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Health & Safety Policy



Health and Safety Policy

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Health and Safety Policy

The policy is divided into 3 Parts:

PART 1: Policy Statement of Intent. States our commitment to the management of health, safety, and training through the delivery of our operations.

PART 2: Roles and Responsibilities. Details the roles and responsibilities for implementing and delivering the Policy during the delivery of our operations.

PART 3: Arrangements. Details the arrangements that are in place to achieve our Policy commitment in the delivery of our operations.

1. Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Woodhart Construction are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated documentation, which outline our health and safety arrangements and organisational structure, are held at Woodhart Construction main place of business.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety.

Woodhart Construction is committed to safeguarding the health, safety and welfare of its employees as well as the people and property affected by its operations. To reduce risk of accident or injury the company seeks to provide a work environment that, as far as is reasonably practicable, is safe and preserves the health and welfare of those that work within it and those that are affected by its activities.

Services of Woodhart Construction

Woodhart Construction serves a wide range of clients, including commercial entities, private clients, and local authorities, ranging from Luxury new homes to renovation & conversion work.

Review

Woodhart Construction will regularly review this Policy and revise it as required in response to stakeholder feedback, changes in general practices and legislation. Our reviews ensure that our procedures continue to exceed regulatory criteria and are applied properly, fairly, and effectively.

Revision Detail:		
No.:	Review Date	Revision Details: [bullet point ALL sections revised & overview of change. Transfer revision history forward with each change revision and update]
001	28/03/2025	New Policy creation

Part 1 – Statement of Intent



Health and Safety Policy

2. Part 1 - Statement of intent

The following is a statement of the organisation's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Woodhart Construction to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for Woodhart Construction and other persons who may be affected by our undertakings

The Managing Director (Matt Woodhart) is committed to the active promotion and implementation of the highest standards and service to our stakeholders, based on the prevention of ill health, incidents and impacts, whether they are to people, product, property, plant, equipment, the local communities or the environment. Additionally we seek to innovate and search for sustainable solutions to ensure we leave a positive legacy.

Woodhart Construction pride ourselves on the provision of a safe and welcoming environment and good working relationships with all employees. Therefore, we will continue to encourage safe working practices and procedures throughout to achieve the aim of keeping all employees free from incident and injury while working.

Every possible step is taken to ensure that the highest standards of health and safety are attained, maintained and wherever necessary, improved. We are committed to delivering this through the following core principles of:

- Promoting a positive safety culture where all incidents or near misses, however small, are reported and investigated to learn lessons and where applicable, ensure suitable processes and control measures are developed or introduced to deliver zero defects, accidents and environmental impacts;
- Operating safe systems and methods of work, ensuring the safe delivery of our products and services; with a commitment to eliminate hazards and reduce H&S risks;
- Protecting the health, safety, welfare and wellbeing of all employees, temporary workers, contractors, visitors, third parties and members of the public who might be affected by our activities through the application of our safety management systems;
- Promote awareness of health and safety and of good practice through the effective communication or relevant information;
- Providing such information, instruction, training and supervision as is necessary to achieve safe working practices, thereby ensuring the safety and health of all employees. To bring to the notice of those who supervise, their specific responsibility for safe working;
- Ensuring that hazards are identified, risks assessed, and safe systems of work designed, applied, maintained and reviewed.
- Providing and maintaining a safe and healthy working environment for all who may be affected by our operations and activities, so far as is reasonably practicable;

It is the duty of each employee to take reasonable care of their own and other people's safety health, welfare and of the environment within which they work. Woodhart Construction take pride in our operations to deliver a quality product.

Signed:

Date:

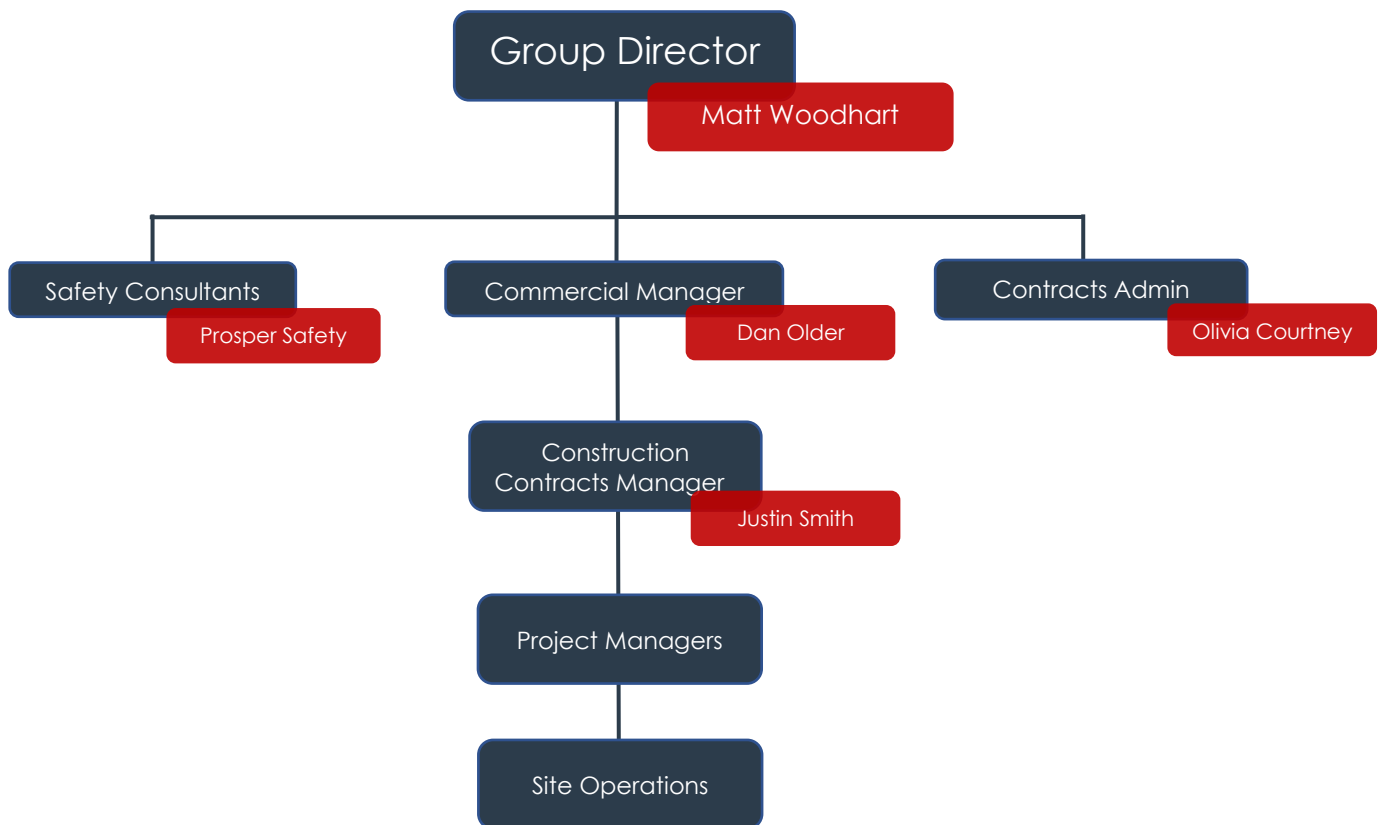
Position:

Part 2 – Roles and Responsibilities



Health and Safety Policy

3. Part 2 – Responsibilities and Management structure



Health and Safety Policy

3.1 Directors – **Matt Woodhart**

The Managing Director has overall accountability for the management of Health and Safety across all areas of the company and for the successful and continued implementation and management of this Health and Safety Policy. The responsibility for the day-to-day implementation of this policy and associated supporting Health and Safety documentation and systems of work will be delegated to the company's senior and line management and supervisors; having direct control of the activities and processes as undertaken by the Organisation.

As the most senior duty holder within the Organisation for the management of Health and Safety, the Managing Director will be accountable for ensuring so far as is reasonably practicable for:

Policy

- The overall implementation of the company's Health and Safety Policy and all subordinate supporting documentation including safe systems of work for the company and its activities.
- Ensuring that adequate resources are made available (in the form of time, personnel and finances) for the successful implementation of this Health and Safety Policy and all agreed supporting documentation and safe systems of work.
- Ensuring that a process is embedded for the periodic review and update (where required) of this Health and Safety Policy as well as all other supporting documentation and systems of work.

Procedures and communication

- Initiate the Company's policy for the prevention of injury, damage or loss to Company resources, personnel and ensure management are fully aware of their accountability for health, safety, environment and welfare of all company employees and activities as well as others that may be affected by the Company's operations;
- Ensure that all the Company Directors are aware of their responsibilities under current legislation and that each administers and promotes the requirements of the Woodhart Construction Health and Safety Policy;
- Ensure that adequate resources are available to meet the requirements of the company policies and achieve a high standard;
- Ensure that all levels of staff are competent for their duties and have received adequate and suitable training in health and safe working practices, techniques for prevention of accidents ill health, together with contingency planning for emergency or disaster situations.
- Make certain that at the, tendering, planning and process stages, adequate consideration is given to ensure that health and welfare facilities and personal protective equipment is provided and that health and safety co-ordination between the various parties is achieved through the health and safety plan, as defined in the Construction (Design and Management) Regulations 2015;
- Institute proper monitoring and review of health and safety standards and investigation of accidents, incidents, environmental incidents and near misses causing loss or damage to plant, equipment or buildings and promote action to prevent a reoccurrence in accordance with Company procedures;
- Carry out periodic visits and inspections on health, safety and welfare matters;
- Set a high personal standard of health, safety, environmental and welfare awareness;
- Ensure that the appropriate statutory requirements affecting the Company's operations are complied with;
- To have an appreciation of the requirements of the Health and Safety at Work etc Act 1974 and other legislative statute relevant to the Company's operation and be aware of any changes in the legislation which may affect the Company's operation.

Health and Safety Policy

3.2 Health and Safety representative – Prosper Safety

As part of the ongoing support function to the organisation, the company-appointed Health and Safety Consultants (Prosper Safety Ltd) will provide management support to the Managing Director, Contracts Managers and Project Managers on compliance issues and management arrangements impacting the company.

Policy

- Ensure that this Health and Safety Policy is regularly reviewed and updated, with the association of the Managing Director, making sure all updated policy documentation is distributed as required;
- Advise on, and support the Managing Director, Commercial manager and Contracts Managers (where requested) on compliance issues impacting the Company

Procedures

- Review safety reports to ensure that, in the case of persistent breaches of safety rules, appropriate action is taken to avoid a reoccurrence as far as reasonably practicable
- Quarterly meetings are held with the Director and his management team to discuss specifically, health and safety points effecting the Group and its companies, as well as discussing any progress elements with the ongoing management system for health and safety.
- Review, update and ensure the relevance of health, safety and welfare training provided by the Company;
- Advise the Managing Director/Directors on issues and events, which may foreseeable influence the overall arrangements section;
- To be aware of changes in legislation that affects the Company;
- Bring to the attention of relevant employees areas of concerns and recommendations for improving health, safety and welfare standards;
- Be available to meet with and advise Directors and Managers on the implementation of the Health and Safety Policy on the development and implementation of health, safety and welfare management procedures and controls; and
- Understand the Company health, safety and welfare policies and procedures operated by the Company;
- Continually review the effectiveness of the policy and ensure that any necessary changes are made so that the policy is maintained in line with the Company's development.
- Undertake fire risk assessments at the company offices, as required under the Regulatory Reform (Fire Safety) Order 2005, ensuring that the findings of these fire risk assessments are brought to the attention of the Managing Director, along with action plans to address any fire safety issues identified.
- Carry out Health and Safety inspections at appropriate intervals on the company's project works, to identify and assess compliance with Woodhart Construction internal procedures and current UK legislative requirements;
- Develop, and aid in the implementation of additional/improved control measures resulting from the above accident investigation process;

Health and Safety Policy

3.3 Contract Managers – Justin Smith

Contracts Managers have delegated responsibilities under the terms of this Health and Safety Policy to ensure, so far as is reasonably practicable, the Health Safety and Welfare of the persons under their control and to those who may be affected by their operations and delivery management undertakings.

Implement company policies within your area of responsibility, based on guidance provide and / or assistance available from managing director and Health and safety representative

Policy

- Ensure this Health and Safety Policy is brought to the attention of all persons under their control as well as to all relevant sub-contractors and interested third parties;
- Ensure that appropriate and proportionate resources, including time, personnel and finances are identified and provided to meet the objectives and requirements of this policy;
- Ensure that any Key Performance Indicators as set by the company for the ongoing development and quantification of risk management solutions for Health and Safety are disseminated within their areas of responsibility;
- To liaise with the Woodhart Construction Health and Safety Advisors regarding the development and ongoing management of Health and Safety initiatives within their areas of responsibility.

Procedures

- Abide by the company's health and safety policy and the company's SHE management system and associated documentation.
- Develop where applicable, health, safety and environmental plans initiated by the for the construction phase of each project in conjunction with the Project Manager.
- Ensure suitable and sufficient risk assessments are undertaken to eliminate risk of accident and/ or injury or, where that is not reasonably practicable, reduce those risks.
- Ensuring that a system is developed, implemented and maintained for the reporting, recording and proportionate response (including investigation) in respect of incidents, accidents and near misses, as well as non-conformities occurring within the business.
- Review safety reports relating to their contracts and ensure that corrective action is taken by the site manager and these actions recorded appropriately.
- Ensure that their project teams have an adequate level of competence, supervision, instruction and information to complete their work safely.
- Ensure that their sites display all necessary safety and policy documentation in accordance with the company notice boards.
- Ensure the proper selection and adequate management of suppliers and sub-contractors.
- To sustain and promote a positive safety culture throughout the Company; Set a high personal standard of health, safety and welfare awareness
- To have an understanding of the application of the Health and Safety at Work etc Act 1974 and other statutory legislation relevant to the Company's operations;
- Driving continual improvement through the development of 'lessons learned' documentation for areas of non-conformance as well as for incidents/accidents/near misses involving Woodhart Construction employees and sub-contractors and for the distribution of this information to the wider workforce.

Health and Safety Policy

3.4 Project Managers

Woodhart Project Managers and Supervisors, have delegated responsibilities under the terms of this Health and Safety Policy for the day-to-day direct management control of the company's activities. As part of this day-to-day control, both Project Managers and Supervisors as detailed, will ensure, so far as is reasonably practicable, the Health Safety and Welfare of the persons under their control and to those who may be affected by their operations and delivery management undertakings.

Managers who are responsible for the day to day running of Woodhart construction projects shall, so far as is reasonably practicable, be responsible for the following:

Policy

- Ensure this Health and Safety Policy is brought to the attention of all persons under their control including Woodhart Construction employees and sub-contractors;
- Accept the responsibilities, both individually and as part of the company's wider local management structure with regards to Health and Safety management;
- Bring to the attention of Senior Managers any shortfalls in resources, including time, personnel and finances required to meet the objectives and requirements of this policy and within the remit of their areas of direct responsibility;
- To liaise with the appointed Health and Safety Advisors regarding the development and ongoing management of Health and Safety initiatives within their areas of responsibility.

Procedures

- Adhere to the company's health and safety policy and the company's SHE management system and associated documentation, including the construction phase plan.
- Ensure that all operatives use the appropriate PPE for every operation as appropriate.
- Ensure work related hazards are identified and that suitable and sufficient risk assessments are in place to eliminate risk of accident and/ or injury or, where that is not reasonably practicable, reduce those risks
- Provide comprehensive instruction to all employees, visitors and sub-contractors on their responsibilities in relation to method statements and site rules and ensure that they take all reasonable and practicable steps to prevent unsafe working conditions and accidents from occurring.
- Ensure that plant and machinery is inspected periodically and properly maintained in compliance with legal requirements.
- Work is properly planned and resourced, that appropriate controls are implemented and that personnel involved are adequately instructed, trained and supervised.
- Report all accidents, incidents, dangerous occurrences, near misses
- Assist in the investigation of all accidents, incidents, dangerous occurrences, near misses and ensuring full cooperation is given by all persons under your control during investigations.
- Ensure health, safety matters are discussed with staff on a regular basis through progress meetings, toolbox talks and daily briefings and joint consultation [where appropriate].
- To have an understanding of the application of the Health and Safety at Work etc Act 1974 and other statutory legislation relevant to the Company's operations;
- Ensure that where additional risks appear which have not been planned for that an adequate risk assessment is carried out and appropriate control measures are introduced prior to the commencement of the task.
- Be responsible for ensuring that appropriate first aid equipment is readily available.
- Maintain a safe means of access and egress to and from places of work.

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3.5 Company Employees

These general organisational responsibilities are relevant to the above personnel, who will have general responsibilities as detailed in this policy as 'employees'.

Whatever role you do, you have a duty to co-operate in making your workplace safe for everyone who might be affected by your actions or omissions, and to take reasonable care not to do anything which might endanger either yourself or others.

Policy

- Ensure that they read and understand this Health and Safety Policy and abide by its requirements for general health and safety compliance;
- Accept the responsibilities, both individually and as part of the company's wider local management structure with regards to Health and Safety management;

Procedures

- You must cooperate with your employer or anyone else where it is necessary for them to comply with their statutory duties.
- You must not knowingly act in any way, which may cause either you or the company to be in breach of the law or damage the reputation of the company. You must take account of the potential hazards and risks in everything you do.
- During the course of your work if you are injured, become unwell, or are involved in or become aware of any situations which are potentially unsafe or which present a threat to the environment, you must stop work and inform your manager or supervisor at the earliest opportunity.
- Do not undertake any work, which you consider to be unsafe. If you are instructed to carry out any such work report the matter to your line manager immediately.
- Good housekeeping is an essential feature of any workplace. All tools and equipment must be cleaned after use, properly stored both during and after use. Your workplace must be kept clean and tidy with rubbish and discarded materials placed in the receptacles provided.
- You are responsible for ensuring personal compliance with task and project specific hygiene standards to prevent health risks.
- Employees must not engage in horseplay or misuse anything provided in the interests of health, safety or environmental management.
- Disciplinary action will be taken against any employee who violates company rules and procedures.

Part 2 – H&S Arrangements



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4. Part 3 – Arrangements

Specific arrangements are in place for all strategic health, safety and training requirements and are detailed in specific company procedures, standards and guidance. These are supported through the completion of risk assessments, method statements and safe systems of work in line with the company procedures. The following are general arrangements for general Health and Safety activities:

4.1 Working at Height

The working at height regulations require employers to:

- Avoid working at height where they can,
- Use work equipment or other measures to prevent falls where they cannot avoid working at height, and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

If work is to be undertaken at height, then prevention of the fall will be the first priority, additionally collective prevention measures will take priority over personal protection.

Woodhart Construction has determined that the following hierarchy of measures will be taken to carry out work at height:

- Avoidance of working at height where possible.
- Use Scaffolding or Mobile Towers erected by competent persons and complying with Schedule 2 of the Work at Height Regulations 2005, or
- Mobile Elevating Work Platform.
- Podium or Sigma deck type platform.
- Step Ladders and Ladders. (Subject to criteria set out in the section on ladders and stepladders)
- Band stands are only permitted where a handrail has been installed

Scaffold will be inspected in accordance with section 12 of the Work at Height Regulations. The following inspections will be carried out by a competent person.

- Before first use as part of the handover from the scaffolder.
- Every seven days if the scaffold has not be altered.
- After every adaption.
- After any incident that will affect the structural integrity of the scaffold e.g. heavy rain or strong winds.

As part of the standard approach to working at heights, Woodhart Construction will carry out a risk assessment to identify the risks involved from work at height and develop processes to eliminate or control the risks. Additionally, the Company will ensure that all work at height is adequately planned, organised, supervised, and carried out in a safe manner.

Woodhart Construction will ensure that everyone involved in working at height is competent (or being trained and supervised by a competent person) to carry out these tasks. The Company will provide any information, instruction and training required, to ensure that all employees and site operatives can carry out his or her work in a safe manner when working at height.

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Scaffolding and Mobile Towers

All reasonable steps will be taken by the Company to provide a safe working environment for employees required to use scaffolding during their working day. All Scaffolds will be erected as per the requirements of NASC Publication TG20:21 or a Bespoke Design.

Woodhart Construction will ensure the provision of the necessary preventative and protective measures to prevent falls of persons or materials from the workplace and will ensure scaffolding is correctly erected, inspected as required prior to use and is safe to use.

Ladders: including step-ladders, podium steps and hop ups

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under the Working at Height Regulations 2005 has demonstrated alternative methods are unsuitable.

When ladders are used we shall ensure that they are:

- used by competent operatives only;
- visually inspected by operatives before use;
- class 1 'Industrial' or EN131 ladders or stepladders for use at work and they are a suitable size for the work;
- in good condition and free from defects;
- secured against movement;
- pitched out to a 75° angle (4-1)
- rise at least 1 metre above a landing place;
- free from obstruction at their base area;
- used by only one person at a time;

Operatives will:

- maintain three points of contact at all times;
- not use the top 3 rungs when used as a work platform;
- not 'over reach';
- not carry materials or tools when ascending or descending ladders

When step ladders, podium steps and hop ups are used they will be:

- suitable and sufficient for purpose;
- used on safe, level ground;
- used for short duration and light work;
- properly 'set up' and not inclined against walls etc.;
- operative not to use top 2 steps on step ladders or to over reach on any equipment.

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4.2 Excavations

Woodhart Construction recognises that excavation is a hazardous operation. 'Excavation includes any earthwork, trench, well, shaft, tunnel or underground working'

We will ensure that all practicable steps shall be taken where necessary to prevent danger to any person, including where necessary, the provision of supports or battering etc to ensure: -

- Any excavation or part does not collapse;
- No material from the side, roof or adjacent to any excavation is dislodged or falls;
- No person is buried or trapped in an excavation by dislodged or falling materials;
- No part of an excavation or ground adjacent to it, shall be overloaded with materials or equipment;
- Construction work will not be carried out in an excavation that has supports or battering provided unless the excavation, equipment and materials that affect its safety has been inspected by a competent person
 - At the start of the shift;
 - After any event likely to affect its strength or stability;
 - After any material unintentionally falls into the excavation;
- The person carrying out the inspection is satisfied work in the excavation can continue safely;
- Safety helmets will be worn in and near excavations;
- Information, instruction and training on the use of laser devices will be given;
- Buried services shall be identified by consulting existing services/utility drawings, traced using approved and calibrated locating devices and steps taken to protect them;
- Suitable precautions are taken to prevent undermining or weakening of nearby structures;
- Overhead power lines will be protected against accidental contact by machine;
- Underground services will be located and digging carried out by hand within 500mm of the confirmed location.

4.3 Demolition

The demolition or dismantling of a structure must be planned and carried out in such a manner as to prevent danger or, where it is not practicable to prevent it, to reduce danger to as low a level as is reasonably practicable.

The arrangements for carrying out such demolition or dismantling must be recorded in writing as part of a demolition plan prepared by a competent contractor that will include a range of surveys and reports to check the presence of asbestos; structural stability of the site and nearby structures; the location of above and below ground services in the work area; previous uses of the structure to be demolished or dismantled and any other considerations required before the demolition or dismantling work begins.

Woodhart Construction recognises that demolition is a hazardous operation. In order to meet its high standards of health and safety, meet its legal obligations, and to ensure efficient and effective demolition works, this company will ensure that:

- All demolition work will be completed by a competent appointed contractor
- Appointed contractors will be vetted via Woodhart Pre-qualification process
- All persons involved in demolition work possess the relevant skills, knowledge training and experience;
- All persons carrying out or supervising demolition works are suitably qualified;

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- All equipment used in lifting operations is fully tested and inspected;
- Loads do not become displaced or that equipment becomes overturned by thorough planning;
 - Employees working in mechanical handling are suitably qualified;
- Employees are protected from harmful vibration;
- Plant is regularly inspected, and written reports compiled;
- All support materials used are inspected and are of sound condition;
- Manual handling operations which might cause injury are prohibited unless a suitable assessment has been made and suitable control measures are in place;
- Suitable equipment and control measures are in place for all work at height;
- Employee's and others' exposure to hazardous substances, either naturally occurring or man-made, is prevented so far as is reasonably practicable;
- Any necessary work in confined spaces is carried out by trained and competent personnel, after a risk assessment and suitable control measures have been put in place;
- Any noise at work which is likely to cause injury is minimised.

4.4 Manual Handling

Manual handling is the generic term used for the transportation or supporting a load by hand or bodily force, it includes lifting, lowering, pushing, pulling, moving or carrying a load. A load is a moveable object, such as box or package, or something being pushed or pulled, such as a roll cage or pallet truck.

Woodhart Construction understands that manual handling activities accounts for a large proportion of injuries that are sustained in the working environment, particularly musculoskeletal disorders. This is mainly due to incorrect manual handling techniques, lack of risk assessments, lack of training and the workplace layout.

Woodhart Construction will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognise the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the Regulations and training will be given where applicable.

Avoid hazardous manual handling operations

Where possible to do so, potentially hazardous manual handling must be avoided. Elimination of manual handling is always the first action. However, where this is not possible, then a risk assessment based approach will be implemented for these activities.

As part of the risk assessment based approach to manual handling, where avoidance cannot be achieved then as a part of a risk assessment based approach the use of manual handling aids should be considered.

Assess the risks

As detailed above, where the organisation identifies risks from hazardous manual handling which cannot be avoided, a manual handling risks assessment must be conducted in order to help the organisation decide what needs to be done in order to manage the risks. The organisation is to ensure that the workforce is fully involved in the risk assessment process.

The organisation is to consider risks arising from:

Health and Safety Policy

- The task
- The load
- The working environment
- Individual capacity
- Any materials handling equipment or handling aids used
- The pace, frequency and duration of the work

When assessing the risks, the organisation is to take account of the individual requirements of workers who may specifically be at risk, for example:

- New and expectant mothers
- People with disabilities, which may make it more difficult to do a particular task
- Those returning to work after a recent manual handling injury, who may be on a phased return to work
- Inexperienced new, young or temporary workers
- Older workers
- Contractors, homeworkers or lone workers

4.5 Asbestos

It is the policy of the company to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

The company acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the workplace premises.

No Woodhart Construction shall ensure that anyone who is going to work with ACMs is trained properly and is supervised. We shall also ensure that everyone who needs to know about the presence of ACMs is alerted, and that no one will be allowed to start work that could disturb ACMs unless the correct procedures are employed.

Arrangements for Managing Asbestos in the Workplace

A Refurbishment and Demolition Survey will be carried out before commencing any work on the premises to determine whether ACMs are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary. A suitable risk assessment will be carried out to determine a safe system of work. Where necessary, ACMs will be removed prior to commencing any work.

If we uncover or damage asbestos materials

If suspect materials are discovered during the course of the works, then we shall:

- Stop work immediately.
- Decide who must do the work - we may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as we can.
- Clean up the contamination

Advice must be sought immediately from the site supervisor who may arrange for any necessary specialist work (air-monitoring, tests, etc.), which may be appropriate.

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4.6 Respiratory hazards

Respiratory sensitiser's are subject to the Control of Substances Hazardous to Health Regulations (COSHH). COSHH requires the substitution of harmful products with less harmful ones. If this is not possible then you must use adequate control measures.

Many substances and processes used in the workplace create dust and fumes. All dusts and fumes are a risk to health.

The company procedure is:

- Avoid process that create hazardous dust where possible
- adequate Information, instruction, training and supervision will be provided;
- suitable dust suppression should be provided with the machinery;

Select suitable equipment with dust suppression measures, and appropriate PPE as the last resort. When it is not possible to reduce the risk at source, respiratory equipment can safeguard health. It is available as:

- disposable face masks;
- half mask respirators and full-face respirators;
- positive pressure powered respirators;

4.7 Training

Woodhart Construction take such measures as may be necessary to ensure proper training, supervision and instruction of all employees in matters pertaining to their health, safety and environment protection to provide any necessary information and instruction to ensure they are competent in their role. All new employees, prior to commencing work shall be given a company Induction and briefed on all guidance relevant to their role.

A dedicated training matrix will be maintained by the company, ensuring all company operatives (as well as any long-term sub-contractors) hold and maintain the relevant training, competency cards and memberships.

Specifically, the Director in conjunction with his staff and the Company appointed health and safety representative will carry out reviews of the Company training matrix. These reviews will be carried out on a regular basis, to ensure that all employees and operatives attain the required standards of training and refresher training where needed.

In addition to the above, a review of the training topics will also be carried out at regular intervals to ensure that the Company continues to supply the right topics and training to ensure a continued level of skills, knowledge and experience for all employees and site operatives.

4.8 Risk Assessments

All activities carried out by Woodhart Construction shall be managed through risk assessments and risk control procedures. Pertinent documentation shall be issued to staff and site as appropriate, including assessments and procedures, which are available from the company.

The risk assessment process shall be used to identify adequate measures to control that risk and to develop a safe system of work that shall be written and follow the company expected hierarchy of:

Health and Safety Policy

- **Eliminate** risks – **this should be the first consideration at all times**
- **Reduce** the risk – engineering controls where possible
- **Isolate** the risk and provide information, instruction and supervision
- **Control** measures
- **PPE** – **only as a last resort**

4.9 Method Statements

Method statements will generally be produced in conjunction with subcontractor involvement and, where practicable, from standard procedures. The precise content of a method statement will vary according to the scale and complexity of the task and the level of risk involved.

However, a standard company method statement format will be used to ensure all relevant information which should be included is covered for Woodhart Carpentry works.

4.10 Consultation and Cooperation

Woodhart Construction will consult with employees periodically to ascertain what measures should be taken to increase awareness of Health and Safety issues and to assist in assessing the performance of this Health and Safety Policy to ensure it is effective.

Consultation with New Employees

The following procedures will be carried out for new employees:

- Explain to the new employee what he/she will be required to do and whom he/she is responsible to.
- Explain where Woodhart Constructions Health and Safety Policy is kept and explain its purpose and ensure the employee is aware of his/her responsibility.
- Ascertain if the employee has any disability or illness, which would affect their duties.
- Advise the employee of any hazards applicable to their works and duties and make them aware of the relevant risk assessments.
- Ascertain any training needs.
- Issue the employee with protective clothing as required.
- Inform the employee of the location of first aid equipment on site and advise him/her of the first aider.

4.11 Engagement and Management of Contractors

All subcontractors, designers, material suppliers, plant and equipment suppliers shall be assessed and procured in accordance with the company procedures.

Contractors

Contractors are responsible for ensuring that they:

- Take care not to endanger themselves and others who may be affected by their work;
- Manage their own labour force in respect of health and safety;
- In instances where there is a need for them to engage with sub-contractors, that they evidence they have a formal process in place to ensure that they only engage with competent contractors;
- Understand the reporting process in place at Woodhart sites

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- Produce a suitable and sufficient risk assessment and associated method statements for works which they have been engaged by Woodhart Construction to undertake, for review and approval by the project managers

Planning

Prior to the award of any contract or package of works to any sub-contractor, Woodhart Construction will first carry out a full competence assessment to ensure that each organisation appointed has the necessary skills and resources required to successfully carry out the required works. A competence questionnaire will therefore be issued to all such organisation. From time to time, checks will be made to ensure that the assessment remains valid.

4.12 Incident Reporting

Woodhart Construction is committed to the documenting and reporting of hazards and accidents on its premises, in order to prevent further incidents of the same type from re-occurring in the future.

All employees, contractors and visitors must report all injuries and accidents in accordance with Company policy and ensure details are recorded in the Workplace or site Accident Book.

All serious injuries, incidents or diseases occurring at or as a result of activities at the offices or site must be reported, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any RIDDOR incidents occurring to Woodhart employees, operatives and sub-contractors will be investigated by the Company appointed health and safety representative.

Reported accidents will be investigated to ensure that protective and preventive measures are reviewed so that controls are amended or improved as required.

Legislation reference/overview

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 ('RIDDOR') is the legislation which requires Woodhart Construction to report and keep records of:

- Work-related accidents, and incidents.
- Work-related accidents which cause death.
- Work-related accidents which cause certain serious injuries (reportable injuries)
- Diagnosed cases of certain industrial diseases.
- Certain 'dangerous occurrences' (incidents with the potential to cause harm).

There are 3 categories which confirm the situations which are reportable under RIDDOR. RIDDOR reports need to be completed and submitted to the Health and Safety Executive.

1. Reportable Injuries
2. Reportable 'prescribed' occupational diseases
3. Reportable dangerous occurrences

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Type of Incident	Action to be Taken
Accident resulting in death	1. Notify the HSE as soon as possible by telephone - 0345 300 9923 2. Notify the director by telephone. 3. Undertake accident and incident report. 4. Upon full investigation, an F2508 form will be completed and forward to the appropriate HSE area office within ten days of the accident. Online reporting - https://notifications.hse.gov.uk/riddorforms/Injury
Accident resulting in major injury or admission into hospital for more than 24 hours	As above
Accident resulting in a person being incapacitated for work for over seven days (excluding the day of the accident but including any non working day)	1. Notify the construction director by telephone. 2. The contract manager or construction director will complete form F2508 and forward it to the appropriate HSE area office within ten days of the accident. 3. Undertake accident and incident report.
Accident less than 3 days	Accident book

In the event of an accident and/ or incident occurring the following guide applies

Process

In instances of an accident which has resulted in death or injury, an occupation disease or dangerous occurrence, the Management Team are to inform Woodhart Construction Health and Safety Advisor, to discuss whether or not the accident is reportable under RIDDOR in the first instance.

Should it be confirmed that the event is RIDDOR 'reportable', Woodhart Construction Health and Safety Advisor will be responsible for ensuring the relevant information is detailed online to the HSE, using the appropriate online form:

- F2508 – Reportable Injuries and Dangerous Occurrences
- F2508A – Prescribed Occupational Diseases

Once the relevant report has been made, the incident will be formally investigated by Woodhart Health and Safety Advisor, with the assistance of the Management. A record should be kept on file for a minimum of 3 years from the date on which it was made.

4.13 Emergency Procedures

The company have generic emergency procedures documents, which cover procedures to be taken in the event of an emergency on site. At the start of each project this generic document will be developed in order that a specific emergency procedure is produced.

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4.14 Fire

All site operatives will be instructed in fire and evacuation procedures on induction. Operatives using highly flammable materials or carrying out hot work will be trained in the necessary fire prevention measures.

The following simple preventative measures can help reduce the most common causes of fire in our work places:

- Avoid careless disposal of cigarettes and matches etc.
- Take care not to leave combustible material near to sources of heat
- Avoid accumulation of easily ignitable rubbish, paper or oily rags
- Do not leave electrical equipment switched on when not in use
- Avoid misuse of portable heaters
- Regularly clean work areas
- Ensure adequate supervision of reheating activities in the canteen
- Ensure that LPG cylinders and connections operate efficiently and do not leak
- Do not use welding equipment unless you are sure there is no fire risk
- Read the CoSHH assessments relevant to your work
- Be aware of the danger of inflammable substances and explosive gases
- Report any spillage or leaks immediately to the Foreman

4.15 First Aid

- The standard of first aid cover shall be individually assessed for each project and office, such assessment incorporating and taking account of the following:-
 - The extent and complexity of the project
 - The number of people who will be on site at any given time
 - The number of First Aid points
 - The allocation of trained First Aiders (the Company Policy is that there will be at least one qualified First Aider and one Appointed Person to each site/project and two Appointed Persons at Woodhart Construction offices)
 - A schedule of "Information and Direction" signs
- It is the policy of Woodhart Construction to provide suitable and sufficient first aid provisions at all of its work locations, temporary or fixed
- Adequate and appropriate numbers of first aiders are available to administer first aid at each of its operating sites
- All Company vehicles shall also carry a first aid kit suitable for the number of the workforce employed on the site.
- It is the responsibility of the designated first aider or appointed first aider to ensure that first aid kits are regularly inspected and replenished as necessary.

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Contents	10 Persons	20 Persons	50 Persons
First Aid Guidance Leaflet	1	1	1
Plasters (Sterile)	20	40	60
Eye Pads	2	4	6
Triangular Bandage	4	6	8
Safety Pins	6	12	12
Medium Dressing 12cm x 12cm	6	9	12
Large Dressing 18cm x 18cm	2	3	4
Cleansing Wipes (Sterile)	6	10	20
Gloves (Pair)	1	2	3

4.16 Health & Safety Audits and Inspections

- It is the policy of Woodhart Construction to carry out health and safety inspections and audits at all its work locations and premises.
- Workplace health and safety audits and inspections will be undertaken on a regular basis.
- Inspections shall be rated according to the health and safety management adopted at the workplace
- Weekly on site safety inspections of all sites will be undertaken by Woodhart Construction Project Managers

On completion of formal health and safety visits, a written report will be produced within 24hrs detailing all findings. These will be discussed with the Project/Contracts Manager who will sign, acknowledging receipt of the report.

4.17 Personal Protective Equipment

- Woodhart Construction will provide Personal Protective Equipment (PPE) where the risk presented by the work activity cannot be adequately controlled by any other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE.
- It is the intention of the company to ensure, through the proper use of this equipment, that risks are reduced to a minimum. To this end Woodhart Construction Foremen will follow the process as set out below: -
 - Carry out an assessment of proposed PPE to determine whether it is suitable
 - Take any necessary measures to remedy risks found as a result of the assessment
 - Ensure that where two (or more) items of PPE are used simultaneously, that these are compatible and are as effective used together as they are separately
 - Arrange for adequate accommodation for correct storage of the PPE
 - Implement steps for the maintenance, cleaning and repair of PPE
 - Train staff in the safe use of PPE for all risks within the organisation
 - Replace PPE, which has been damaged or has deteriorated
 - Inform every employee of the risks which exist

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4.18 Plant and Work Equipment

Selection of Plant and Work Equipment

- Equipment must be suitable for the particular work it is provided to do, i.e. both for the operation concerned and for the conditions under which it will be used. The selection of purchased or hired equipment shall follow the guidelines set out below:
 - Be marked with the CE standard (where relevant)
 - Meet all statutory tests and inspections
 - Electrical equipment shall be tested
 - Hand tools shall be vibration rated below 2.5 m/s², where possible.
 - All equipment and plant shall be inspected as required with records of inspections kept;
 - The use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary;
- Equipment tools used on site include:
 - Abrasive wheels
 - Cartridge tools
 - Grinding discs
 - Hoists

This list is not exhaustive and reference to the site specific tools will be included in the Construction Phase Health & Safety Plan.

All Woodhart work equipment will be maintained, in an efficient state, in efficient working order and in a good state of repair;

Plant Safety

- Plant operations will comply with the current Lifting Operations and Lifting Equipment Regulations, Provision and Use of Work Equipment Regulations and Construction (Design and Management) Regulations.
- Plant will be selected that are suitable for purpose.
- Plant will only be operated by trained, competent and authorised persons.
- Plant will be immobilised, and keys removed from the ignition when unattended.
- All overhead obstructions including power cables will be marked and where necessary fenced or shrouded.
- Operators will ensure the machine limits are not exceeded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading points will be level and clear of obstructions.
- We will ensure a safe system of refuelling fork lift trucks is in place at all times.
- During refuelling and maintenance, operatives will wear personal protective equipment as specified.
- Operators are responsible for daily inspections, routine maintenance, reporting of defects etc., to the appropriate supervisor.
- All incidents or accidents involving plant will be reported to the supervisor.
- Suitable people/plant segregation will be implemented where possible

Inspection & Maintenance

Equipment must be maintained in safe working order and in good repair. The extent of maintenance required will vary with the complexity of the equipment, but even small hand tools must receive a visual

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check prior to use. Where more complex plant or hand tools are being used, the user should ensure that any required statutory inspections or tests are carried out.

Information & Instruction

All relevant health and safety information and written instructions on the use of work equipment should be made available to the operatives. The extent of information and instruction to be given to operatives will depend on the work equipment currently being used.

Training

Adequate training must be given to both the 'user' of the work equipment and to Foremen. An assessment should be made as to the requirement and extent of training to be given; this may be specific training or familiarisation training. Items of plant or work equipment used by Woodhart Construction or its subcontractors, which fall within the boundaries of the CITB / CSCS / CPCS or similar schemes, will be identified at the initial stages of any work activity.

Certificates of Competency

Where the above situation arises the appropriate valid certification-confirming competency of the operator will be obtained.

4.19 Welfare Provisions

Woodhart Construction shall ensure the health, safety and welfare of all employees, in so far as is reasonably practicable. We recognise the need to provide a safe working environment and that this includes the provision of sufficient washing and sanitary conveniences. Foremen shall be responsible for the implementation of this policy

4.20 Vibration

The Control of Vibration at Work Regulations 2005 requires employers to make a suitable and sufficient risk assessment and introduce control measures to, in the first instance eliminate the vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

Vibration risk assessments will be completed for key items of equipment used. This risk assessment will be based on the following criteria:

The exposure limits and action values of:

- Daily Exposure Limit Value – 5 m/s² A(8),
- Daily Exposure Action Value – 2.5 m/s² A(8)

The Company will ensure that a regime is implemented for:

- Understanding the risks associated with tools that vibrate;
- Knowing which items of equipment pose the highest risk to your employees;
- Ensuring that a purchasing/hiring policy is established to ensure that the correct selection of equipment is made.
- Setting your own policy based on recognised exposure limits for the use of this equipment;
- Providing Information, Instruction and Training on vibration risks to your employees;
- Recording the exposure to your employees where necessary.
- Provide Health Surveillance where required.

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The basis of the risk assessment is to avoid the risk wherever possible. However, if the job cannot be done without exposure to vibration equipment the following steps will be taken:

- Select - select equipment that produces the least possible vibration;
- Provision - consider other equipment which can be used in conjunction with the vibrating equipment which reduces the risk of injuries caused by vibration.
- Maintain - good maintenance can reduce vibration levels considerably;
- Limitation - ensure that limits/durations are set on tasks and appropriate rest periods are given.
- Train - make your operatives aware of the risks and the precautions, such as gripping tools properly;
- Inform - provide up to date information on the vibration risks;
- Review - review the use of vibrating equipment as technological advances are made available.

Adequate information and training will be provided regarding this issue, which will be issued to all employees and site operatives.

4.21 Noise

The Noise at Work Regulations 2005 requires employers to reduce the exposure to noise to their employees. The exposure levels are as follows:

- Lower Exposure Action Value – 80 dB (A)
- Upper Exposure Action Value – 85 dB (A)

Additionally the Exposure Limit Value:

- Daily or Weekly Personal Noise exposure of 87 dB (A), and
- Peak Sound Pressure – 140 dB (A)

Woodhart Construction will, where practicable, ensure that noise levels will be maintained below the first action level of 80 decibels.

Following the completion of the noise risk assessment and findings, the following hierarchy of control will be adopted in selecting control measures if practicable, however, collective protection will be considered before personal protection:

- Alternative working methods or equipment that reduce the noise levels to below the Lower Exposure Limit;
- The use of mechanical/physical means such as enclosures, or baffles or distance guarding
- Personal Protective Equipment.

The Company will:

- Ensure all employees, contractors and visitors 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.

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Employees have a duty to comply with and use the measures that the Company provide under the regulations including:

4.22 Site Safety – Clients and Other Persons

- Strict controls are necessary on construction sites to ensure the health and safety of everyone whether legally there or not;
- Where building works are carried out in conjunction with continuing activity, business or otherwise of the client, then careful consideration should be given to the phasing of the works;
- Where possible, building work should be separate to that of the client's activity;
- Should clients and client's staff need to access areas where building work is being carried out, it should be minimised and strictly controlled.
- Assessment of hazard and risk will be carried out in respect of any work activity;
- Management will monitor control measures and review the assessment as necessary;
- Effective protection controls in the work area, such as barriers, warning notices etc, will be in place at all times and inspected regularly;
- Information, communication and control measures are essential matters, which need to be discussed with clients at regular meetings;
- A safe method of work will be planned and put in place prior to work commencing;
- Any hazards, risks or unsafe matters identified should immediately be brought to the attention of the Site Manager for necessary action;
- All accidents, injuries and incidents will be reported to site management, recorded as necessary and appropriate action taken;
- In the event of an incident or accident to client personnel or member of the public the Safety Adviser will be informed and carry out an investigation and report, if necessary;
- Any fire plan provided by the client, in respect of his premises, will be communicated to contractors to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.

4.23 Electricity

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable. The company will:

- 110V to be used on site where possible
- Ensure that all works involving electricity are assessed for risk
- Use electrical equipment that meets the relevant standard
- Ensure all existing installations within company premises are periodically inspected
- Avoid overloading socket outlets
- Use where needed appropriate safety devices (such as RCD) for any 240v
- Use low voltage or battery operated equipment on site (see Portable Electrical Equipment arrangements)
- Avoid the need for live working where practicable
- Ensure PAT testing of portable appliances where required

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4.24 Work Safe

Woodhart Construction recognise their responsibilities under the 'Health and Safety at Work Act 1974' [HASWA] for the health, safety and welfare of our employees, contractors and third parties affected by our work.

On any occasion, where an employee is required to carry out tasks that he or she considers to be unsafe, the employee has, once all reasonable steps have been taken to resolve objections, the right not to perform the task. No employee of Woodhart Construction, or any contractor working on behalf of the company, is expected to carry out any task where the risk to themselves or any other person is considered to be unacceptable.

Safety performance is fundamental to all parties whose activities impact on the work site. Each person under the Health and Safety at Work Act (HASWA) is obliged to observe two fundamental rules:

1. 'To take reasonable care for the health and safety of oneself and of other persons who may be affected by our acts or omissions at work' [HASWA, Part 1, Section 7[a]];
2. 'As regards to any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with' [HASWA, Part 1, Section 7[b]];

The overall health and safety performance of Woodhart Construction depends on the safety performance of individual employees, as such, every employee is accountable for their action, inaction and health and safety performance.

4.25 Monitoring the Effectiveness of the policy

The effectiveness of the policy and related procedures shall be monitored by both pro-active (auditing and inspections by health and safety representatives, managers and supervisors) and re-active (accident, incident, dangerous occurrence, near miss and nonconformance reporting and review).