giving rise to equal opportunities issues and provides more specific guidance on the parameters of our policy and approach to equal opportunities.

1.4 All employees have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other employees, whether junior or senior to them. In some situations, we may be at risk of being held responsible for the acts of individual employees and will not therefore tolerate any discriminatory practices or behaviour.

### **Scope and purpose of the policy**

1.5 This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay, to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

1.6 We will take appropriate steps to accommodate the requirements of workers' religions, cultures, and domestic responsibilities.

### **Forms of discrimination**

1.7 Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

1.8 Direct discrimination occurs where someone is put at a disadvantage for a reason related to one or more of the grounds set out in paragraph 1.1. For example, rejecting an applicant on the grounds of their race because it is considered they would not "fit in" could be direct discrimination.

1.9 Indirect discrimination occurs where an individual is subject to an unjustified provision, criterion or practice which puts them at a particular disadvantage because



of, for instance, their sex or race. For example, a height requirement would be likely to eliminate proportionately more women than men. If this criteria cannot be objectively justified for a reason unconnected with sex, it would be indirectly discriminatory on the grounds of sex.

1.10 Discrimination also includes victimisation (less favourable treatment because of action taken to assert legal rights against discrimination or to assist a colleague in that regard) and harassment (which is dealt with under our Anti-harassment Policy).

### **Recruitment and selection**

1.11 We aim to ensure that no job applicant receives less favourable treatment on any of the unlawful grounds listed in paragraph 1.1. Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities [and that sufficiently diverse sectors of the community are reached]. Job selection criteria are regularly reviewed to ensure that they are essential for the effective performance of the job and therefore justified on non-discriminatory grounds.

1.12 We take steps to ensure that knowledge of vacancies reaches a wide labour market and, where relevant, groups underrepresented in our organisation. Where appropriate, use may be made of lawful exemptions to recruit suitably-qualified people to cater for the special needs of particular groups. Vacancy advertisements shall include an appropriate short statement on our Equal Opportunities Policy and a copy of this policy shall be sent to those who enquire about vacancies.

1.13 To ensure that this policy is operating effectively with respect to recruitment and selection and the other areas identified in paragraph 1.5, and to identify those sections of the local community which may be under-represented in employment, we monitor applicants' racial origins, gender, and disability as part of the recruitment procedure. We also maintain records of this data in an anonymous format solely for the purposes stated in this policy. Ongoing monitoring and regular analysis of the data obtained provide the basis for taking appropriate steps to eliminate unlawful direct and indirect discrimination and implement this policy.

### **Employee training, promotion and conditions of service**

1.14 Employee training needs will be identified through regular employee appraisals. All employees will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

1.15 The composition and movement of an employee at different levels will be regularly monitored to ensure equality of opportunity at all levels of the organisation. Where appropriate, steps will be taken to identify and remove unnecessary or unjustifiable barriers and to provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or underrepresented groups.



1.16 Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all employees who should have access to them and that there are no unlawful obstacles to accessing them.

### **Termination of employment**

1.17 We will monitor redundancy criteria and procedures to ensure that they are fair and objective and are not directly or indirectly discriminatory.

1.18 We will also ensure that disciplinary procedures are carried out fairly and uniformly for all employees, whether they result in the giving of disciplinary warnings, dismissal or other disciplinary action.

### **Disability discrimination**

1.19 If you are disabled, or become disabled, you are encouraged to tell us about your condition. This is to enable us to support you as much as possible. You may also wish to advise your line manager of any reasonable adjustments to your working conditions or the duties of your job which you consider to be necessary, or which would assist you in the performance of your duties. Your line manager may wish to consult with you and with your medical adviser(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of your job. Nevertheless, there may be circumstances where it will not be reasonable for us to accommodate suggested adjustments and we will ensure that we provide you with information as to the basis of our decision not to make any adjustments.

1.20 We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other employees. Where possible and proportionate, we will take steps to improve access for disabled employee's and service users.

### **Fixed-term employees and agency workers**

1.21 We monitor our use of fixed-term employees and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

### **Part-time workers**

1.22 We monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will ensure requests to alter working hours are dealt with appropriately under our Flexible Working Policy.



## **Breaches of the policy**

1.23 If you believe that you may have been discriminated against you are encouraged to raise the matter through our Grievance Procedure. If you believe that you may have been subject to harassment you are encouraged to raise the matter through our Anti-harassment Policy. If you are uncertain which applies to you or need advice on how to proceed, you should speak to the HR and Payroll Co-ordinator.

1.24 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Employee's who makes such allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our Disciplinary Procedure.

1.25 Any employees to be found to have committed acts of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We always take a strict approach to serious breaches of this policy.