

M&M Building services ltd

HEALTH AND SAFETY POLICY & Method statement

GENERAL POLICY STATEMENT

PURPOSE

The objective of this document is to state the Company Policy for Health & Safety issues, and the organisation, responsibilities and arrangements for implementation of that Policy.

It is understood that the Policy must conform to the relevant legal and statutory regulations.

GENERAL POLICY FOR HEALTH & SAFETY

The Company accepts that it has a major concern for the Health and Safety of all it's employees and others who may be affected by it's activities. That covers visitors to the premises customers, those who transport it's materials and equipment and any others who might be affected by any of it's activities.

The management of the Company are firmly committed to ensuring that this concern is translated into effective action and that the associated management's responsibilities at all levels, are regarded as ranking equally with those for other important aspects of the business.

The company will take all reasonable steps within its power to meet the above responsibilities and all that follows.

It is the clear duty of the management to see that everything reasonably practicable is done to prevent personal injury occurring during the course of any of the company's activities and to maintain a safe and healthy place of work. At the same time, it is the duty of all employees to act reasonably and to do everything they can to prevent injury to themselves and to their fellow workers. Only with such co-operation can the policy become truly effective.

In addition, the Company undertakes to ensure that all necessary training is carried out on a regular basis and within an acceptable timescale. That relevant information is given to its employees in order that potential risks are made known.

SAFETY MEETINGS

Safety Meetings exist and meet every quarter.

Amandeep Singh Deol
Managing Director
25th feb 2026

HEALTH & SAFETY POLICY

Title: Health & Safety Policy

Prepared By: _____Amandeep Singh Deol

Signed: _____A Singh__Date t

HEALTH & SAFETY POLICY

It is the policy of M&M Building Services ltd to safeguard the Health, Safety, Welfare and the Environment and all of their personnel likely to be affected by its undertakings.

I as Managing Director, accept the aims and provisions of The Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1992, and aim to comply with all the relevant statutory obligations.

“The Successful Management of Health & Safety” contributes to the Company, I am therefore committed to:-

- a) Developing a positive Health & Safety Culture in all of our undertakings which secure the commitment and participation of all employees.
- b) Assessing the risk to Health & Safety of our employees and others who may be affected by the Company’s undertakings with the aim of eliminating or controlling the hazards/ risks so far as is reasonably practicable.
- c) Making the arrangements for effective planning, organisation, control, monitoring and review of the preventative and protective measures identified as being necessary by the Risk Assessments.
- d) The provision and maintenance of a working environment for employees that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work, so far as is reasonably practicable.
- d) Establishing arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances so far as is reasonable practicable.
- e) Providing information, instruction, training, supervision and consultation with employees and others as necessary to implement Health & Safety Standards.

It is my aim as Managing Director of M&M Building Services ltd to promote positive policies regarding Health & Safety concerns at work.

Each employee regardless of status is responsible for strictly adhering to the Company’s Health & Safety Policy. The policy will be kept under constant review and amended when necessary

SIGNED.....(Amandeep Singh Deol DATE 25th feb 2026

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HEALTH & SAFETY POLICY

RESPONSIBILITIES FOR HEALTH & SAFETY AT WORK

MAIN RESPONSIBILITIES

- 1) The Managing Director has overall responsibility for ensuring that there is in existence an organisation and suitable arrangements of the Health & Safety Policy within the company.
- 2) Implementing the requirements of the company's Health & Safety Policy, including setting up and maintaining a Departmental Health & Safety Procedures Manual. The manual will detail the Companies Policy, Organisation, Arrangements and safety Procedures.
- 3) Ensuring the provision of safe systems of work and a safe working environment for all operations undertaken by the Company, so far as is reasonably practicable.
- 4) Provide adequate financial resources for Health & Safety and appoint competent persons in line with the requirements of the Management of Health & Safety at Work Regulations 1992 to assist with Health & Safety matters.
- 5) Appoint senior members of staff to assume overall responsibility for the formulation, implementation and control of the Departmental Health & Safety Management Systems.
- 6) Ensure that all employees are familiar with the Health & Safety Policy and in particular their own responsibilities in relation to it, and that the policy is publicised and reviewed as and where necessary.
- 7) Make arrangements for joint consultation with Safety personnel and provide them with such facilities as necessary to enable them to undertake their statutory functions. Ensure the provision and effective running of Departmental and Site Safety Committees.

HEALTH & SAFETY POLICY

COMPANY STRUCTURE

Director

HEALTH & SAFETY POLICY

RESPONSIBILITIES FOR HEALTH & SAFETY AT WORK

M&M Building Services ltd - DIRECTOR

MAIN RESPONSIBILITIES

- 1) Deputising for the Managing Director and ensuring that the requirements of the Company's Health & Safety Policy are implemented so far as is reasonably practicable.
- 2) Ensure that arrangements are in place to develop a positive Health & Safety culture within the company, Securing the commitment and participation of employees.
- 3) Ensure the provision and maintenance of a working environment for employees that is safe, without risk to health and adequate as regards facilities and arrangements for their welfare at work, so far as is reasonably practicable.
- 4) Implement a risk assessment programme in relation to the department that he is responsible for.
- 5) Establish arrangements for ensuring safety of risks to health, in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable.
- 6) Provide information, instruction, training, supervision and consultation with employees and others as is necessary to implement Health & Safety arrangements.
- 7) Taking appropriate action with regard to Health, Safety and Welfare at Work on reports from his own. Department in the absence of the Managing Director for the Company.

HEALTH & SAFETY POLICY

M&M Building Services ltd – MANAGERS & SUPERVISORS

MANAGEMENT

Although the Managing Director has the overall responsibility for the application of the Health and Safety Policy, the responsibilities for the implementation of the Policy are given to the Senior Depute Director. These duties shall be to ensure that employees at all levels carry out their requirements under the Health and Safety Policy.

To enable the Health & Safety to be implemented in a consistent manner, all Managers, Supervisors and Safety Representatives shall be responsible for establishing standards and working towards a safety culture throughout all the Company or Groups sites and departments.

- a) All Directors, Managers and Supervisors shall, as far as is reasonably practicable, assist the Safety Manager in the development of a positive Health and Safety culture within the Company/Group, by implementing Health and Safety arrangements which secure the commitments and participation of employees and their Health and Safety Representatives.
- b) Ensuring the provision and maintenance of a working environment for employees and others which is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work, so far is reasonably practicable.
- c) Establishing arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, so far is reasonably practicable.

- d) Provide information, instruction, training, supervision and consultation with employees and others as necessary to implement Health and Safety arrangements.
- e) Take appropriate action with regard to Health, Safety, Welfare and the Environment at work, on reports/instructions/information received internally and/or externally.

HEALTH & SAFETY POLICY

M&M Building Services Ltd :EMPLOYEES RESPONSIBILITIES

RESPONSIBILITIES UNDER THE HEALTH & SAFETY AT WORK ACT 1974

1) "It shall be the duty of every employee while at work to take reasonable care for the Health & Safety of themselves and of other persons who may be affected by his/her acts or omissions at work".

2) "With regards any duty of requirement imposed on their or any other person, by or under any of the relevant statutory provisions, co-operate with them as far as is necessary, to enable that duty or requirement to be performed or complied with".

3) All employees regardless of status must observe the following:-

- a) Take reasonable care to avoid injury to themselves and others.
- b) Report to the management all hazards that they cannot eliminate themselves.
- c) Use correctly all work items (including personal protective equipment P.P.E) provided by the company in accordance with the training and the instruction they receive to enable them to use the items safely.
- d) Accept the need for safety training.
- e) Report all accidents or incidents (near misses) to their management.
- f) Seek first-aid treatment for any injury sustained at work.
- g) Work safely and do not remove any safety device/guard provided for the safety of themselves and others.
- h) Co-operate in joint consultation on Health & Safety matters.
- i) Cease any work activity or leave any work area where the Employer believes there is serious/imminent danger to themselves or others. No

disciplinary action will be taken against an employee who genuinely ceases work activity for Health & Safety reasons

HEALTH & SAFETY POLICY

M&M Building Services Ltd : HEALTH & SAFETY CONCERNS

The following procedures should be followed as a means of solving health and safety problems.

- STAGE 1** - Employee raises concern with their immediate Supervisor, if it not resolved.

- STAGE 2** - Employee raises concern with the manager, it may be that the manager may be able to assure the employee that no hazard exists
If not the manager raises the problem with the same supervisor.

- STAGE 3** - If this is still unresolved the manager raises it with the Director.

- STAGE 4** - This shall be referred to the Managing Director by the previous parties.

- STAGE 5** - Be available to be consulted regarding proposed improvements to the Company Health & Safety Policy, Risk Assessments, COSHH Assessments, Method Statement or any other safety or environmental issues.

PRINCIPAL HAZARDS

Fire Safety

As an accident prevention, a Clients site rules and regulations must be adhered to. Fire fighting media/ equipment is made available as required e.g. in the portacabins located in a client's site. Within the warehouse fire points exist, escape routes are indicated and the necessary training is carried out.

Training

Training is regarded as being the key area of the company's philosophy to Health & Safety and the required courses are attended by the appropriate personnel. In addition, refresher courses on such topics of The Health & Safety at Work Act 1974 are carried out on at least an annual basis.

RISKS/ HAZARDS

Materials

There are various hazards associated with the types of work carried out and these are identified, made known to employees and checked out as fit.

Machinery

Any type of machinery which could give rise to a risk to a persons health/ or safety. (e.g. air compressor) is highlighted and personnel informed.

Vehicles

Vehicles are maintained in a safe and clean fashion and are inspected on a regular basis in accordance with the manufacturers recommendations and a record kept.

Legal Aspects

M&M Building Services ltd keeps up to date with the relevant EC Directives and new Legislation. Actions are taken to ensure that the Company complies with any requirements. Employees are made aware of the regulations which must be passed down the line

Employees

All employees have the responsibility to co-operate with Managers and Supervisors to achieve a healthy and safe workplace and to take no deliberate actions which could put himself/ herself, fellow workers or any third party in danger. Any known or potential hazards must be reported immediately.

Housekeeping and Premises

Good housekeeping is fundamental to successful Health & Safety Policy. To achieve this the following must be adhered to:

1. Factory gangways identified by floor marking tape, must be kept clear and clean at all times.
2. Clear access to safety equipment and exits at all times.
3. Fire Doors, when not in use be kept closed.
4. Rubbish and waste materials to be conveyed to the skip provided at the rear of the building on a regular basis.
5. Goods received must be stored in their designated areas immediately they are booked in.
6. All safety notices and warning signs must be followed.

Electrical Equipment

1. No unauthorized personnel are to use the equipment.
2. Immediately on returning from site, equipment is to be inspected for any loose connections, bare wires, etc., and remedial action taken. If in-house repairs are not viable, the equipment shall be sent to an externally authorized repairer.

Manual Handling

Correct manual lifting and handling of a load prevents a strain and reduces effort. When lifting a load always:-

1. Get help if the load is beyond your capacity or awkward. (the recommended max weight is 20kgs)
2. Look out for splinters, projecting nails, sharp edges or wires.
3. Remove any obstruction and ensure there is a clear space where the load has to be set down.
4. Stand close to the object and with your feet 8-12 inches apart, one foot in advance of the other pointing in the direction you intend to move.
5. Put your chin in, avoid your head dropping backwards or forwards.
6. Bend your knees to a crouch position, back straight.
7. Lift with the thigh muscles by straightening the legs.
8. Do not change the grip while carrying.
9. To set the load down, reverse the lifting procedure.
10. Wear gloves when handling slippery or sharp materials.
11. Stop work if you feel a strain and report to the authorized person. To carry on might result in serious injury.

Leadwork

1. All personnel in frequent contact with lead will be subject to annual medical checks to detect and establish concentration levels.
2. Adequate welfare facilities to be made available to any operatives exposed to lead whilst at work.
3. Prior to work M&M Building Services Ltd shall issue all personnel with suitable Personal Protective Equipment.
4. All personnel shall be given method statement briefing's specific to the task that they are to undertake.

BEHAVIOUR AT WORK

All employees must conduct themselves in a responsible manner so as to avoid endangering the health and safety of themselves and others.

1. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant Statutory provisions of the act.
2. It is forbidden to drink intoxicating liquids while at work as these can impair judgement, reaction and concentration.
3. Boisterous behaviour is dangerous and an offence under The Health & Safety at Work Act 1974. Such Behaviour or practical jokes while at work are forbidden.

4. Any employee behaving in a boisterous or argumentative way at any Safety Meeting will be subject to disciplinary procedures.

PLACES OF WORK AND MEANS OF ACCESS

Scaffolding

Hoists

Mobile Access Equipment

Ladders

Electricity at work

Electricity at work – information and training

Control of Substances Hazardous to Health (COSHH Regs)

Smoking in the Workplace

Noise At Work

Risk Assessments

Fragile Material

Excavations

Underground Services

Overhead Services

Confined Spaces

Contaminated Land

Authorised Access

Good Order

Health & Safety Training

Specific Job Training

First Aid

Disciplinary Procedures

Cartridge Fixing Tools

Electrically Powered Tools

Abrasive Wheels

COSHH Policy Statement

SCAFFOLDING

All scaffolds and working platforms used in connection with work at height, onsite must be suitable for their intended purpose, be properly constructed to provide adequate working space and comply with the Construction (Health, Safety and Welfare) Regulations 1996.

No scaffold may be erected, modified or dismantled, except under the supervision of an experienced and certified competent person. The supervisor must ensure that the scaffold is complete and either fitted with a scaffold tag or in receipt of a handover certificate from the competent person.

Where system scaffolding or proprietary towers are to be used, the manufacturers instructions must be fully complied with, and must be erected only by competent persons.

Every scaffold must be adequate for its purpose and **NOT** overloaded.

All component parts must be examined fully before erection and be suitable for their use. No defective component shall be used.

The surface upon which any scaffold rests shall be stable and of sufficient strength.

Adequate sole plates must have full bearing.

Bracing and ties must **NOT** be omitted. Where a tie needs to be removed to allow work to proceed, one or more substitute tie(s) must be in place before it is removed. Such alterations may be made only under the supervision of a trained and certified scaffolder.

Safe means of access/ egress must be provided at all working platforms.

Platforms must be fully boarded out at all times and kept free from loose/ waste materials.

Guardrails and toe boards must be fitted to all platforms from which a person might fall 2 metres or more, and may be required by risk assessment in order to prevent falls from platforms lower than 2 meters.

Both stiles and project 5 rungs above landing level unless alternative suitable and sufficient handholds are available must tie each ladder.

A competent person must inspect scaffolding before being used, after substantial addition, or alternation, after any event likely to have affected its strength or stability (including strong winds or adverse weather conditions), and at regular intervals not exceeding seven days. A report of every such inspection shall be recorded on the appropriate form in the Site Safety Register.

Sheeted or covered scaffolds must be designed to take account of wind loading.

HOISTS

Every hoist must be suitable for the site and capable of lifting the required load.

Hoists must be erected, modified and dismantled only by trained and competent persons.

All hoists shall be fitted with interlocking gates at each access point. Gates must be kept closed at all times except for immediate access and **NO** safety device shall be overridden.

The hoist's mast must be securely tied to a suitable designed stable scaffold, or to the permanent structure.

The hoist way must be fully enclosed or the platform fitted with sides and the base area fenced. Other points where people might be struck by the moving hoist such as window openings and incomplete walls must also be securely fenced or guarded.

All gaps between the hoist platform and landings shall be as small as practicable and shall not be greater than 300mm.

Hoists must not be left unattended with the motor running.

Only trained, certificated and authorised persons over 18 years of age may operate any hoist.

Copies of current statutory test certificates must be obtained from the supplier and kept in the Site Safety Register.

A competent person on an ongoing basis must inspect the hoist with the results recorded in the Site Safety Register, and in accordance with the established examination scheme. Any defect observed must be reported without delay to site management and the supplier.

The Safe Working Load or personnel capacity as appropriate shall be clearly marked on the hoist and must not be exceeded.

All hoists must be maintained regularly in accordance with the supplier's instructions and a log of maintenance operations.

All hoists must be fitted with safety devices to prevent overrunning and to prevent uncontrolled decent in the event of a failure of a hoist rope, driving gear or power.

Hoists must not be operated if the wind speed is exceeding that recommended by the supplier. Note that wind speeds are higher at height than at ground level.

MOBILE ACCESS EQUIPMENT

(Including Mobile Elevating Work Platforms (MEWP) Telescopic and Articulated Boom Platforms and Mast Platforms).

Mobile access equipment shall be operated only persons trained, certificated and competent to do so.

Emergency procedures to deal with power failure, fire, injury to or collapse of the operator should be established and personnel to be made familiar with them.

Equipment must be suitable for its intended use, be soundly constructed and regularly maintained and maintenance records kept.

The Safe Working Load shall be clearly marked and must not be exceeded.

The condition of the surface on which equipment is to operate shall be checked for stability and equipment shall not be operated on excessively uneven or sloping ground in accordance with the manufacturers recommendations.

Equipment must be installed, modified and dismantled only by competent persons.

Adequate barriers shall be installed to prevent people or vehicles being struck by the moving platform or falling materials and to prevent the platform striking obstructions.

No part of the equipment shall be allowed closer than 15 meters to an overhead electricity cable carried on steel tower or 9 meters to a cable on a wooden pole except by arrangements with Electricity Company.

Suitable precautions shall be taken to prevent any part of the equipment from touching any overhead electricity cable or from approaching close enough to allow arcing.

Base units and outriggers (where fitted) shall be protected from damage or disturbance. (e.g. by vehicle/ plant or vandals)

Due consideration shall be given to the effects of inclement weather including high winds in siting and using the equipment.

At the end of each day platforms should be cleared of all tools, materials and equipment, isolated from power and secured against unauthorised use.

All persons operating or riding on mobile access equipment shall wear suitable harnesses, the lanyards of which shall be clipped to a suitable part of the platform.

Care must be taken when travelling with the platform elevated to avoid overturning, collision or displacement of the occupants or anything carried on the platform.

Mobile access equipment must not be used as a jack, prop, tie or support, as a crane or lifting appliance or primarily for the transfer of goods or materials.

ELECTRICITY AT WORK

Work with electrical equipment and systems can be hazardous. Management will therefore ensure that electrical equipment and systems are properly constructed, installed and maintained and that installations are suitable for the environment in which they are used. Suitable protective equipment will be provided where necessary and maintained in good condition.

To this end the company has arrangements in place to ensure that all electrical equipment is inspected and maintained to set a standard and the details recorded.

ELECTRICITY AT WORK – INFORMATION AND TRAINING

Management will provide information, instruction and training for all employees to enable them to carry out their duties without putting their health and safety at risk. Electrical work should only be carried out by competent persons.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

M&M Building Services Ltd will ensure that no work is carried out which is liable to expose any employees or others to any product, chemical or substances hazardous to health, unless a suitable and sufficient assessment of the risks created by that activity has been made and the steps needed to reduce the risk.

Exposure to hazardous products, chemicals or substances will either be prevented or where this is not reasonably practicable adequate control measures introduced to control exposure will be maintained, examined and tested to ensure their continued effectiveness. Personal Protective Equipment will be provided only as a last resort means of controlling exposure to substances. Information, instruction and training will be given to employees exposed to substances hazardous to health. A detailed standard on COSHH be provided in safety manuals.

SMOKING IN THE WORKPLACE

The Requirement of the Management of Health & Safety at Work Regulations 1995 and the Work Place (Health, Safety & Welfare) Regulations 1992 and COSHH Regulations impose stringent duty on the employer to assess the risks and ensure that persons employed by them and persons affected by their employees are not exposed to substances that can cause harm. M&M Building Services Ltd have assessed the risks and believe that to maintain a comfortable and safe working environment that they shall prohibit smokers from smoking in the workplace in advance of the new Smoking in the Workplace Regs 2005. Smokers are therefore required to comply with the policy requirements those whom breach this shall be subject to the companies disciplinary procedures.

NOISE AT WORK

The company will take all reasonable steps necessary to ensure that the risk to hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. Noise assessments will be carried out by consultant's engaged by the company. The noise assessments will be carried out to estimate the magnitude of the problem. Methods of reducing noise levels and/ or exposure times will be implemented as alternatives to personal protective equipment. Ear protection will only be provided as a last resort of controlling exposure to noise.

Information, instruction and training shall be covered in toolbox talks to employees who are exposed to high noise levels.

RISK ASSESSMENTS

Risk Assessments are necessary to enable control measures to be devised. Management need to have an idea of relative importance of risks and to know as much about them as they can, in order to take decisions on controls which are both appropriate and cost effective.

Significant findings must be recorded through the Safety Health Environmental (S.H.E) System with a statement of activity, significant hazards identified, the control measures in place and the extent to which they control the risk. The Risk Assessment guides the judgement of management as to fulfil their statutory obligations.

LADDERS

All ladders are to be checked for defects or damage at least weekly whilst in use on site.

If a defect or any damage is noted the ladder must be taken out of service immediately and prevented from being brought back into use until it has been properly repaired.

Ladders in use are to have solid base, are to be secured against movement both sideways or away from structure and are to be used correctly.

Proper storage must be provided, under cover where possible, and the ladder properly supported horizontally throughout its length.

Boards must not be placed on rungs to form a working platform or ramp etc. Ladders **must** not be used to work from and only used as a means of access or egress.

Site management must ensure that ladders are removed or made inaccessible by some secure means at the end of each working day to prevent unauthorised access.

No home-made or makeshift ladder is to be used on site and no makeshift repair is to be made to a damage ladder.

Ladders must be positioned clear of excavations etc. and be protected against being struck or dislodged.

FRAGILE MATERIALS

Management must identify operations requiring personnel to work or pass on/ over or near fragile materials in roofs and elsewhere. A safe method of work shall be established and implemented.

If the height from which a person might fall through fragile material is 2 meters or more the safe method must include.

- a) Either platforms or covering sufficient to support the weight of the person(s) and any work equipment working on or passing across the fragile material.
- b) Where personnel are required to pass or work near the fragile material guard rails or coverings sufficient to prevent any person falling through, and;
- c) Warning notices fixed at any point of access or approach to fragile material.

EXCAVATIONS

All excavations will be carried out in accordance with the Construction (Health , Safety & Welfare) Regulations 1996 (noting that the new CDM and health, safety and welfare regs are to replace approx spring 2005). Site management must assess the risks to the safety or health of persons working in or near excavations and establish safe methods of work.

Prior to any excavation work commencing, the area is to be checked for the presence of Underground services and the locations of such services are to be identified and marked.

Prior to any excavation work commencing, an adequate supply of trench sheets, timber or other suitable support system must be available on site.

Adequate steps shall be taken to prevent any person from being buried or trapped. Where there would otherwise be a danger to any person from a fall or dislodgement of material from a side or the roof or near the excavation, such steps shall include suitable and sufficient support.

Installation, alteration or dismantling of support for excavations shall be carried out only by trained personnel under the supervision of a competent person.

Adequate safe means of access and egress must be provided in all excavations.

Consideration should be given to the need for designed solutions for the support system for any excavation in which standard solutions would not be appropriate.

Open excavations where persons could fall 2 meters or more or where other hazards are identified must be fenced with a rigid physical barrier such as double guardrails and toe boards or steel mesh fencing.

Should hazards be identified in shallower excavations, ie. Protruding kicker/ starter bars etc., rigid physical barriers must be provided.

During excavation or backfill operations a stop block, protruding trench sheets or other adequate physical measures must be provided to prevent any vehicle, plant, spoil, etc from falling into the excavations.

Where it is necessary for a vehicle to approach the edge of an excavation and stop blocks etc cannot be used, a competent banksman must be provided to assist the driver.

Vehicles, plant or equipment shall not be placed or moved near any excavation where it is likely to cause a collapse that would endanger any person.

Excavations which need to be supported shall be inspected before work at the start of every shift, after any event likely to have affected its strength or stability and after any accidental fall of rock earth or any material, by a trained competent person and at least once every seven days. The results of the examination shall be entered in the Inspection Report Form found in site Safety Register.

No work shall be carried out until the inspection has been completed and the person carrying out the inspection is satisfied that work can continue safely.

The person carrying out the inspection shall inform the Site Manager/ foreman of any unsatisfactory matter any remediation taken and of any further action considered necessary.

EXISTING UNDERGROUND SERVICES

Check with Engineers/ Architects and all statutory authorities, (energy, water and telecommunications, undertaker/ operations) and the Health and Safety Plan where applicable must be consulted to establish the location of existing underground services within the site.

Copies of a plan of the site showing the location of all known existing underground services shall be displayed or made accessible to all persons who may require this information.

Site management shall ensure that persons required to consult plans are adequately trained in reading and interpreting the information.

Prior to earthworks commencing, an electro-location survey of the site must be carried out by a competent person.

The mains/ services should be exposed by hand dug trial holes in order to positively identify and determine their position.

All service locations on site must be boldly marked and clearly visible.

Any damage to a mains/ service must be reported immediately to site management and to appropriate authority.

Where it is unavoidable to use mechanical plant or handheld power tools within half a meter of a live electricity cable, the risk assessment must include requesting that the cable de-energised.

All operatives must be instructed and trained in safe methods of working so that they fully understand the instructions given.

Where a “Permit to Dig” system is in operation, full compliance with the requirements of the permit must be strictly adhered to.

The Site Manager has overall responsibility for ensuring that safety procedures are properly followed. Where other staff are instructed to mark services and supervise operations, those staff will be responsible for carrying out the Managers instructions. The Managers overall responsibilities will, however, not be relieved.

OVERHEAD ELECTRICITY CABLES

Where any electrically charged overhead cables or apparatus are liable to be a source of danger to persons employed during the course of any operations at work on site, advice must be sought from the Electricity Company.

All practicable precautions shall be taken to prevent danger by the provision of adequate and suitably placed barriers, goal posts, warning signs etc.

The height of the goal post crossbar is to be specified by the Electricity Company.

Where it is necessary for items of plant to pass under the lines, they shall pass only by way of an authorised passageway which must be established and clearly defined.

The “safe system” for the passage of plant under the overhead lines etc must be made known to **ALL** employees.

A trained competent Banksman must be in attendance for the passage of plant under the lines at all times.

Where work has to be carried out beneath the overhead lines and isolation of these lines is not possible, consideration must be given to the type of plant to be used ie cranes/ excavators etc. Where necessary, modifications such as restricting devices and physical restraints are to be fitted to prevent this plant reaching beyond the safe clearance limit. Low voltage overhead lines should be fitted with insulating sleeves.

CONFINED SPACES

Site management shall prevent any person from entering or working inside a confined space where it is practicable to undertake the work by alternative means. Where entry is unavoidable site management must ensure that an appropriate assessment of risk to evaluate hazards, has been undertaken and a safe method of work including a “Permit to enter” and “Permit to Work” system has been established before anyone is allowed to enter or work in any confined space, tank, manhole, sewer or any such area where there is a reason to suspect danger from explosive, flammable, toxic gases or lack/ excess of oxygen.

The safe system of work and “Permit to enter” and “Permit to Work” systems must be made known to employees who are to carry out the work.

Employees who are to carry out work in a confined space, must be physically capable of doing so and must have received adequate instruction and training and be in possession of the appropriate training certificates.

All necessary protective and rescue equipment must be provided and available prior to entry into a confined space.

This equipment must be inspected prior to use by a competent person, must be adequately maintained and used in accordance with legislation and manufacturers instructions.

Any sludge, slurry, residue, etc which may give rise to an unsafe atmosphere shall be removed before any other work is started.

The atmosphere within any confined space must be safe before entering and constant monitoring must take place during the work period.

An emergency procedure must be established. This must include for evacuation of personnel and summoning of emergency services.

Employees working sewers, manholes, culverts or adjacent to watercourse or standing water will be issued with Personal Medical Advice cards giving details of action to be taken if Leptospirosis (Weil's Disease) is suspected.

CONTAMINATED LAND

Where ground is known or suspected by toxic or harmful substances a full assessment must be carried out by site management to establish their extent , nature and hazard present and measures to be taken to eliminate or control the risk to workers and others.

All site personnel must comply with the controls established.

These will include:

- using only approved entry exit/ routes;
- complying with boot washing and clothing changing procedures;
- thorough hand and face washing before eating or smoking;
- wearing appropriate personal protective equipment and discarding soiled protective clothing into the prescribed receptacles, and;
- health surveillance may be required.

AUTHORISED ACCESS

Site Management should ensure that only authorised persons are allowed into the site.

All persons on site must co-operate in such arrangements by closing gates, replacing barriers/ fences and challenging strangers, notifying management of breaches etc.

Particular care should be taken to exclude children both from site generally and from individual areas of high risk such as scaffolds, excavations, tanks etc.

The site perimeter should be indicated by signs and the extent of the site should be made obvious.

GOOD ORDER

Cluttered and untidy workplaces are dangerous.

Every part of the site must be kept in good order and reasonably clean.

Provisions for cleaning and tidying should be set out in the Health and Safety Plan or site rules, in induction and training sessions and where applicable in subcontract arrangements.

No nails may be used or left anywhere they may be a source of danger to any person.

HEALTH & SAFETY TRAINING

Staff health and safety training needs will be identified by Senior Management and the Health and Safety Advisers. Operative health and safety training needs will be identified primarily by the Works Controllers in conjunction with the Health and Safety Advisers.

These identified training needs will be forwarded to the relevant delegated deputy to arrange the necessary training requirements. In addition, specific training objectives will be incorporated individual staff members training plans.

Implementation of training plans will be monitored by management.

SPECIFIC JOB TRAINING

This type of training may be carried out by a supervisor. The training should include skills training, safety regulations and organisation rules and procedures. A demonstration of any personal protective equipment provided for the work (including a demonstration of correct fit, method and circumstances of use)

GENERAL

Copies of M&M Building Services ltd Health and Safety policy must be displayed at all working places under the control of M&M Building Services ltd.

The aim of M&M Building Services ltd is to reduce accidents at work and to create a safe working environment.

FIRST AID

Adequate numbers of Certified First Aiders and Persons trained emergency aid must be readily available, as required by legislation, at all places of work.

Suitable and sufficient stocks of first aid and fire fighting equipment must be maintained in suitable places and their locations clearly indicated.

ACCIDENT REPORTING/ INVESTIGATION

Details of all injury accidents, however slight must be entered in the BI 510 Accident Book. In the event of a workplace ceasing to operate, the book is returned to the Head Office where it is retained by Statute.

Industrial Diseases, accidents resulting in major injury or absence from work greater than three days, or dangerous occurrences are to be reported to the Incident Contact Centre (ICC) of the Health and Safety Executive (HSE) by telephone or fax.

Tel: 0845 300 9923

Fax: 0845 300 9924

Post: Incident Contact Centre,
Caerphilly Business Park,
Caerphilly, CF 83 3GG.

Email: riddor@natbrit.com

Other useful contacts.

Email: www.hse.gov.uk
www.riddor.gov.uk

And to the Health and Safety Department following M&M Building Services ltd reporting procedure which incorporates the requirements of the Reporting of Injuries, Diseases and Dangerous Regulations 1995 (RIDDOR 95).

All reportable accidents, diseases and dangerous occurrences will be investigated by Health and Safety Advisers whose recommendations will be given to the appropriate levels of management.

Accident and incidents arising from the activities of contractors or self employed persons working under M&M Building Services ltd control are to be reported and investigated using the same procedure, and extended where necessary to include the contractors' own procedural requirements

DISCIPLINARY PROCEDURE

The primary objective of the disciplinary procedure is to ensure that all cases of discipline are fairly and consistently and where there has been a breach of discipline, to encourage an improvement in individual conduct or performance.

Management are under a duty to establish standards of discipline; employees are entitled to expect fair, just, and consistent treatment.

All offences dealt with under Disciplinary Procedure will be investigated to establish the facts. At each stage of the procedure the individual will be given the opportunity of stating his/her case at a disciplinary meeting before any decision is reached about action to be taken.

It may be necessary to suspend an employee whilst an investigation is taking place. Any suspension will be kept to a minimum, and will be on full pay. In these circumstances the suspension itself will not constitute disciplinary action.

Disciplinary action will fall into one of the following categories;

VERBAL WARNING: The employee will be advised that his/her standard of conduct or performance has been acceptable. Their required standard will be outlined. The warning will be given verbally and subsequently confirmed in writing.

WRITTEN WARNING: The procedure followed will be the same as for verbal.

FINAL WRITTEN WARNING: The procedure followed will be the same as above. On this occasion The employee will be advised, in writing, that a failure to improve the standard of conduct or performance will result in dismissal.

DISMISSAL: A dismissal occurs when the Company terminates the contract of employment, either with or without notice.

The disciplinary action will be determined by the severity of the offence. For relatively minor offences the Procedure will normally commence with a verbal warning and progress through the stages, eventually arriving at dismissal. The Company may decide, however, to commence the procedure at the written warning stage or even final warning stage if the offence is serious enough. In cases of gross misconduct the Company will normally move directly to the dismissal stage of the procedure. The Company reserves the Right to terminate an employee's employment without having used the Disciplinary Procedure where the employee has completed less than 2 years continuous service.

Employees have the right to appeal against any disciplinary action taken against them in accordance with the appeal procedure.

All appeals must be made in writing no later than the end of the third working day after the disciplinary decision was notified in writing to the employee. The first of these three working days is the day on which the employee received written confirmation of the disciplinary decision.

The written appeal should be submitted to the management.

An appeal hearing will be organised and held as quickly as possible, and in any event, within ten working days of the date on which the appeal was submitted. The employee will be entitled to attend the appeal hearing and will be given an opportunity to state his or her case.

The findings of the appeal hearing will be notified to the employee within three working days of the hearing, and will be binding. Employees are entitled to be accompanied by a fellow employee at all stages of the procedure.

CARTRIDGE OPERATED FIXING TOOLS

Only low velocity, captive piston type tools may be used.

No one is permitted to use a cartridge tool unless:

- a) The supplier has trained them in the use of the tool.
- b) They have been issued, by the person carrying out the training, with a certificate of competence.
- c) Eye protection to BS EN166 or BS 2092, Grade 1 impact, together with ear protection to BS EN 352.
- d) Authorisation from management has been received to use the tool.

Site Management must ensure a system is employed for secure store-age, issue and return for all tools and cartridges, spent or unused.

Regular maintenance to the manufacturer's instructions must be carried out.

ELECTRICALLY POWERED TOOLS

All site electrically powered tools, generators etc must be tested and tagged by a competent person at a maximum of 3 monthly intervals, dependent on usage. The results of these tests must be recorded and available for inspection in accordance with legislation.

Electrical hand tools 110v maximum. Mains leads to transformers shall be as short as practicable. The condition of leads, plugs etc are to be checked daily by the user.

Equipment must be disconnected (unplugged) from the power supply before any adjustments or repairs carried out.

ABRASIVE WHEELS

Only trained and appointed persons may change discs or wheels. Their names should be entered in the Site Safety Register and displayed on site.

Management must ensure that equipment to be used is designed and suitable for the work to be carried out.

The user must have a place of work that allows a good footing and a safe two-footed stance. The work piece must be held securely in position and not be held by the abrasive wheel operator or relying on the operator to trap it with one foot near the blade.

COSHH POLICY STATEMENT

To comply with the COSHH Regulations M&M Building Services ltd will:

- a) Assess the health risks created by work involving substances hazardous to health and wherever possible, substitute these substances with non-or less hazardous products.
- b) Take measures necessary to control the exposure of employees or other hazardous substances.
- c) Ensure that the exposure of employees is prevented or adequately restored.
- d) Ensure that any control methods provided are properly used and maintained.
- e) Monitor the work environment as necessary.
- f) Provide information, instruction and training for employees on the risks to health and the precautions to be taken regarding work with substances hazardous to health, and;
- g) Carry out Health Surveillance in specified circumstances i.e. welding, paint spraying etc.

All contractors are required to provide site management with a COSHH assessment relating to hazardous substances used by them.

It is the policy of M&M Building Services ltd to advise clients, contractors and others may be affected by its operations, of any risks to health involved, to which they may be exposed and to co-operate with them in measuring including information, training and instruction, to ensure health and safety.

