

# E&B Group Limited



## ARRANGEMENTS FOR HEALTH AND SAFETY

1. **Introduction**
  - The general details of E&B Group arrangements for the management of health and safety are provided within this section. In addition to and supporting these arrangements, detailed health and safety procedures for specific workplaces and activities are set out in the Procedures Manual.
2. **Internal Communications**
  - All relevant safety information will be provided at all workplaces where employees are located. This will include :-
    - H&S Policy
    - HSE Law poster
    - Employer's Liability insurance certificate
    - Fire safety instructions
    - Names of Fire Wardens and First Aiders
    - Other safety instructions relevant to that workplace
3. **Health and Safety Policy**
  - The health and safety policy will be reviewed annually to ensure that it is effective.
  - The policy will be amended where required and all employees informed of any amendment.
  - A copy of the health and safety policy will be available to all employees.
  - Each workplace with site staff will hold a copy of the policy.
  - The Health & Safety Policy statement will be displayed on a health and safety notice board.
4. **Training**
  - Incompetent and poorly trained personnel, who undertake work activities, increase the likelihood of accidents and injury. Many accidents at work occur as a result of an individual's capability and training not meeting the requirements and skills of a specified task.
  - Management and supervisory staff must ensure that all employees under their control have appropriate training and experience to undertake their allocated tasks.
  - Where necessary, management and supervisory staff should identify and arrange training and instruction of employees.
  - Health and Safety records of training provided will be maintained.
5. **Risk Assessment**
  - Management and supervisory staff are required to carry out risk assessment of work activities, which pose a significant risk to health and safety, to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.
  - Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.
  - The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work.
  - A copy of the risk assessment report will be available at the workplace, and the findings will be brought to the attention of all employees.
  - All risk assessments will be monitored and reviewed at regular intervals, normally annually, or when working practices or equipment change, to confirm that all risk assessments are adequately controlled and are in compliance with legislation.

## E&B Group Limited



### 6. Environmental Control

- E&B Group is committed to effectively managing all their activities environmental aspect through compliance with legislation and company policy.
- Appropriate arrangements to protect the environment, will be put in place at all workplaces, including :-
  - Approved storage and use of raw materials and substances
  - Waste minimisation (promoting reuse, recover and recycling)
  - Identified waste disposal routes under Duty of Care and 314
  - Monitoring and review of environmental performance

### 7. Safe Place of Work

- E&B Group will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.
- A safe means of access and egress from all workplaces, including separate pedestrian and vehicle access, where practicable, will be provided and maintained.
- All workplaces must have appropriate arrangements for the storage and use of hazardous substances, without risk to health.
- 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.
- Where a task(s) require access to hazardous areas, (i.e. roof areas with unprotected edges) a Permit to Work system will be established and implemented.
- Where a hazard cannot be eliminated, a hazard warning sign will be displayed.

### 8. Plant / Machinery / Equipment

- All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.
- E&B Group acknowledges that work can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible.
- All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance, as recommended by the manufacturer or competent engineer.
- Records of the inspections, service and maintenance, including statutory inspections will be maintained.

### 9. Noise

- Where practicable, noise levels will be maintained below the first action level of 85 decibels.
- All employees, contractors and visitors will obey any instructions and warning notices with regard to wearing of hearing protection in designated areas.
- Ensure plant and equipment is selected and maintained to minimise noise levels and employees have been instructed in their use.
- Ensure suitable ear protection is supplied for the conditions of exposure.
- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
- Workplace management and supervisors will ensure compliance with any noise levels and periods of permitted noise activities laid down by local authorities, in order to prevent noise pollution.

### 10.0 Hazardous Substances

- Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or likely to be encountered, which could be a hazard to the health of personnel.



- Carry out risk assessments to identify substances hazardous to health. If necessary, produce a site/job specific risk assessment.
- Appropriate control measures must be identified and implemented to ensure the health and safety of personnel affected by their use.
- If possible, provide arrangements for an alternative, less hazardous material to be specified.
- Ensure compliance, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

#### 11.0 **Electricity**

- Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations and are safe for use and free from defect.
- Only 110V equipment (or less) will be used on site.
- Maintain all electrical fixed installations in a safe condition by carrying out routine safety testing.
- Inspection and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled).
- Records of inspection and testing will be maintained.
- Only authorised persons are permitted to repair or alter electrical equipment.

#### 12.0 **Fire Prevention & Evacuation Procedures**

- A fire risk assessment will be completed at all workplaces.
- Appropriate measures will be implemented at all workplaces, including adequate :-
  - Means of fire detection
  - Raising the alarm in the event of a fire
  - Fire fighting equipment
  - Installation of emergency lighting
- Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.
- Procedures will be produced at all workplaces detailing action to be taken in the event of a fire, including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.
- An appointed person will regularly inspect the designated evacuation routes for obstructions.
- Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.
- All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment.) These procedures will be practised regularly and records will be maintained.
- Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

#### 13.0 **Emergency Procedures**

- Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.
- Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a bomb threat, explosions, chemical or fuel/oil spillages, serious accidents and external incidents.

## E&B Group Limited



- All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.
- Appointed persons will be identified to take control in the event of an emergency incident.

### 14.0 First Aid and Accident Reporting

- All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), or damage to any property.
- Nominated "suitable person(s)" i.e., trained First Aiders at all workplaces, to administer first aid treatment.
- Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include :-
  - First aid kits
  - Eyewash stations near chemicals or batteries
  - A suitable place or room for the administration of simple first aid procedures.
- All employees, contractors and visitors will be informed of the name of the First Aiders and their location.
- All employees, contractors and visitors must report all injuries and accidents in accordance with Company policy and ensure details are recorded in the Workplace Accident Book.
- Management or supervisory staff must report serious injuries, incidents or diseases occurring at, or as a result of activities at the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- The Enforcing Authority must be informed when :-
  - Any person dies as a result of or in connection with work.
  - Any person suffers a major injury or disease as a result of or in connection with work.
  - A person is incapacitated for work for more than 3 consecutive days due to an accident at work.
  - Any person not at work for more than 3 consecutive days due to an accident at work.
  - Any person not at work (Visitor, member of public, etc) who is injured as a result of an accident at a workplace and requires treatment at a hospital.
  - There is a dangerous occurrence at work. (Even when no one is injured)

### 15. Welfare Facilities

- Suitable and sufficient welfare facilities will be available at all workplaces to all employees, contractors and visitors, including :-
  - Toilet facilities
  - Washing facilities
  - Accommodation for clothing
  - Facilities for rest and to eat meals
- All facilities will be maintained to a satisfactory standard, with regard to:-
  - Accessibility
  - Ventilation
  - Lighting
  - Cleanliness/hygiene
- The Welfare Facilities for a site will be detailed in the Health and Safety Plan.
- Before work commences on site, arrangements must be made for the use by operatives of convenient sanitary facilities throughout the duration of the works.

## E&B Group Limited



- Where welfare facilities are to be shared on site between different contractors, arrangements and procedures for the proper use and maintenance of those facilities must be developed and communicated to all parties and recorded in the site Health and Safety Plan.
16. **Manual Handling**
- E&B Group will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.
  - Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.
  - Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include :-
    - Provision of mechanical aids, (trolleys, etc)
    - Provision of sufficient persons to undertake lift.
    - Provision of proper handles, handholds
    - Provision of a carrying device.
    - Secure items, to prevent load shifting
    - Reduce the size of load to be lifted.
    - Provision of PPE (Personal Protective Equipment)
    - Provision of manual handling training
    - Provision of manual handling information (posters etc)
    - Posters giving guidance in lifting technique should be displayed.
17. **Personal Protective Equipment**
- Management and supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.
  - Where required, adequate PPE to approved standards will be provided, free of charge, to all personnel working or visiting Company sites.
  - All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on Company sites, including safety helmets, high visibility jackets / waistcoats, safety footwear and other PPE as directed.
18. **Lone Working**
- There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity.
  - In certain cases, lone working is not permissible and the worker will be physically supervised, i.e. young person undergoing training.
  - Risk assessments must be carried out for lone working and control measures put in place prior to work commencing. Lone workers should not be exposed to more risks than a group of employees working together.
19. **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 risks to their health and safety as a result of E&B Group activities.
20. **Young Persons**
- In accordance with the Management of Health and Safety at Work Regulations 1999, E&B Group shall ensure that where young persons (under 18 years of age) are employed, they must be protected from any risks that exist in the workplace, are supervised by a competent person, and are informed of any restrictions and necessary precautions to be taken within areas where they will work.
  - Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate

## E&B Group Limited



assessment has been given with regard to a young persons' lack of awareness, inexperience and immaturity.

- Copies of the risk assessments and control measures taken, for young persons under 16 years of age, will be sent to their parents or guardians.

### 21. **Alcohol & Drug Abuse**

- Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace. Therefore, it is the policy of E&B Group that alcohol or drugs are prohibited in the workplace.
- Any persons known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate manager who will arrange for the person to be removed from the workplace immediately.

### 22. **Stress**

- At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace.
- E&B Group have a responsibility to control the health, safety and welfare of their employees and this includes looking at the impact of stress at work.
- Where the physical and behavioural conditions of a working environment are stressful (i.e. lack of communication, hazards inappropriately controlled) each employee is responsible to notify appropriate management or supervisory staff.
- Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate manager who will arrange for the person to be monitored.
- It shall be E&B Group policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

### 23. **Records and Archiving**

- Records will be maintained of all necessary health and safety documentation. This will include :-
  - Health and Safety Policy
  - Procedures documents
  - Risk assessments
  - COSHH assessments
  - Statutory documentation (inspection, reports etc.)
  - Inspection records
  - Accident book
  - Health and Safety plans
  - Other relevant health and safety documents

### 24. **Monitoring at the Workplace**

- Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy.
- Appointed safety advisors will visit and carry out regular inspections of all workplaces, and provide guidance and advice on all aspects of health, safety and welfare to all employees. Reports will be presented to the Site Manager on completion of the inspection, and a copy of the inspection report will be sent to the Health and Safety Manager.
- All major accidents and, where feasible, recommendations for preventative and/or corrective action will be made.
  
- All accidents and near misses should be reported to the Site Manager / Supervisor at the workplace.

## E&B Group Limited



- Analysis of all records, accident information and trends, and overall safety performance will be the responsibility of Health and Safety Manager.
- Meetings to discuss health, safety and welfare issues will be held at regular intervals between management and the appointed safety advisors.

### 25. **Trade Contractors**

- Trade-contractors shall be subjected to a selection process to determine that they are competent and resourced to carry out their particular type of work.
- E&B Group will monitor a trade-contractors' health and safety performance, compliance with procedures and safe working practices throughout the duration of their contract.