



CONSTRUCTION DYNAMICS

HEALTH AND SAFETY POLICY

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Introduction

This policy document has been prepared to define the way that Construction Dynamics (North) Ltd intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. This section of the act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

General Health and Safety Policy Statement

Construction Dynamics (North) Ltd is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of its employees and other persons who may be affected by its activities. Our ultimate objective is to create a positive health and safety culture which is embedded in all areas of the business to ensure that all risks are adequately controlled. The Company is committed to complying fully with the requirements of the Health and Safety at Work etc. Act 1974 and the legislation made under it, including the Management of Health and Safety at Work Regulations 1999.

Effective health and safety management is an integral part of our company culture and is recognised as a key driver in respect to achieving success in our business objectives. Construction Dynamics (North) Ltd conduct their activities with the following aims in order to achieve our policy objectives:

- Ensure our business operations are undertaken in accordance with best practice procedures which reflect compliance with current statutory health and safety legislation.
- Meet our responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Ensure the necessary resources are provided in relation to health and safety, including finance, equipment, personnel and time.
- Provide and maintain safe working environments that are, so far as reasonably practicable, without risks to health, safety and welfare.
- Ensure all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company and ensure they are competent to fulfil that role.
- Prepare and record risk assessments for all significant risks within the business.
- Ensure that all plant and equipment is provided and maintained in a safe condition and is subject to routine and statutory inspections and examinations.

Jack Trathen is the Managing Director of Construction Dynamics (North) Ltd and has overall responsibility for Health, Safety and Welfare. This is underpinned by other managers and colleagues who also have responsibilities in various areas of Health and Safety throughout the business. While the Managing Director and Managers of Construction Dynamics (North) Ltd will do all that is within their powers to ensure the health, safety and welfare of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Company. As a condition of our employment we require our employees to co-operate with us to ensure we meet with our objectives. In particular we require our employees to:

- Take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a threat to the well-being of themselves or any other person.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

The Company will communicate the Health and Safety Policy to all employees, and it will be freely available to customers and the general public. This policy will be reviewed and updated annually or more frequently if necessary, particularly when changes in the scale and nature of our operations occur, or there are changes in health and safety legislation.

Signed:



Date: 13/07/2021

Jack Trathen, Managing Director

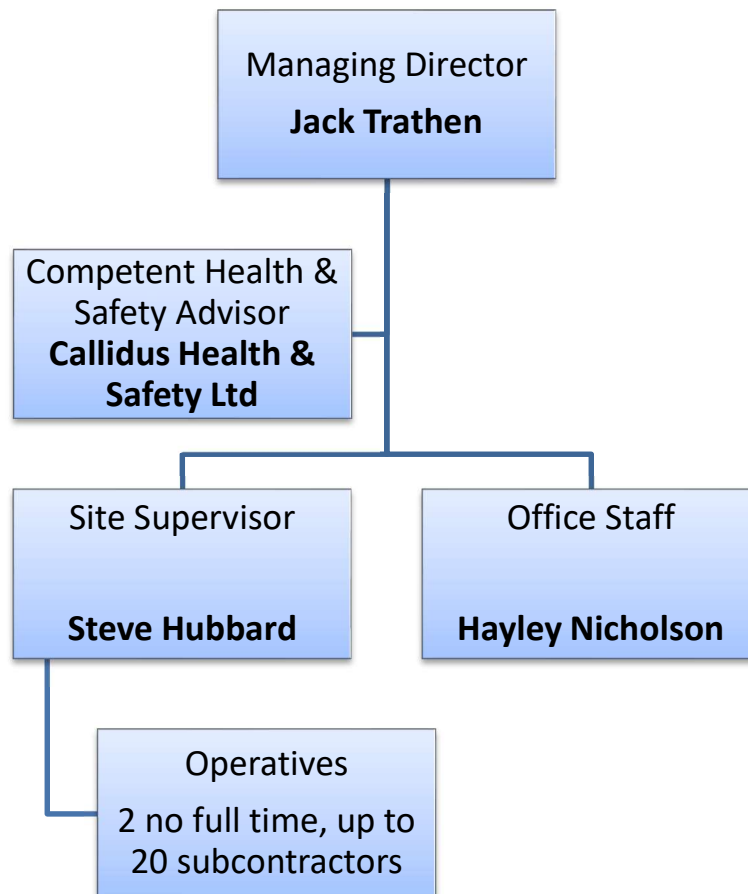
For and on behalf of Construction Dynamics (North) Ltd

1.0 Organisation

The person with overall and final responsibility for health and safety within Construction Dynamics (North) Ltd is the Managing Director.

The management of Construction Dynamics (North) Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. Construction Dynamics (North) Ltd communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

1.1 Management Organogram



2.0 Responsibilities

The ultimate responsibility for Health and Safety within Construction Dynamics (North) Ltd lies with the Managing Director.

At Construction Dynamics (North) Ltd, we recognise that safety is the responsibility of everyone and is not just a function of management. All employees have specific duties and responsibilities to comply with the letter and spirit of the policy. Employees have a legal obligation to take reasonable care for themselves and others who may be affected by their activities, and to co-operate fully with the company. All employees are expected to co-operate with the management and are responsible for understanding and carrying out the responsibilities and duties as outlined below. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.

2.1 Managing Director

To have overall responsibility for health and safety within the company.

Review, sign and date the Health and Safety Policy Statement annually and ensure that necessary alterations are made to the policy to reflect changes in legislation or company development.

Appoint competent person(s) to manage health, safety and the environment within the Company, and liaise with the competent person(s) when necessary to seek advice or additional resources.

Ensure sufficient resources and facilities are made available to meet the requirements of the health and safety policy.

Reprimand any member of staff failing to satisfactorily discharge the responsibilities allocated to them.

Ensure tenders are adequate to cover safe methods of work and the provision of adequate welfare facilities.

Set a personal example.

2.2 Supervisors

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Ensure that adequate supervision is provided and maintained at all times, and that young or inexperienced workers are not left to work unsupervised.

Ensure all workers are familiar with the contents of the risk assessment and method statement, where applicable, and the health and safety precautions to be taken before the start of each job.

Ensure all Construction Dynamics (North) Ltd workers and sub-contractors on site attend site inductions as required by the Company or the Principal Contractor.

Allocate the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by operatives on site.

Ensure all machinery and plant, including hand tools, are maintained in good working order and safe condition, and are only operated by trained and authorised personnel.

Ensure any necessary permits are in place to enable high risk activities to be undertaken in accordance with a safe system of work.

Ensure all hazardous materials are correctly marked, stored, handled and used.

Ensure that good standards of housekeeping are maintained within their area(s) of responsibility, and that the site is left safe and secure at the end of each day.

Co-ordinate and co-operate with other contractors in all matters of health and safety.

Ensure that all defects, hazards or any health and safety matters reported to them are promptly reported to the appropriate person and rectified.

Report any employee contravening the requirements of health and safety legislation or the Company's Health and Safety Policy to the appropriate person.

Ensure details of any accident/incident reported to them are recorded in the Company accident book and reported in accordance with company procedures.

Set a personal example.

2.3 Operatives/Employees:

Co-operate with the Company on all aspects of health, safety and welfare.

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Always comply with any site induction procedures given, familiarise themselves with the contents of any risk assessments and method statements, and work in accordance with the safe systems of work.

Use the correct tools and equipment for the job; only use work equipment as authorised, instructed and trained.

Use safety equipment and PPE supplied, e.g. safety helmets, safety footwear, gloves, goggles etc.

Maintain all work equipment and PPE in good working order and safe condition.

Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

Report any defects in plant or equipment, or any other matter which they consider to be a health and safety risk to themselves or others to their Supervisor/Foreman, or other responsible person.

Take reasonable care for the health and safety of themselves and others, and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or omissions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.

Be aware of and understand the emergency procedures in the event of a fire or an accident.

Attend toolbox talks as required by the Company or the Principal Contractor.

To report all accidents, incidents and near misses to their supervisor/foreman or other responsible person.

Set a personal example.

2.4 Contractors

Sub-contractors are to comply with all the requirements of this health and safety policy and are to provide copies of their health and safety policies and any other documentation appertaining to health and safety that may be requested by the Company.

A detailed method statement must be provided where requested. The method statement must be agreed with our contracts management before work begins and copies made available on site so that compliance with the agreed method statement can be maintained and checked.

Ensure all workers are familiar with the contents of the risk assessment and method statement, where applicable, and the health and safety precautions to be taken before the start of each job.

Always comply with any site induction procedures given, familiarise themselves with the contents of any risk assessments and method statements, and work in accordance with the safe systems of work, statutory requirements, and site rules.

Ensure that adequate supervision is provided and maintained at all times, and that young or inexperienced workers are not left to work unsupervised.

All plant or equipment brought on to site by contractors must be maintained in good working order and safe condition, fitted with any necessary guards and safety devices, and have the required certificates of examination or inspection available for checking, where applicable.

Use the correct tools and equipment for the job; only use work equipment, as authorised, instructed and trained.

No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition (PAT every 3 months).

Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's site representative.

Sub-contractor's employees must comply with any safety instructions given by the Company's site representative or the Principal Contractor.

Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. A risk assessment for any substance or process hazardous to health which will be used on the site must be provided to this Company before any such work commences on site.

Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

Report any defects in plant or equipment, or any other matter which they consider to be a health and safety risk to themselves or others to their Supervisor/Foreman, or other responsible person.

Take reasonable care for the health and safety of themselves and others, and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or inactions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.

Contractors shall attend site inductions, meetings and tool box talks as required by the Company or the Principal Contractor.

Be aware of and understand the emergency procedures in the event of a fire or an accident.

Co-ordinate and co-operate with other contractors in all matters of health and safety.

Set a personal example.

2.5 Labour only Sub-contractors

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Always comply with any site induction procedures given, familiarise themselves with the contents of any risk assessments and method statements, and work in accordance with the safe systems of work.

Use the correct tools and equipment for the job; only use work equipment, as authorised, instructed and trained.

No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition (PAT every 3 months).

Use safety equipment and PPE as required by the risk assessment and site rules.

Maintain all work equipment and PPE in good working order and safe condition.

Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

Report any defects in plant or equipment, or any other matter which they consider to be a health and safety risk to themselves or others to their Supervisor/Foreman, or other responsible person.

Take reasonable care for the health and safety of themselves and others, and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or inactions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.

To be aware of and understand the emergency procedures in the event of a fire or an accident.

To report all accidents, incidents and near misses to the supervisor/foreman or other responsible person.

Attend toolbox talks and induction procedures as required by the Company or the Principal Contractor

Co-operate with the Company on all aspects of health, safety and welfare, and comply with all aspects of the Company's Health and Safety Policy.

Co-ordinate and co-operate with other contractors in all matters of health and safety.

Set a personal example.

2.6 First Aiders

Give immediate assistance for the emergency treatment of injuries or illness without endangering themselves.

Arrange for the emergency services to be called, and/or prompt and appropriate referral of casualties to medical aid as required.

Provide treatment for minor injuries which do not require referral to a medical practitioner.

Maintain first aid facilities, including first aid equipment (to BS 8599:2011), and periodically check and restock first aid kits.

Make records of all cases treated, including the name of the person injured, date and time of the accident, circumstances and injuries and treatment given.

Record all injuries in the company accident book (to BS 8599:2011) and report all accidents and incidents in accordance with company procedures.

2.7 Callidus Health & Safety Ltd

Advise Construction Dynamics (North) Ltd on the preparation, promulgation and review of a company Health and Safety Policy.

To provide advice on the following:

- Legal requirements affecting health, safety, welfare and the environment. Personal protective clothing and equipment. Working methods, equipment or materials, which could reduce risks.
- Potential hazards on new sites, health and safety factors affecting the selection of plant and equipment etc.
- Specialist services and advice including appropriate information in relation to substances hazardous to health, noise, vibration and asbestos materials.

3.0 Arrangements

The general details of the Construction Dynamics (North) Ltd arrangements for the management of health, safety and welfare are provided within this section.

3.1 Accident Investigation and Incident Reporting

All accidents, cases of industrial ill-health, and dangerous occurrences will be investigated to identify the origins and underlying causes and record, report and document any failures in the H&S management system (with a view to improving health & safety and to be able to manage potential legal action).

All personnel on our work sites must report accidents and near-miss incidents whilst carrying out work activities on behalf of the Company. The four most important steps are to:

- Make sure that all the relevant details are reported as soon as possible, in accordance with Company procedures.
- Remove residual hazards that may pose a risk for other people in the area.
- Notify the management of any injury or damage resulting from a work activity.
- Review existing systems of work to prevent a recurrence.

3.1.1 Procedure to be followed in the event of an accident:

The following procedures must be followed for all accidents, incidents and near misses.

Accident Book/Form must be completed for ALL injuries, no matter how minor.

Notice of Incident Accident or Near Miss form must be completed by the supervisor responsible for that particular work place or activity.

The Managing Director must be informed by telephone of all RIDDOR reportable injuries and incidents.

The Incident Reporting Flow Chart outlines the procedure to be followed if an accident occurs.

Advice should be sought from Callidus Health & Safety Ltd in relation to the reportability of the accident or incident under the RIDDOR requirements.

3.1.2 Reporting under RIDDOR

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the management must report specified injuries, incidents or diseases to the Enforcing Authority in the following circumstances:

- Any person dies as a result of or in connection with work.
- Any person suffers a "specified injury" in accordance with the list in Regulation 4 of RIDDOR 2013, a result of or in connection with a work activity.

- A person is incapacitated for work for more than 7 consecutive days due to an accident as a result of or in connection with a work activity.

Any person not at work (visitor, member of public, etc.) who is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

The procedure for reporting Specified injuries and fatalities is to contact the Incident Contact Centre by any of the following means:

- Telephone the RIDDOR National ICC Reporting Line on 0845 300 9923 (8.30am - 5.00pm Monday - Friday).
- All other reportable injuries should be reported via the HSE's online reporting system:
- Once contacted, the ICC will pass the details that you have given regarding the incident to the relevant enforcing authority (HSE or Local Authority Environmental Health Department).
- Reports or online submissions should be made within 10 days of the date of the accident for all reportable accidents and dangerous occurrences other than Over 7 Day accidents which must be reported within 15 days.

All other reportable work related injuries should be reported using the online system found on the HSE's website: www.hse.gov.uk

Where doubt, exists as to the reportability of the incident, please seek the advice of your health and safety advisor, Callidus Health & Safety Ltd, telephone 0113 385 2740.

We will record and store accident information for any employee who is not able to perform their normal duties for over 3 days, but less than 7 days due to an accident at work. These types of accident are not reportable under RIDDOR 2013, but we have a duty to record these types of accident.

3.1.3 Accident investigation procedure

Construction Dynamics (North) Ltd view accident investigation as a valuable tool in the prevention of future incidents. The investigation procedure should begin at the earliest opportunity, if necessary with assistance from the Health and Safety advisor.

The prime purpose of an incident investigation is to establish the causes of the hazard or incident so as to identify actions necessary to prevent a recurrence.

The investigation should begin as soon as possible after the hazard or incident is reported and the medical needs of any injured people have been met. For this to happen, incidents must be reported as soon as possible after they occur.

Nothing at the accident site should be disturbed until after the completion of the investigation, other than what is necessary to prevent further injury, loss or contamination, until the investigating officer has authorised clearing away.

Where necessary, photographs or video footage should be taken and equipment held for subsequent examination or test.

It is desirable to take statements from witnesses as soon as possible after the incident. Witnesses should be interviewed separately so that facts and opinions are not confused.

It should be emphasised that the purpose of investigation is not to assign blame for the incident but to establish the causes so as to identify actions necessary to prevent a recurrence.

The investigation should be sufficiently broad to identify the immediate and underlying causes and should include an assessment of the full range of technical, human and administrative factors involved in the hazard or incident.

Following an incident, it is the responsibility of the Managing Director to take steps to prevent a recurrence. This will generally be achieved by implementing the recommendations arising out of the investigation.

3.2 Alcohol and Drug Abuse

Alcohol or drug abuse by employees and contractors can adversely affect the health and safety of themselves or others in the workplace due to impaired judgment and co-ordination, and effectively being semi-detached from reality. Particularly where plant, equipment and machinery are concerned, being semi-detached from reality could easily lead to serious accidents.

Therefore, it is the policy of Construction Dynamics (North) Ltd that alcohol or drugs are prohibited in the workplace. All employees are informed of the Company Health and Safety Policy on alcohol and drug abuse during induction - no employee, agent or sub-contractor may enter any site or perform any service for Construction Dynamics (North) Ltd while under the influence of alcohol or any controlled substance. (Controlled drugs are as detailed within the Misuse of Drugs Act 1971). As a consequence, anyone considered to be under the influence of alcohol or illegal substances whilst at work (whether consumed during working hours or not) will be subject to disciplinary proceedings.

If Construction Dynamics (North) Ltd reasonably believes that anyone is under the influence of drugs or alcohol at work as a result of a drug abuse or drinking problem, then the outcome of any disciplinary procedure will generally include suggesting that the person seek professional help. As part of the disciplinary proceedings Construction Dynamics (North) Ltd will consider the extent to which the individual has sought such professional help.

All operatives are required to notify their supervisor or line manager of any prescription or other legally available drugs they are taking which may affect their capacity to carry out their day to day work activities, for example antibiotics or strong painkillers which may cause drowsiness and affect your ability to drive or operate machinery safely.

3.3 Asbestos

All work in customers'/clients' premises will be suitably assessed for the risk of asbestos. A copy of the Asbestos Register will be requested from the Principal Contractor/building owner, to ensure that our employees are not at risk. If parts of the building are identified in Asbestos Management Survey as either having or strongly suspected of having asbestos containing materials (ACMs), and these areas are likely to be disturbed within the scope of the proposed construction works, then Construction Dynamics (North) Ltd

will NOT allow employees to repair, remove or disturb asbestos or products likely to contain asbestos, and will request a Refurbishment/Demolition asbestos survey from the client.

Any employees who are likely to disturb ACMs during their normal work will be trained to such a level as to understand the typical locations in which asbestos materials are likely to be found and the detrimental health effects associated with the inhalation of airborne fibres, they will be made aware of the visual characteristics of asbestos containing materials and the actions to be taken in the event of suspect materials being discovered (Asbestos Awareness Training).

Should suspected ACMs be discovered during works then all works will be stopped and only resumed following sampling and analysis by an accredited laboratory which returns a negative result, or on receipt of a suitable certificate of reoccupation following specialist removal.

We will not carry out work with asbestos containing materials either licensed or Notifiable Non Licensed Work (NNLW) at our clients' premises or sites. All such work will be completed on the company's behalf by a suitably trained and competent contractor.

3.4 Compliance with Legislation and changes to Legislation

The Company will comply with all legislation applicable to their activities. A list is detailed below (not exhaustive of relative legislation):

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- PPE Regulations 1992
- Electricity at Work Regulations 1989
- Working at Height Regulations 2005
- Vibration at Work Regulations 2005
- First Aid at Work Regulations 2015
- DSE Regulations 1992
- RIDDOR 2013
- CDM 2015
- Manual Handling Operations Regulations 1992
- Workplace, Health Safety and Welfare Regulations 1996
- RRFSO 2005

The Company is kept up to date on changes in legislation and other health and safety issues by monthly Alerts and Averts from our health and safety advisors, Callidus Health & Safety Ltd. Issues which relate to the business operations are brought to the attention of all staff via management / health and safety committee meetings, and appropriate actions are implemented. Other sources may be used at appropriate times such as seminars and the internet.

3.5 Communication and consultation

Construction Dynamics (North) Ltd undertakes to consult with staff over issues related to health, safety and welfare and to provide the information staff require, in order for them to carry out their duties. Constructive

suggestions to improve health, safety, welfare and environmental awareness in the Company are welcomed from any employee.

Open communication systems will encourage comments and ideas from individuals in the workplace, and will include:

- Any proposed change which may substantially affect their health and safety at work e.g. changing a work procedure, equipment or ways of working;
- When introducing new technology, tools or working processes;
- Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger;

The following information will be displayed at our sites:

- Health and Safety Policy Statement;
- HSE Law poster;
- Employer's Liability Insurance Certificate;
- Fire safety instructions;
- Names of Fire Wardens and First Aiders;

The Company will use various methods to communicate the health and safety message to the Staff, including but not limited to the following:

- All staff will be asked to read a copy of the Company Health and Safety Policy and are required to sign and return the declaration issued with the Policy stating that they have read the Policy and understand the Company's and their own responsibilities with respect to safety.
- Health and safety will be on the agenda of all management meetings, and all persons attending are invited to put forward any ideas, concerns or observations. Items on the agenda may include:
 - Review of accidents, near misses and unsafe acts that have occurred since the last meeting and any control measures taken;
 - new hazards (these may have just been noticed or may be due to a change in work method, location or new equipment) and actions to be taken to reduce the risk associated with the hazard;
 - progress on action items from previous meetings;
 - current health and safety issues; new regulations, health and safety standards or operator requirements;
 - safety objectives for next period;
 - and any other matters relating to health and safety.

These meetings are minuted and include a rolling plan of actions which are prioritised and delegated accordingly. Everyone with responsibilities for health and safety receives copies of these minutes, and a copy is displayed on the workplace notice board.

Information on specific topics or general issues via ongoing dialogue, inductions, briefings, tool box talks, posters, notice boards, bulletin boards, memos, risk assessments, housekeeping checklist inspections, fire drills, and any other means as appropriate.

3.6 Compliance with CDM Regulations 2015

Construction Dynamics (North) Ltd shall comply, so far as reasonably practicable, with the general health and safety duties of Part 3 of The Construction (Design and Management) Regulations 2015 (CDM) or Part 2 where the Company is client under the Regulations

Construction Dynamics (North) Ltd will ensure that they comply with the requirements of the CDM 2015 Regulations dependant on what role they are undertaking in pursuance of their activities:

General Management Duties:

- All Duty holders under the regulations shall ensure that:

They and all personnel appointed have the skills, knowledge and experience, and if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.
- Effective cooperation is both sought and given to all parties involved in construction work and all matters likely to affect the health and safety of all involved.
- The "general principles of prevention i.e. elimination, reduction and control" are taken into account for all duties during all stages of the project.
- If Construction Dynamics (North) Ltd takes on the role of any of the duty holders below they will ensure that they comply with the duties placed on them as specified in the Regulations.

Principal Contractor Duties:

- We will plan, manage, monitor and coordinate matters relating to the construction phase in liaison with all contractors.
- We will prepare, develop and implement a written construction phase plan and set site rules before any construction works commences.
- We will ensure that contractors are provided with the relevant parts of the plan to enable them to plan and coordinate their works.
- We will ensure that adequate welfare arrangements are in place throughout the project.
- We will ensure that we check the competence of all contractors on the project.
- Ensure that site inductions are carried out for all workers and provide them with any further information needed for their work. We will also consult and engage with them on matters of health and safety.
- We will ensure that the site is secured.
- Ensure all information relative to the projects is passed to the Principal Designer for inclusion in the Health and Safety File.

Designers Duties:

- To ensure before they commence work that the Client is aware of his duties under the Regulations.
- When preparing or modifying a design to take account of the general principles of prevention and any pre-construction information to eliminate so far as is reasonably practicable foreseeable risks to the health and safety of any person during construction work, cleaning, maintenance or use of a structure designed as a workplace.
- To eliminate hazards which may give rise to risk or reduce risks from any residual hazards to the lowest level reasonably practicable and pass any relevant information with regard to significant residual risks to the Principal Designer.
- To provide design information in relation to the design, construction and maintenance of the structure to adequately assist the Client, other Designers and Contractors to comply with their duties under the Regulations.
- To provide information in relation to the design to the Principal Designer for inclusion in the Health & Safety File.

Notifiable Projects:

- Where the project is notifiable, as a Principal Contractor, Contractor or Designer we will:
- Not commence work (other than initial design work) unless the project has been notified to HSE.

Contractor Duties:

- We will not commence construction work until we are satisfied that the Client is aware of their duties under the Regulations.
- We will manage and monitor construction work under our control, without risks to health and safety, so far as is reasonably practicable.
- We will ensure that any worker under our control is provided with any information and training required to enable them to complete their works safely.
- We will ensure that welfare arrangements are provided in compliance with Schedule 2.

Projects where there is more than one contractor:

Where the project has (or is reasonably expected to have) more than one contractor we will:

- Not undertake any construction work until we have been provided with the names of the Principal Designer and Principal Contractor for the project and have been given access to information from the client or such parts of the pre-construction information / Construction Phase Plan (CPP) as is relevant to our works.

When acting as a Principal Contractor the content of our CPP will be a minimum of:

A description of the project	
A statement regarding health and safety on the project	
Information about the site and location	
The Management structure and responsibilities for the project	
System of communication / co-ordination with other contractors, and those arrangements	
Safety standards required	
Information to contractors re risks, risk identification and management	
Emergency procedures and fire precautions	
Arrangements for RIDDOR	
Arrangements for welfare	
Arrangements for training and informing people on site	
health and safety information/project specific and the display of statutory notices etc.	
toolbox talks	
health and safety training, job and project specific	
Arrangements for consulting with the workforce on matters of health and safety	
Site rules	
Arrangements for collecting information for the health and safety file	
Arrangements for monitoring health and safety to achieve legal compliance and compliance with the safety plan	
Arrangements for monitoring contractor selection and contractor management	
Project review	

On all notifiable construction projects for which Construction Dynamics (North) Ltd are not the Principal Contractor but have been appointed as a sub-contractor, we will:

- Co-operate and liaise with the Principal Contractor and other duty holders.
- Ensure that any defects or risks not addressed by the health and safety plan are brought to the attention of the Principal Contractor.
- Monitor the day to day on-site Construction Dynamics (North) Ltd work activities.
- Provide information for the health and safety plan as necessary (this will probably involve risk assessments and method statements).
- Provide information for the health and safety file as necessary (this will probably involve as built drawing and operation and maintenance manuals).

- Ensure compliance with the health and safety plan, any site rules, and relevant health and safety legislation.
- Notify any sub-contractors appointed to the Principal Contractor.
- Comply with any directions issued by the Principal Contractor including site rules.
- Provide accident and incident information to the Principal Contractor in accordance with Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.
- Carry out works in accordance with the CPP, if this is not possible then notify the Principal Contractor to enable the plan to be altered.

CDM Part 4 - Duties relating to Health and Safety on Construction Sites

Construction Dynamics (North) Ltd will ensure that the requirements of Part 4 are complied with in regard to matters under their control, as appropriate to the work activities undertaken by Construction Dynamics (North) Ltd:

It is the duty of all persons at work on the site to report any defect that may endanger the health and safety of themselves or others.

3.7 COVID-19

Coronaviruses are a family of viruses. COVID-19 is an infectious disease caused by a newly discovered Coronavirus.

COVID-19 is closely related to severe acute respiratory syndrome. ("SARS"). The company will establish and set out the safety procedure for the safe management of COVID-19 during the pandemic.

The WHO, Public Health England and Government have produced guidance to enable employers to produce safe working procedures to ensure the safety of their employees at work and others affected by their work activities.

Employers are required to undertake suitable and sufficient risk assessments and if necessary Safe Working Procedures to adequately control the risks to their employees and others to ensure that they can undertake works in a safe manner.

Construction Dynamics (North) Ltd will ensure that the following steps are undertaken:

- Undertake a full risk assessment for office and site activities to ensure that suitable and sufficient controls are put in place to manage the risks from COVID-19. Additionally, that the finding of the risk assessment is communicated to all employees.
- Where necessary, Construction Dynamics (North) Ltd will prepare Safe Working Procedures and ensure that the procedures are communicated to all employees.

A copy of the risk assessment and any associated Safe Working Procedures will be available at the workplace, and the findings will be brought to the attention of all employees affected by it, this will be undertaken by

way of site briefings by supervisors and Managers so that those undertaking the activity understand what they have to do and the control measures to be implemented.

3.8 Cut-Off Discs including abrasive wheels

Cutting discs are at risk of bursting if they are operated outside the specified maximum rotation speed. In order to avoid bursting the correct wheel must be used with regard to its type, size and speed. Every cut off disc, which is large enough, must be clearly marked with its maximum rotation speed. The machine must also be clearly marked with the (RPM) of the power-driven spindle. Lower speed rated wheels must not be mounted on a faster speed rated spindle.

Operatives and other workers who use cut off discs must be provided with adequate information, instruction and training in their correct handling and mounting (including pre-mounting and storage procedures) and be certificated to demonstrate proof of training.

Persons operating a cut off disc machine must wear the recommended form of protection, as determined by the risk assessment and depending upon the circumstances, e.g. goggles or face-shield to (BS EN 166, 167 & 168) Grade B impact resistance, and suitable hearing protection.

Employers are required undertake suitable and sufficient risk assessments and if necessary Safe Working Procedures to adequately control the risks to their employees and others to ensure that they can undertake works in a safe manner.

Construction Dynamics (North) Ltd will ensure that the following steps are undertaken:

- Undertake a full risk assessment for site activities to ensure that suitable and sufficient controls are put in place to manage the risks from COVID-19. Additionally, that the finding of the risk assessment is communicated to all employees.
- Where necessary, Construction Dynamics (North) Ltd will prepare Safe Working Procedures and ensure that the procedures are communicated to all employees.

A copy of the risk assessment and any associated Safe Working Procedures will be available at the workplace, and the findings will be brought to the attention of all employees affected by it, this will be undertaken by way of site briefings by supervisors and Managers so that those undertaking the activity understand what they have to do and the control measures to be implemented.

3.9 Display Screen Equipment

We will implement arrangements and procedures for the assessment of risks from the use of Display Screen Equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

At this time Construction Dynamics (North) Ltd do not have any premises as the business is run from home. No employees work from these home premises. Each employee classed as a DSE user (a 'user' as defined in the DSE Regulations means an employee who habitually uses DSE as a significant part of their normal work) will therefore be responsible for ensuring that their workstations are set up using appropriate ergonomic principles and equipment, and we will encourage anyone using screen and keyboard equipment to adopt good practice in relation to work posture.

The Office Manager will ensure that the following arrangements are carried out in connection with the use of DSE equipment:

- Provide a DSE Self-Assessment Checklist/Home Working Checklist for completion by the user. Where this identifies any issues related to DSE or the Workstation, review these in conjunction with the Health and Safety Consultants and produce an action plan where necessary to resolve the issues.
- Organise eye / eyesight tests at the request of the users and ensure the provision of suitable basic spectacles etc, where these are required for the display screen work concerned;
- Arrange for relevant health and safety training of users, and provide adequate information regarding these aspects; and
- Provide any necessary instruction for those persons defined as users of display screen equipment that covers the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements and eye test arrangements.

Eyesight tests will be available to all users or potential users at the expense of the Company, as required by law. Eyesight tests will be repeated at a frequency recommended by the optician/optometrist (usually every 2 or 3 years). We will reimburse the DSE user for the eyesight test and for any corrective appliances where solely required for DSE use, as follows:

- The cost of spectacles with corrective lenses solely for DSE use is limited to the basic cost of prescription spectacles and lenses (the cost of tinted lenses, special coatings or designer frames will not be reimbursed); and
- Users who already wear spectacles for normal use, and who need additional special spectacles solely for DSE use may opt to combine the two requirements (e.g. by purchasing variable focal type lenses) but will only be entitled to claim the cost of a basic pair of spectacles which would otherwise have been necessary. Such claimants will be required to produce evidence of what the lenses and frames solely for DSE use would have cost had they been purchased as a separate pair of spectacles.

3.10 Driving

Construction Dynamics (North) Ltd recognises the potentially fatal risks to drivers when at work. Construction Dynamics (North) Ltd.'s policy is that all drivers must be in full control of their vehicle at all times. This means no electronic devices are to be used even for the shortest period when in control of a vehicle. Mobile telephones or other means of communication are only to be used if the vehicle has stopped in a safe place and the hand brake is applied unless a hands free kit is fitted to the car to enable the phone to be used safely and in accordance with current legislation.

All drivers are to be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others is forbidden to drive. All employees must inform their Manager or Supervisor immediately of any change to their state of health, either temporary or permanent, or any medication they are taking, which might affect their driving ability.

Only those employees who hold a current valid driving licence and appropriate insurance for business use of the vehicle type they plan to drive are permitted to do so.

All drivers should take regular breaks (recommended 15 minutes for every two hours of driving), when driving long distances.

Plan journeys and meetings to avoid unnecessary travel distances. Where possible, consider driver sharing, or overnight accommodation.

3.11 Electrical Safety

The fixed electrical installation will be inspected and tested in accordance with BS7671 (the IEE "Wiring Regs") every 5 years. Office based portable electrical appliances will be PAT tested at appropriate frequencies (see below for further details).

No work will be undertaken by any Construction Dynamics (North) Ltd employee on or in the vicinity of live electrics. Supervisors are responsible for obtaining certification to ensure that any permanent electrics have been disconnected or isolated before allowing work on the system to commence.

Only battery operated or 110V equipment (or less) will be used on site for power tools.

Inspection and PAT testing of portable and transportable equipment will be undertaken at appropriate intervals, and records maintained. The frequency will depend on the environment in which the equipment is used and the conditions of usage but will not normally exceed every 3 months for equipment used on site and every 12 months for equipment used in an office environment.

Further to this all employees are responsible for carrying out a visual inspection of any electrical equipment before use.

Portable Electrical Appliances

Portable electrical equipment is defined as any item of electrical equipment that is not fixed in position and is not permanently connected to the hard wiring of the electrical system.

Inspection and testing of portable and transportable equipment will be undertaken at appropriate intervals and recorded on the Portable Appliance Register. The table below gives guidance on suggested frequencies of user checks planned formal visual inspections and combined visual inspection and testing (PAT testing) of portable electrical equipment:

Further to this all employees are responsible for carrying out a visual inspection of any electrical equipment before use to check the following:

- Bare wires are not visible, the cable covering is not damaged and there are no taped or other non-standard joints in the cable.
- The plug is in good condition and the cable covering is gripped where it enters the plug or equipment.
- The outer casing of the equipment is not damaged or loose.
- There are no signs of overheating on the plug, cable or equipment.
- Residual Current Devices (RCDs) are working correctly (the test button should be pressed daily).

Portable Appliance Testing records will be held as follows:

Equipment/application	Voltage	User check	Formal visual inspection	Combined inspection and test
Battery operated power tools and torches	Less than 25v	No check	No check	No
25v Portable hand lamps (confined or damp situations)	25v Secondary winding from transformer	No check	No check	No
50v Portable hand lamps	Secondary winding centre tapped to earth (25v)	No check	No check	Yearly
110v Portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (25v)	Weekly	Monthly	Before first use on site and then 3 monthly
230v Portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then monthly
230v Equipment such as lifts, hoists and fixed floodlighting	230v Supply fuses or MCB's	Weekly	Monthly	Before first use on site and then 3 monthly
RCD's	Fixed*	Daily/every shift	Weekly	*Before first use on site and then 3 monthly
Equipment in site offices	230v office equipment	Monthly	6 monthly	Before first use on site and then yearly
* Note: Residual Current Devices (RCDs) need a different range of tests to other portable equipment and equipment designed to carry out appropriate tests on RCDs will need to be used.				

3.12 Emergency Procedures

Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces. All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practiced regularly and records will be maintained. Appointed persons will be identified to take control in the event of an emergency incident. In relation to our sites, the Company will comply with CDM Part 4 as follows:

Reg 30 – Emergency Procedures

Suitable and sufficient arrangements for dealing with a foreseeable emergency, including arrangements for evacuation, will be implemented and maintained. Such arrangements will take account of:

- The type of work being undertaken.
- The characteristics and size of the construction site.
- The work equipment being used.
- The numbers of persons on site that could be affected.
- The physical and chemical properties of any substances or materials being used on site.

The arrangements will be communicated and should be familiar to all personnel on site and tested by being put into effect at suitable intervals.

3.13 Fire Precautions

The main legislation relating specifically to fire safety is the Regulatory Reform (Fire Safety) Order 2005. Under the Order, a nominated "Responsible Person" will carry out a Fire Safety Risk Assessment and implement and maintain a fire management plan. At this time Construction Dynamics (North) Ltd do not have any premises as the business is run from home. No employees work from these home premises. In relation to our sites, the Company will comply with CDM Part 4 as follows:

Reg 31 – Emergency Routes and Exits

A suitable number of emergency routes leading to a place of safety will be provided and maintained. Any routes provide must be kept free from obstruction and where necessary fitted with emergency lighting and adequate signage.

Reg 32 – Fire Detection and Fire Fighting

Suitable and sufficient fire-fighting equipment, fire detection and alarm systems will be provided, maintained, and tested at suitable intervals and maintained. Signage will be displayed indicating the location of any fire-fighting equipment provided.

3.14 First Aid

We will endeavour to provide an appropriate number of qualified First Aid staff and first aid facilities at each workplace, taking into consideration the nature of the hazards and the number of employees at that workplace.

It is the Company's intention to try to ensure that at least one person trained in first aid is present on each site. On sites for which there is a Principal Contractor, by prior arrangement we may agree that it is their responsibility to provide adequate first aid provision for that site.

Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:

- First aid kits. (in compliance with BS8599:2011);
- Eyewash stations; and

- A suitable place or room for the administration of simple first aid procedures.

The selection of personnel to undergo first aid training will consider their willingness for the role, capacity to deal with injury and illness and ability to act calmly in an emergency.

Training will be provided by a trainer accredited by the HSE. Records of training will be carefully maintained and refresher training will be arranged as necessary.

In addition, records of all cases treated will be kept for a minimum of 3 years, including information as the name of person injured, date and time of the accident, circumstances and injuries and treatment given.

List of qualified First Aiders:

Name	First Aider / Appointed Person	Expiry Date
Steve Hubbard	First Aider	17/10/2023
	First Aider	
	First Aider	
	First Aider	

3.15 Hand Arm Vibration Syndrome (HAVS)

The regular and prolonged use of vibrating tools can cause the users to suffer damage to the blood vessels or blood supply, causing a condition known as 'hand-arm vibration syndrome' (HAVS). The most common form of damage caused is vibration white finger. This causes damage to nerves of the finger causing permanent loss of feeling and other damage to muscles and bone may also contribute to pain and stiffness in the hands and wrists.

It is not envisaged that Construction Dynamics (North) Ltd.'s employees are likely to carry out tasks where they are likely to be exposed above the exposure action value ($2.5 \text{ m/s}^2 \text{ A(8)}$) of the Control of Vibration at Work Regulations 2005. If it is assessed that they are likely to be subject to levels greater than this, then a risk assessment will be undertaken and control measures will be implemented to reduce likely exposures to below the daily exposure action value. Please contact your health and safety advisor Callidus Health & Safety Ltd on 0113 385 2740 for further advice if necessary.

When selecting and purchasing power tools and equipment, consideration will be given to procurement of equipment which is the least harmful in terms of vibration generated. In addition, operatives will receive information and instruction on the correct use of vibrating tools, the recognition of vibration symptoms and the need to report them to the supervisor.

All Construction Dynamics (North) Ltd employees who are likely to be exposed to vibrating tools will be required to complete the Company Medical Questionnaire (see Section 3.17), and to promptly report any work related health conditions. Any person who is medically confirmed as suffering from HAVS must not be permitted to use power tools which have damaging vibration emissions.

3.16 Hazardous Substances

Construction Dynamics (North) Ltd will ensure that exposure of workers to hazardous substances is avoided or minimised, and adequately controlled in all cases. So far as reasonably practicable the use of hazardous substances will be eliminated or substituted with less harmful alternatives.

A risk assessment will be conducted of all work involving exposure to hazardous substances using the COSHH Assessment Form. The assessment will be undertaken by a member of the Management team and will be based on manufacturers and suppliers' health and safety guidance and our own knowledge of the work process.

Hazardous substances will only be released to site on completion of this COSHH assessment, which should identify the safe working practices, any control measures required, and the appropriate personal protective equipment (PPE).

All workers who will come into contact with hazardous substances will receive appropriate training and information on the health and safety issues relating to that type of work before the work commences.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

3.17 Health Surveillance

It is the policy of Construction Dynamics (North) Ltd to avoid and control exposure of employees to hazardous agents to preclude the necessity for statutory health surveillance. For example, exposure to noise and vibration will be controlled so that personal exposures are not likely to be above the first action level of the Control of Noise at Work Regulations or the exposure action value of the Control of Vibration at Work Regulations.

Similarly, it is our policy that exposure of workers to hazardous substances is avoided where practicable or minimised and adequately controlled in all other cases. Where workers may be exposed to chemicals or wet products which may cause dermatitis then it is the company policy that suitable personal protective gloves be worn, and to encourage the use of skin care creams if necessary to reduce the risk of dermatitis to the lowest level reasonably practicable.

The Company's COSHH and risk assessments should identify where additional health surveillance may become necessary and what type should be implemented.

All employees are required to complete the Company Medical Health Questionnaire and should advise their supervisor or line manager if they have any work-related health issues, or any concerns related to their health which may affect or be affected by any work activity.

3.18 Housekeeping

It is the responsibility of all persons to maintain their working area in a tidy and safe condition, and to report any unsafe conditions, which may endanger themselves or others.

A periodic inspection of housekeeping will be carried out as part of the Weekly Health and Safety Inspection Checklist. All identified unsatisfactory conditions shall be recorded, reported, and remedial actions taken where appropriate. A formal record of these inspections will be maintained.

3.19 Lifting Equipment and Lifting Operations

There are many different types of lifting appliances, for example, tower cranes, telescopic jib mobile cranes, hoists, forklifts, MEWPS etc. all of these fall under the term Lifting Equipment.

Lifting equipment must be suitable for the task (including consideration of environmental conditions), and adequate information should be obtained from the installer on the safe and proper use of the equipment. Careful consideration must be given when selecting suitable lifting appliances, including the weight and nature of the items to be lifted, ground conditions, potential obstructions, and weather conditions. All lifting appliances must conform to all current Regulations, Approved Codes of Practices and British Standards. Operation of lifting equipment and slinging of loads should only be carried out by trained and competent persons.

There are occasions where operatives may use lifting equipment on site for site operation. If this is the case then the lifting operation will be covered by the risk assessment and/or method statement, and the lifting equipment will be subject to statutory test and examination. Certificates must be provided by the hire company for lifting appliances and lifting gear which they have supplied to customers.

Additionally, working at height equipment under LOLER will normally fall into the category of Mobile Elevating Work Platforms (MEWP's), typically these will be Telescopic Boom or scissor lifts.

MEWPs must only be operated by competent employees holding a competency (IPAF) card and have undergone familiarisation training by the machine supplier.

When Cherry Picker type MEWPs are used, employees will be attached to the proprietary fixing point by a harness and fixed length restraint lanyard. Fall Arrest lanyards are not to be used.

Whilst operating Telescopic Boom Lift type MEWPs harnesses should be fixed to the attachment point whilst operating the machine over rough ground to prevent being thrown out. There is no requirement to be harnessed to the Scissor Lift whilst working within the confines of the machine's platform.

Adequate pre-use checks, maintenance, examinations, and tests of lifting equipment should be carried out at appropriate, in accordance with statutory requirements and the manufacturer's instructions. Suitable records must be kept.

The safe working load of any lifting equipment must not be exceeded, and the equipment must not be used in a way or for a purpose for which it is not intended.

3.20 Lone Working

It is the policy of Construction Dynamics (North) Ltd for lone working to be the exception rather than the norm. If lone working is required, the Generic Risk Assessment for Lone Workers will be used as a template to carry out a specific risk assessment and control measures put in place prior to work commencing to avoid or control those risks identified. Any significant findings of the risk assessment will be recorded.

In certain cases, the risk assessment may identify that more than one person should be involved in the operations or activity and that lone working is not permissible. In particular, young persons and persons undergoing training must be supervised at all times and should not work alone.

3.21 Management of Sub-Contractors

It is the company's policy to minimise the use of subcontractors, however due to location and workloads it is sometimes necessary to employ them. Before sub-contractors are appointed, Construction Dynamics (North) Ltd shall assess them on their health and safety competence prior to starting work on site and there shall be a pre-start meeting to discuss health and safety issues and assess whether a contractor has allocated adequate resource to fulfil his health and safety obligations in terms of health and safety law before the commencement of any contract. The responses obtained from the contractor and thorough evaluation of the contractor's responses will also serve to gauge their commitment to health and safety and adherence to recognised standards of competence. A Competency Questionnaire is completed for all contractors before appointment and reviewed on an annual basis.

Once appointed, the ongoing performance of Construction Dynamics (North) Ltd sub-contractors on site shall be monitored by the supervisor responsible to ensure that all works are carried in accordance with the statutory requirements and best practice and any unsafe acts or unsafe conditions caused or created by the sub-contractor shall be formally brought to the sub contractor's attention.

3.22 Manual Handling Operations

It is the Company's policy to prevent injury and ill-health to the workforce engaged in manual handling and it is important that management and Employees take reasonably practicable precautions to prevent manual handling injuries from occurring.

Manual handling operations will be avoided, so far as is reasonably practicable, where there is a risk of injury. All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Risk assessments are carried out in accordance with the Manual Handling Regulations and recorded, including a Generic Risk Assessment for common manual handling activities.

Training has been given to all employees, information is included in the code of conduct and posters reminding employees of safe manual handling techniques are placed around the business premises. Co-operation and assistance of all staff is of the utmost importance and the recommendations of employees undertaking the tasks form an important part of the assessments.

For lifting activities not covered by the generic assessments, the Manual Handling Assessment Chart (MAC Tool) can be used to decide if the operation you are assessing involves a significant risk (remember to take into account not just the potential load but also the capabilities of the individual who may be carrying out such an operation and the working environment). If the risk is deemed to be insubstantial, a detailed assessment is not required. If the MAC tool identifies medium/high risk of injury then further consideration should be given as to whether the operation can be avoided, or how the risk can be reduced to the lowest level reasonably practicable, for example by:

- Redesigning the task to eliminate manual handling;
- Provision of mechanical aids, (trolleys, hoists, etc.);

- Provision of proper handles, handholds;
- Secure items, to prevent load shifting;
- Breaking down of the load into smaller components to reduce the size of load to be lifted;
- Provision of manual handling training; and
- Provision of sufficient persons to undertake a team lift.

If in doubt, please seek the advice of your health and safety advisor, Callidus Health & Safety Ltd, telephone 0113 385 2740.

Employees must notify their supervisor immediately should they suffer any acute injury or develop health problems related to manual handling operations.

3.23 Monitoring and Review of Safety Performance

The Managing Director has a specific responsibility to monitor the implementation of the Company's Health and Safety policy and to review the company's performance. Monitoring will include both proactive and reactive monitoring, and will provide:

- Feedback on H&S performance.
- Information to determine whether the day-to-day arrangements for hazard and risk identification, prevention and control are in place and operating effectively.
- The basis for decisions about improvement in hazard identification and risk control, and the health and safety management system.

Proactive monitoring will be undertaken by the Managing Director and supervisors and may include:

- Periodic inspection of work systems, premises, plant and equipment on site using the Weekly Health and Safety Inspection Checklist and PUWER Plant and Equipment Inspection Checklist as a guide. All identified unsatisfactory conditions shall be recorded, reported, and remedial actions taken where appropriate. A formal record of these Inspections will be maintained;
- Day to day supervision and surveillance to ensure a safe working environment and safe systems of work are provided and maintained;
- Where appropriate or required, periodic site health and safety inspections may be carried out by Supervisors and / or external health and safety advisors to ensure that work is being carried out as planned and that relevant legislation and site rules are observed on site; and
- Measurement against any safety objectives / KPI's which may be set at periodic management meetings and annual health and safety review meetings.

Reactive monitoring will include the identification, reporting, investigation and trend analysis for:

- Work-related injuries, ill health (including monitoring of aggregate sickness absence records), diseases and incidents;
- Other losses, such as insurance claims or damage to property; and
- Any deficiencies in safety and health performance, and Health & Safety management system failures.

Periodic reviews of the health and safety management system will be carried out at a frequency and scope according to our needs and conditions; this will generally be annually or more frequently if required due to changes in legislation, and will generally cover the following:

- The overall strategy of the health and safety management system to determine whether it meets planned performance objectives;
- Evaluation of the H&S management system's ability to meet the overall needs of the Company and its stakeholders, including its workers and the regulatory authorities;
- Identify what action is necessary to remedy any deficiencies in a timely manner;
- The results of work-related injuries, ill health, diseases and incident investigations and trend analysis; performance monitoring and measurement;
- Review of any new legislation, guidance notes, HSE initiatives, or other internal or external inputs which may affect the health and safety management system;
- Review the Safety Management System, working procedures and training requirements, as appropriate; and
- Any changes will be communicated to all employees.

3.24 New and Expectant Mothers

We will endeavour to ensure that women of child bearing age are not put at any risk and that new or expectant mother needs are taken into consideration with respect to their working conditions, the type of work in which they are involved and their working environment conditions. The Generic Risk Assessment for New and Expectant Mothers will be used as a template to carry out an individual risk assessment for all pregnant and breastfeeding workers and determine whether the existing control measures in place provide adequate protection. Where significant risks are present, we will alter working conditions, or introduce control measures. So far as practicable we will ensure that adequate rest facilities are provided for pregnant workers and new mothers.

3.25 Noise

Damage to a person's hearing can occur when that person is constantly subjected to a noisy environment. All work tasks where employees are likely to be exposed above the first action value (80dB(A)) of the Noise at Work Regulations 2005 will be subject to a risk assessment process and all reasonably practicable control measures will be implemented to reduce likely exposures to below the first action value. Where the daily noise dose reaches the second action value of 85 dB(A) ear protection becomes compulsory, and it is the responsibility of the supervisor to ensure that employees make use of it within designated ear protection

zones. Construction Dynamics (North) Ltd will do everything that is reasonably practicable to lower the daily noise dose to below 85 dB(A).

When selecting and purchasing power tools and equipment, consideration must be given to procurement of equipment, which is the least harmful in terms of noise, generated. In addition, operatives will receive information and instruction on the damage caused by noise, and how to use and maintain hearing protection.

All employees, contractors and visitors will obey any site instructions and warning notices with regard to wearing of hearing protection in designated areas.

Plant and equipment are to be selected and maintained to minimise noise levels, employees will be instructed in their safe and efficient use to minimise noise levels.

All Construction Dynamics (North) Ltd Operatives will be required to complete the Company Medical Questionnaire (see Section 3.18), and to promptly report any work-related health conditions. Any person who is medically confirmed as suffering from noise induced hearing loss may not be permitted to use power tools, which cause damaging noise exposures.

3.26 Non-English-Speaking Operatives and right to work (Illegal Workers)

In accordance with the Immigration Asylum and Nationality Act 2006, Construction Dynamics (North) Ltd will ensure that all operatives employed are legally allowed to work within the UK and if necessary, use the Home Offices' "Right to work checklist". Basic checks will include the checking of "acceptable Documents" including passports, Birth Certificates, National Insurance Numbers, Biometric Immigration Document etc.

If agency staff are used, then the Agency will be responsible for undertaking these checks.

Employee records will be held for 2 years following the date of first employment.

If employed by Construction Dynamics (North) Ltd, operatives who do not have a good understanding of, or are unable to speak English as a first language will be identified at job interview / induction stage and the following additional measures taken:

- A specific risk assessment for that individual will be prepared.
- All safe systems of work are to be briefed by an interpreter.
- Safety signage will be provided in the first language of the operative.
- An English-speaking interpreter will be provided for every 5 operatives employed.

3.27 Office Safety

Construction Dynamics (North) Ltd will ensure that all site offices are maintained in a clean, orderly and safe condition, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992, and are laid out and maintained to minimise slip and trip hazards. A safe means of access and egress from all workplaces will be provided and maintained, so far as reasonably practicable. All workplaces will have appropriate arrangements for the storage and use of hazardous substances, without risk to health.

3.28 Permit to Work Systems

A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated. For high-risk or non-routine works, or entry into a hazardous area, a Permit to Work system may be established and implemented to control the health, safety and environmental hazards.

Activities for which implementation of a Permit to Work system should be considered to ensure that the necessary controls are in place include:

- Confined Space Entry
- Permit to Excavate/Dig
- Hot Works
- Roof Works

3.29 Personal Protective Equipment (PPE)

All workers who may be exposed to a risk to their health & safety while at work will be provided with suitable, properly fitting and compatible personal protective equipment. This must be worn correctly when the applicable risk assessment identifies that it is required.

All personal protective equipment provided by Construction Dynamics (North) Ltd will be properly assessed prior to its provision, and all employees will be provided with appropriate information, instruction and training on the correct use and maintenance of PPE.

Individuals will be asked to sign a declaration to confirm that they understand the need for PPE and agree to use it correctly in accordance with the training/instruction they have been given, and to report any defects or losses.

Supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately and maintained in good working order. A PPE Log will be maintained of PPE issued.

All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on site, including safety helmets, high visibility jackets / waistcoats, safety footwear and other PPE as directed or required by site rules.

Operatives must inform their foreman / supervisor / person in charge immediately of any loss of or damage to their PPE and obtain replacements.

3.30 Protection of the Public

Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to significant risks to their health and safety as a result of Construction Dynamics (North) Ltd activities.

General public areas must be kept free from any unsafe obstructions and activities that could be a hazard. Where general necessary temporary safeguards must be provided and adequate control measures put in place to keep members of the public away from hazardous work activities.

Every reasonable precaution must be taken to keep unauthorised persons, especially children, out of Company premises and sites. Considerations must be given to safeguard trespassers should they gain entry, plant and equipment should be left immobilised (disconnected / locked off) and in a safe condition.

Where third parties or visitors are allowed onto site locations, they should be made aware of safety standards and any special hazards. They should be accompanied by a responsible person and provided with protective clothing / equipment where appropriate.

3.31 Risk Assessments and Method Statements

Risk assessments are a key part of the arrangements for health and safety. Employees will be actively encouraged to participate in the risk assessment process. Management and supervisory staff are required to ensure that risk assessments are carried out for all work activities, which entail a significant risk to health and safety. Significant findings will be recorded, and where applicable the risk assessments will be used to inform written instructions in the form of safety method statements.

These documents are a key part of the health and safety management system, the purpose being to ensure hazards are identified and eliminated or reduced to the lowest level reasonably practicable by implementing appropriate control measures and safe systems of work. The method statement should outline working methods, explain the sequence of operations, and identify the precautions to be adopted. These risk assessments / method statements should take into consideration the following:

- Pre-construction information from the Client;
- Competency and training requirements;
- Access equipment needed for work at height, and any other tools and equipment required;
- Any site-specific hazards, for example asbestos or electrical hazards;
- The provision of basic fire precautions and fire-fighting arrangements;
- The necessary emergency arrangements, including first aid provision; and
- Arrangements for management and supervision.

A copy of the risk assessment and method statement will be available at the workplace, and the findings will be brought to the attention of all employees affected by it, this will be undertaken by way of site briefings by supervisors, so that those undertaking the activity understand what they have to do and the control measures to be implemented.

All supervisors are trained in carrying out risk assessments and will use the Risk Assessment Proforma and/or Method Statement Proforma as necessary to record any site-specific risk assessment or method statement. Any significant changes to the safe system of work which deviate from either the risk assessment or method statement should be recorded by the named responsible person(s) and the changes communicated to all employees and others affected.

The Principal Contractor is to be requested to ensure that the requirements of the method statement are met, where the PC has control over these.

For potentially hazardous tasks, (e.g. hot works, entry into a confined space) a Permit to Work system may be established and implemented.

3.32 Smoking

Smoking is prohibited at all times in all enclosed and substantially enclosed public or private areas in the workplace. Employees are only permitted to smoke whilst off duty (in official break times only) and in unenclosed designated areas.

Smoking is prohibited in vehicles leased by the company and in staff private vehicles if ever used to transport members of staff or members of the public whilst carrying out their duties as an employee.

Any member of staff who does not comply with this policy shall be liable to disciplinary action in accordance with the Company's Disciplinary Procedure.

3.33 Stress

It is not envisaged that employees of Construction Dynamics (North) Ltd are likely to be adversely affected by stress due to work related factors, such as workload or excessive working hours. However, we recognise our responsibility to control the health, safety and welfare of their employees and this includes reviewing the impact of stress at work.

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress that can be detrimental to health.

All employees are encouraged to report any concerns they may have regarding the impact or effect of work related stress. Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate Manager who will arrange for appropriate measures to be taken, including reviewing their workload and encouraging them to visit their G.P.

3.34 Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely.

Construction Dynamics (North) Ltd will carry out an annual review of health and safety training needs and will produce an annual training programme for all levels of staff. In carrying out the review particular attention will be given to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation. We recognise that employees taking on board additional responsibility may need additional training.

Records of training provided will be maintained. The training needs will be agreed by the management team and budgets allocated. The Managing Director will monitor that the training is carried out and maintained in accordance with the training schedule.

Each new employee will receive a Safety Induction at the start of their employment, where any additional training needs may be identified. The induction will cover:

- The Company Health and Safety Policy and general health and safety policies, rules and procedures;
- Emergency procedures including action to take in the event of a fire, and first aid arrangements;
- The significant risks, safe systems of work, and precautions to be taken. Method statements and risk assessments where applicable;
- The PPE requirements. Where/how to obtain additional PPE as required; and
- Procedures for reporting accidents, injuries and property damage.

Further training needs may also be identified via other means, such as via site inspections or management meetings or annual health and safety review.

Ongoing and informal training and supervision will also be provided by all managers and team leaders within the business.

Plant and machinery must only be operated by trained and authorised personnel, in accordance with the written safe operating procedures. The safe operating procedure and list of authorised personnel is displayed alongside each piece of equipment within the workshops.

Tool Box Talks will be conducted on-site and/or when requested by the Principal Contractor. Records of TBT's will be kept.

3.34.1 Site Induction Training

All site based staff must comply with site induction procedures as required by the Company or the Principal Contractor. In addition, the Company site supervisor must ensure that all operatives are aware of the contents of any relevant method statements and risk assessments etc, site specific rules, specific hazards related to their working area, and emergency arrangements. No operative will be permitted to work on site without attending an induction.

Where appropriate Construction Dynamics (North) Ltd.'s representative shall attend site meetings as necessary to ensure that any relevant information discussed in the meeting that may have an effect on health and safety of the site personnel can be passed on to the workforce.

3.35 Vulnerable persons

The Company has an obligation to take extra precautions for vulnerable persons in our employment, if the risk of injury to particular individuals is greater than other individuals who are not at the same risk. Accordingly, additional risk assessments will be carried out for the following persons:

- Lone workers (See Section 3.20.);
- New and expectant mothers (See Section 3.24.); and

- Young persons (See Section 3.39.).

3.36 Welfare Facilities

Suitable and sufficient welfare facilities for all notifiable construction projects will be available to all employees, contractors and visitors, including:

- Toilet facilities, including separate facilities for men and women, and special facilities for the disabled where reasonably practicable;
- Washing facilities, including sink(s) large enough to get forearms in, a supply of warm or hot running water, soap and towels or other means of drying hands;
- Accommodation for clothing, with drying facilities if necessary;
- Facilities for rest and to eat meals where necessary; and
- Drinking water.

All facilities will be maintained to a satisfactory standard, with regard to accessibility, ventilation, lighting, and cleanliness / hygiene.

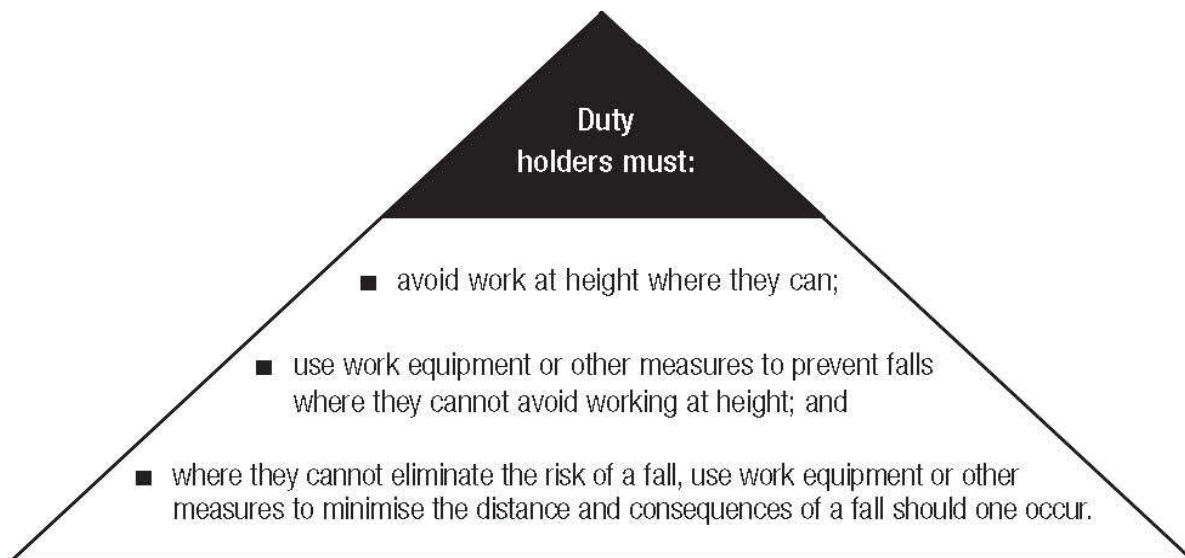
The Welfare Facilities for a site will be detailed in the Health and Safety Plan and be compliant with Schedule 2 of CDM 2015.

3.37 Work at Height

When working at height is required Construction Dynamics (North) Ltd will make sure that all work at height is planned and carried out in accordance with the relevant risk assessment, and in accordance with the Work at Height Regulations 2005.

Construction Dynamics (North) Ltd will ensure that all working at height operations follow the hierarchy as shown below, and also ensure the following:

- All work at height is properly planned and organised;
- All work at height takes account of weather conditions that could endanger health and safety;
- Those involved in work at height are trained and competent (or, if being trained, is supervised by a competent person);
- Equipment for work at height is appropriately inspected;
- The risks from fragile surfaces are properly controlled; and
- The risks from falling objects are properly controlled.



3.38 Work Equipment / Machinery / Plant

Construction Dynamics (North) Ltd will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used and is maintained in good working order and safe condition in accordance with the Provision and Use of Work Equipment Regulations 1998 and the manufacturers' instructions.

All workers will be provided with adequate information, instruction and training, and appropriate personal protective equipment, to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the wellbeing of persons in or around the workplace, will be restricted to authorised persons.

It is the responsibility of all persons using work equipment to use the correct tools and equipment for the job, and to carry out a visual check before use to ensure that it is in a safe condition. Anything which they find to be defective must be immediately taken out of use and reported to the supervisor or other relevant person for the appropriate action to be taken. In addition, users must not use unsafe defective equipment until it has been put back in good safe condition and must not attempt to repair or maintain equipment unless they have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics.

Any safety critical work equipment which may be subject to conditions likely to cause deterioration over time will be subject to formal monthly safety inspections which will be recorded on the PUWER Monthly Equipment Inspection Register². Suitable records of maintenance and test will be kept.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

3.39 Young Persons

It is the policy of Construction Dynamics (North) Ltd that no person under the age of 18 shall work unsupervised on site, whether our own employee or that of a sub-contractor.

Construction Dynamics (North) Ltd does not currently employ any persons under the age of 18. In the event that young persons are employed, the Generic Risk Assessment for Young Workers will be used as a template to carry out an individual risk assessment in accordance with the Management of Health and Safety at Work Regulations 1999. This will ensure that appropriate assessment has been given with regard to a young persons' lack of awareness, inexperience and immaturity. Regular assessments will also be made on young person's progress relative to their learning, understanding and maintaining the principles of health and safety at work through work experience. Copies of the risk assessments and control measures taken, for young persons under 18 years of age, will be sent to their parents or guardians.

4.0 Review

The Construction Dynamics (North) Ltd Health and Safety Policy, organisation, arrangements for managing health, safety and welfare and all safety related systems and processes will be reviewed each year in conjunction with our Competent Health and Safety Advisor.

Following the review and update to take into account changes in legislation, best practice and our operational activities, the revised procedures and documentation will be reviewed by the Managing Director who will give final approval and sign the various policy statements.

The Policy will normally be reviewed on an annual basis but will also be reviewed if any significant change occurs in any aspect of the company's business operations.

All employees will have access to the review process by raising issues in briefing sessions, or directly with the Managing Director.

Changes required to this review procedure to modify safety policy, procedures and safe working practices, or to react to new legislation and standards will be incorporated into relevant documentation as and when necessary.

When the revised version is approved and issued we will request all employees to familiarise themselves and acknowledge receipt of the latest version.

4.1 Approval Statement

As Managing Director, I have reviewed this policy and recommend the Construction Dynamics (North) Ltd Health and Safety Policy for approval.

Signed:



Date: 13/07/2021

Jack Trathen, Managing Director

For and on behalf of Construction Dynamics (North) Ltd

ACKNOWLEDGEMENT

Return to:

Construction Dynamics (North) Ltd, 51 Eton Walk, Wrenthorpe, Wakefield, WF1 2H

I confirm that I am in receipt of the Construction Dynamics (North) Ltd Health and Safety Policy.

Signature

Full Name (in capitals)

Date

NEXT OF KIN DETAILS

These are needed in case of accident or emergency at work.

Name Relationship

Address

.....

.....

Telephone Mobile

Name of person to be contacted in case of emergency if different from above:

Name Relationship

Address

.....

.....

Telephone Mobile