Health and Safety Policy

2025

Guildprime Specialist Contractors Limited

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INTRODUCTION

This policy document has been prepared to define the way that Guildprime Specialist Contracts Ltd intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974.

This act requires an employer, with 5 or more employees, to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

Guildprime Specialist Contracts Ltd understands that they do not employee 5 or more people and therefore do not fall into the requirements of section 2(3) of the Health and Safety at Work etc. Act 1974.

Guildprime Specialist Contracts Ltd however believes that as their work is in the construction, insurance and refurbishment industries, and utilises subcontractors for some of the works they undertake, it is prudent to define how they intend plan, organise, control, monitor and review the safety of their working practices and the impact they have on the health of those they employ or instruct and those that they interact with.

In order to achieve this Guildprime Specialist Contracts Ltd has defined its Health and Safety Management Document System within this policy document and its associated instructions, assessments and guidance documents.

The document system formally defines the instructions and procedures covering operation and work activities from the Company Director(s) to their supporting Managers and all other personnel employed or involved in the Company's activities.

The document system has been produced to meet statutory requirements for a Safety Management System to ensure the health and safety of all personnel associated with work activities of the Company (including contractors, visitors and the general public).

The Policy and its associated documents apply as defined to all personnel employed or contracted to Guildprime Specialist Contracts Ltd as appropriate to the work being undertaken.

It is the duty of personnel so involved to apply the requirements of these documents to their work.

Policy Statement

In accordance with its duty under section 2(3) of the Health and Safety at Work etc. Act 1974, and in fulfilling its moral and legal obligations to both employees and other parties that may be affected by its activities, so far as reasonably practicable, Guildprime Specialist Contracts Ltd has produced the following statement of policy in regard to Health and Safety.

It is our aim to achieve a working environment that is free from work related accidents and ill health. In order to achieve this Guildprime Specialist Contracts Ltd will pursue continual improvement in its working practices and methods of execution year on year.

In order to meet its moral and legal obligations Guildprime Specialist Contracts Ltd will:

- Meet its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Provide and maintain safe working environments that minimise the risks to health, safety and welfare.
- Ensure all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision so they can understand their role within the Company.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that all employees and subcontractors are reminded of their personal legal responsibilities and should do everything they can to prevent injury to themselves and to others by their acts or omissions.
- Ensure:
    - places of work under our control, including means of access and egress, are maintained in a condition that is safe and without risk to health,
    - hazardous areas under our control are kept secure from the public, employees or tenants or contractors not required to enter them;
    - adequate guidance, instruction, training and supervision are provided to ensure the health and safety of employees and those affected by their works;
    - all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations;
    - safety and absence of risk to ill health in connection with the use, handling, storage and transportation of substances and articles,
    - contractors working for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractor's legal responsibilities to comply with statutory requirements.

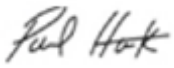
The Company will communicate the Health and Safety Policy to all employees and subcontractors. It will also be freely available to customers and the general public.
This policy will be reviewed annually and updated as required to conform to current legislation.

Employees and subcontractors are required to cooperate with the Company to ensure their personal safety, and the safety of others, and to ensure they are not prosecuted for breach of legislation nor have disciplinary action taken against them by the Company for breach of company rules.

This policy, supported by Instructions, Procedures and Organisational Arrangements will be applied to all activities carried out by the Company.

All employees and sub-contractors will enforce this policy. The Managing Director is personally responsible for the health and safety performance of the Company and signs this policy statement in acknowledgement of this.

Signed:



Date: 03/12/2025

For and on behalf of Guildprime Specialist Contracts Ltd
Paul Hack – Managing Director

SECTION 1: ORGANISATION

General Organisation

Arrangements for health, safety, welfare and the environment will be organised by Guildprime Specialist Contracts Ltd. The Managing Director has overall responsibility for health, safety and the environment.

The Managing Director and / or any person appointed by him, is responsible for monitoring the Company's Health and Safety Policy and for dealing with related health, safety, welfare and environmental matters.

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

General Responsibilities

Directors and management are responsible for the implementation of the Company's policies on health, safety, welfare and environmental matters, including revision of this policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions, as well as protection of the environment from their work activities.

Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control.

Employee Communication and Consultation

The aim of this communication and consultation policy is to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of our employees while they are at work, and to comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Safety Representatives and Safety Committees Regulations 1977.
- Health and Safety Information for Employees Regulations 1989 (as amended).
- Health and Safety (Consultation with Employees) Regulations 1996.
- The Equality Act 2010.

Employees will be provided with such information as is necessary to enable full participation in Health and Safety consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:

- Conversations with individuals;
- Staff meetings/team meetings;
- Information displayed on notice boards;
- Letters attached to payslips/remittance slips.

We encourage all employees to take an active interest in Health and Safety matters and welcome positive suggestions for improvement. If employees would like to raise a matter for discussion, this should be brought to the attention of the Company Director.

Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

Open Door Policy

Management at all levels is encouraged to adopt an open-door policy on any matter regarding Health and Safety.

Employees are encouraged to voice concerns and to take positive actions to prevent unsafe acts or conditions occurring.

The telephone numbers of supervisors, contracts managers and directors are widely published and freely available, and employees are free to contact them at any time through the chain of command.

SECTION 2 - RESPONSIBILITIES

Responsibilities of the Directors

The MD, CEO and Directors are responsible for leadership on health and safety matters and in particular for:

- To have overall responsibility for Health, Safety and the Environment within the Company.
- To initiate the Company policy for Health, Safety and Welfare to prevent injury, ill health, damage and wastage.
- To ensure that sufficient resources are made available to meet Health, Safety and Environmental needs within the Company.
- To appoint competent persons to manage Health, Safety and the Environment within the Company.
- To ensure that the policy supported by any additional instructions, procedures or other organisational arrangements, is implemented on a day-to-day basis.
- To ensure that any Health and Safety matter which may have an adverse effect on the Company, its employees or anyone else who could be affected by the Company's activities has appropriate resources allocated to its rectification.
- To ensure that Contract Managers carry out their work to the required legislative standards and the standards laid out in this policy.
- To ensure that Contract Managers allocate adequate resources to cover safe working practices and provide sufficient welfare facilities.
- If contacted by a member of staff or by the HSE directly regarding any potential issue that may result in injury, ill health, prosecution, prohibition or improvement; ensure that the circumstances are investigated, either personally, or by a member of senior management, to ensure that the situation is remedied, and that the likelihood of reoccurrence is reduced.
- To take disciplinary action against those to fail to work to the required Health and Safety standards.
- To monitor the effectiveness of the policy and review it periodically.
- To arrange suitable insurances and carry out any reporting that is required to insurers.
- To lead by example.
- To ensure that the requirements of Health, Safety and Environmental legislation, e.g. Construction (Design and Management) Regulations 2015 (CDM 2015) are complied with.
- To provide information to enable the Construction Phase Health and Safety Plan to be developed and kept up to date during the contract phase.
- To ensure the Health, Safety and Welfare at work of employees under the control of the Company and of contractors working on the company's premises/on behalf of the company by providing and maintaining:
    - Safe places of work and safe access/egress
    - Safe systems of work
    - Adequate levels of supervision, training, instruction, information
    - Relevant risk assessments
    - Safe work equipment
    - Adequate personal protective clothing and safety equipment
    - Adequate welfare facilities
    - Safe methods of handling, transporting stores and equipment
    - Accurate health and safety records
    - Medical surveillance (where the nature of the work being carried out requires it).
- To ensure all employees are aware of and have knowledge of their Health, Safety and Environmental responsibilities while undergoing their tasks and that they do not place themselves at risk.
- To employ best practice, as defined by the Company and any relevant bodies, at all times with regard to work activities.

Responsibilities of Contract Managers

- Lead by example in matters of Health and Safety
- Ensure that managers and supervisors reporting to them understand their Health and Safety responsibilities.
- Monitor the Health and Safety performance of direct reports and contractors on site.
- Ensure adequate manpower and compliance with working time legislation is maintained.
- Ensure that Risk Assessments and Method Statements cover all employee activities, that any actions arising from them are implemented and that the findings are shared with employees.
- Consult with employees on Health and Safety matters during team meetings.
- Provide, or facilitate the provision of, appropriate training for employees, including induction training and training in job skills, general Health and Safety matters and other specific safety issues, as required.
- Ensuring that work equipment is suitable for purpose.
- Providing suitable personal protective equipment and ensure its properly maintained.
- Report to the Managing Director and Construction Director any Health and Safety concerns which they are not able to resolve.
- Taking disciplinary action against staff who fail to follow company rules, as appropriate.

Responsibilities of Supervisors / Foremen

- Set a good example to other employees by following company instructions, guidelines and arrangements when working.
- Keeping themselves up-to-date with Health and Safety requirements and asking for assistance from Contracts Managers or the company Health and Safety Advisor as appropriate.
- Ensuring that employees are suitably competent and have any necessary licences and qualifications for carrying out the work instructed.
- Carrying out periodic inspections of the sites and work activities and ensuring that high standards of Health and Safety are achieved.
- Monitor waste disposal procedures.
- Ensure Method Statements and Risk Assessments are in place and that control measures that have been identified are being correctly implemented.
- Ensure the correct Personal Protective Equipment is being worn and used correctly.
- Ensure any equipment is used in a safe manner.
- Liaise with the Contract Manager and Construction Director on Health and Safety issues they are not able to resolve.
- Ensure that work is being carried out without risk to the health and safety of others who may be affected.

Responsibilities of the Operations Manager / Compliance Manager

- Ensure that general maintenance and upkeep of Guildprime premises is planned and implemented.
- Arranging for a periodic test and inspection of the electrical installation and portable appliances.
- Implementing the findings of the fire safety risk assessment including the provision maintenance and testing of fire extinguishers, the fire alarm system, the provision of signage, drills etc. and the appointment and training of fire marshals.
- Monitoring that high standards of housekeeping are maintained, with emergency escape routes kept clear and all parts of the workplace maintained in a clean condition.
- Ensuring compliance with the Construction (Design and Management) Regulations 2015; construction and maintenance contractors should demonstrate that they are competent to work safely and that they receive, and are requested to provide, adequate information to enable safe working.

Responsibilities of all Employees

- To read and understand the Company's Health and Safety Policy and comply with the prescribed arrangements and objectives.
- To comply with any reasonable instructions given by Directors or appointed persons on matters of health and safety.
- To comply with Risk Assessments and Method Statements which apply to their work activities.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of Health, Safety or Welfare.
- To use personal protective equipment issued by the Company where and when required.
- To use work equipment only as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted. Damage to equipment should be notified to a Manager or Supervisor immediately.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager or Supervisor, including those where no injury occurred.

Responsibilities of First Aiders

- To provide first aid to employees and others, as trained.
- To ensure that first aid kits are maintained and that accidents are recorded in the accident book and within the company's reporting system.
- To assist in the reporting of serious accidents to Management notably with RIDDOR reporting.
- Where required, assist in any accident investigation.

Responsibilities of Fire Marshals/Wardens

- To contribute to the management and enforcement of Guildprime Specialist Contracts Ltd fire procedures.
- To ensure that the means of escape are clear and free of obstructions by carrying out regular inspections.
- To ensure that fire-fighting equipment, signage and fire evacuation procedures are in place/displayed and not misused.
- On hearing the fire alarm:
    - Supervise the evacuation of personnel from their area.
    - Confirm from the attendance register that all personnel have evacuated the building.
    - Liaise with the emergency services and supply any information they require.

Responsibilities of Plant/Equipment Operators

- To read and understand the Company Health and Safety Policy and comply with the prescribed arrangements.
- Not to operate any piece of plant, machinery or equipment unless trained, competent and authorised to do so.
- To comply with Risk Assessments and Method Statements which apply to their work activities.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To ensure all plant/machinery is subject to a visual inspection before use.
- To ensure that all formally recorded inspections are completed as required before use.
- To ensure plant/machinery is operated in a safe and controlled manner, with consideration given to operatives and members of the public at all times.

Responsibilities of Sub-Contractors

Whilst working in any capacity for Guildprime Specialist Contracts Ltd, all Sub-Contractors will be expected to adhere to the Company Health and Safety Policy, to cooperate with the Company on all matters of health and safety at work and to cooperate with the Company's appointed Health and Safety Advisors.

All Sub-Contractors employees are to be made aware of Guildprime Specialist Contracts Ltd Safe Systems of Work (SSoW) and location specific procedures.

Where Sub-Contractors activities are outside the above, a specific SSoW must be provided to Guildprime Specialist Contracts Ltd for approval prior to commencing work.

The SSoW will include a detailed risk assessment of the task to be completed and, where applicable, will include safe methods and COSHH information.

All Sub-Contractors will be required, where applicable, to be able to demonstrate the applicable and suitable level of competence for the activity(s) they are involved in.

SECTION 3: ARRANGEMENTS

Introduction

The general details of Guildprime Specialist Contracts Ltd arrangements for the management of Health and Safety are provided within this section.

Health and Safety Policy

The Health and Safety Policy will be reviewed each year, or more frequently if required, to ensure that it is effective and up to date.

The Policy will be amended where required and all employees informed of any amendment.

A copy of the Health and Safety Policy will be available to all employees.

Each workplace will hold a copy of the Policy in either paper or electronic form.

The Health and Safety Policy Statement will be displayed on a health and safety notice board and a copy held at each work location.

Emergency Procedures

Whilst all reasonably practicable steps shall be taken by Guildprime Specialist Contracts Ltd to ensure its activities take place as planned, within the boundaries set by this policy and any relevant assessments, Guildprime Specialist Contracts Ltd recognises that emergencies can occur and that these need consideration and management action in order that control of a situation where its employees may be at risk.

Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.

All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practised on a regular basis, and records will be maintained.

Appointed persons will be identified to take control in the event of an emergency incident.

Fire Prevention and Evacuation Procedures

A fire risk assessment will be completed at all workplaces under the control of Guildprime Specialist Contracts Ltd.

Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection.
- Means of raising the alarm in the event of a fire.
- Fire-fighting equipment.
- Emergency lighting.
- Emergency routes and exits.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment. Fixed electrical installations will be inspected and tested periodically.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person will regularly inspect the designated evacuation routes for obstructions.

Fire plans will be displayed around the building(s). Emergency routes and exits will be indicated by signs.

Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised on a regular basis, and records will be maintained.

Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Fire Safety Policy.

First Aid and Accident Reporting

Guildprime Specialist Contracts Ltd accept our duty under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to report specific injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated.

All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees) or damage to any property.

Nominated 'suitable person(s)' - trained First Aiders or Emergency First Aiders - will be provided at all workplaces to administer first aid treatment. The numbers required will be determined by a suitable and sufficient risk assessment.

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

- First aid kits.
- Eyewash stations.
- A suitable place or room for the administration of simple first aid procedures.

All employees, contractors and visitors must report all injuries and accidents in accordance with company policy and ensure details are recorded in the Workplace Accident Book. The book may be hard copy or electronic.

Management must report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required by current legislation.

Fatalities must be reported immediately by telephone to the HSE Incident Contact Centre and Specified injuries must be reported online

Less serious accidents where a person is away from normal working duties for at least seven days as a direct result of a work related accident can only be reported using the F2508 form and must be reported as soon as is reasonably possible but within 15 days of the accident.

We will continue to record all injuries which result in absence from work of more than three days to enable us to identify trends in the injuries that occur.

Reported accidents will be investigated to ensure that protective and preventive measures are reviewed and controls are amended or improved as required to prevent recurrence. Accident reports will be prepared to comply with legislation and where necessary to prepare for litigation.

The Enforcing Authority must be informed when:

- Any person dies as a result of or in connection with work.
- Any person suffers a specific injury or disease as a result of or in connection with work.
- A person is incapacitated for work for more than 7 consecutive days due to an accident at work. This must be reported within 15 days.
- Any person not at work (visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the First Aid at Work Policy.

Accident Investigation

It is our policy to investigate all accidents, dangerous occurrences and near misses. Whether the consequence of an incident is a severe injury, minor injury or no injury at all, lessons can be learnt to prevent the same sequence of events reoccurring. The implementation of corrective action to a near-miss incident can, therefore, avoid a repeat of the incident that may have more severe consequences in the future.

The Company Director is responsible for identifying who will investigate any accidents or incidents. Incidents will be investigated by completing a copy of the Accident/Incident Report Form and measures necessary to prevent recurrence will be identified. This task may be delegated to members of management. For high potential accidents or reportable accidents or incidents as stipulated by RIDDOR, Guildprime Specialist Contracts Ltd shall request additional support from ProActive Safety Services (UK) Ltd as required.

Near Miss Reporting

All employees, contractors and visitors must report all near miss incidents to their Supervisor.

A near miss is defined as an unplanned event or an incident that did not cause harm but had the potential to cause personal injury, ill health or damage to property.

Guildprime Specialist Contracts Ltd understands that whilst these incidents do not cause injury or damage, they are important as they have the potential to have caused harm.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Accident / Incident reporting Policy.

Construction, Design and Management Regulations 2015 (CDM)

Legislation places a responsibility on all organisations that are in control of premises to ensure that those premises are safe for anyone using them. This may require regular maintenance work which itself may often be considered to be construction work, but also specific construction to be carried out

Guildprime Specialist Contracts Ltd will ensure that it complies with the requirements of the Construction (Design and Management) Regulations, dependant on what role it is undertaking and paying particular regard to Part 4 Duties Relating to Health and Safety on Construction Sites.

The regulations cover the management of Health and Safety from concept through to completion including hazard identification and control, following the general principles of prevention set out in the Management of Health and Safety at Work Regulations 1999 - Eliminate, reduce, inform, control.

There are five key duty holders in The Construction (Design & Management) Regulations 2015 (CDM).

These are:

- The Client
- The Principal Designer
- The Designer(s)
- The Principal Contractor
- The Contractor(s)

Responsibilities when acting as Principal Designer

Principal Designers must:

- Provide the Client with advice and assistance to enable him to fulfil their duties.
- Assist the Client with notification of the project to the HSE (using form F10) and provide the Client and Principal Contractor with a copy.
- Ensure that Designers co-operate and take health and safety into account when preparing designs.
- Establish procedures to ensure communication and information flow between all duty holders.
- Identify what pre-construction information is needed and obtain and pass this to all persons that need to know.
- Produce the Pre-Construction Information and distribute to the project team.
- Advise the Client about the suitability of the Construction Phase Health and Safety Plan.
- Liaise with the Principal Contractor regarding changes to designs.
- Collect and keep up-to-date information for the Health and Safety File and ensure that the file is passed to the Client when the project is complete.

Responsibilities when acting as a Designer

Designers must:

- Understand and be aware of significant risks that construction workers can be exposed to and how these can arise from design decisions.
- Take account of risks which may occur during the use and maintenance of a construction.
- Have the right skills, knowledge and experience, and be adequately resourced to address the Health and Safety issues likely to be involved in the design.
- Check that clients are aware of their duties.
- Co-operate with others who have responsibilities, in particular, the Principal Designer.
- Take into account the general principles of prevention when carrying out design work.
- Provide information about the risks arising from their design.
- Co-ordinate their work with that of others, in order to improve the way in which risks are managed and controlled.

Responsibilities when acting as Principal Contractor

Principal Contractors must:

- Ensure the client is aware of their duties.
- Plan, manage and monitor the construction phase.
- Coordinate matters relating to health and safety during the construction phase ensuring that, as far as reasonably practicable, the project is carried out without risks to health or safety, taking into account the Principals of Prevention.
- Engage and consults with workers on the project
- Organise cooperation between contractors
- Ensure that all personnel engaged have the necessary skills, knowledge and experience to carry out the works.
- Ensure that all companies have the organisational capability to complete the works in a way that secures Health and Safety
- Ensure that a construction phase plan is in place before the works commence and that it is reviewed on a regular basis
- Complete a site induction with all personnel
- Prevent unauthorised access to the site
- Provide suitable welfare facilities, as required by schedule 2 of the regulations
- Liaise with the Principal Designer (PD) throughout their appointment, supplying relevant information to the planning, management and monitoring of the preconstruction phase as well as relevant information for the health and safety file at the end of the project.

Responsibilities when acting as a Contractor

Contractors must:

- Ensure that they do not start construction work until they are satisfied the client is aware of its duties under the regulations.
- Plan, manage and monitor construction work under their control, so far as is reasonably practicable, without risks to health or safety.
- Comply with reasonable requests given to them by the Principal Designer or Principal Contractor, if there is more than one contractor on site.
- Produce, or arrange to have produced, a construction phase plan if they are the only contractor engaged on the project before the works commence.
- Ensure that all personnel, or subcontractors, engaged have, or are in the process of gaining, the necessary skills, knowledge, training and experience to carry out the works.
- Provide each worker under their control suitable supervision, instruction and information to allow them to complete works without risk to health or safety including:
    - A site induction and site rules, if these have not been provided by the Principal Contractor

- Procedures to be followed in the event of serious and imminent danger to health and safety including the personnel nominated to implement the procedures.
- Information on the risks to their health and safety as identified in the risk assessments for their work. This includes the identified control measures and safe systems of work to be adopted to allow them to comply with statutory provisions.
- Arrangements for site security and the prevention of unauthorised access on to site.
- The amount of time they have to plan, implement and complete the work or work stages.

- Ensure that, so far as reasonably practicable, welfare arrangements comply with schedule 2 of the CDM 2015 regulations

Notifiable and Non-Notifiable Projects

Construction work means the carrying out of any building, civil engineering or engineering construction work including demolition.

CDM 2015 also now includes assembly and disassembly of structures such as marquees.

A project is notifiable if the construction work on a construction site is scheduled to –

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project. Or,
- Exceeds 500-person days.

CDM Project Documentation

The CDM Regulations 2015 require project documentation to be compiled for all notifiable and non-notifiable projects.

This information is useful in ensuring the effective health and safety management of all projects.

The project documents which may be required are:

- Pre-construction Information.
- Construction Phase Plan.
- Health and Safety file.

Points to note which will decide which documents are necessary:

- Appointment of a 'Principal Designer' – The client is required to appoint a principal designer if there is more than one contractor involved in the project at any one time.
- Appointment of a 'Principal Contractor' – The client is required to appoint a principal contractor if there is more than one contractor involved in the project at any one time.
- Preparation of a health and safety file – This file is required for projects involving more than one contractor.
- Construction phase plan - This is one key change for contractors. CDM 2015 requires a plan to be

prepared and implemented irrespective of whether the project is notifiable or not. This duty applies to contractors whether or not a principal contractor is appointed.

Building Safety Act

Guildprime Specialist Contracts Ltd will work to the standards proposed with the Building Safety Act and its directives.

This Act makes reforms to give residents and homeowners more rights, powers, and protections – so homes across the country are safer. The Act creates three new bodies of management: the Building Safety Regulator, the National Regulator of Construction Products and the New Homes Ombudsman.

We will work with these organisations, take on best practice and work within the new regulations at all times.

Duty holders such as the Principal Designer and Principal Contractor under the Act are required to manage building safety risks, with clear lines of responsibility during the design, construction and completion of all buildings, which ties in directly with our arrangements to manage CDM.

During construction we will complete key requirements from the Act, such as site inspections at key milestones, reporting certain occurrences, manage any potential changes and identifying and storing the golden thread of key information about the building

Accountable persons within our organisation will demonstrate that they have effective, proportionate measures in place to manage building safety risks in the higher-risk buildings for which they are responsible. Building safety risks will need to be considered from the initial design phase.

We will ensure competency in anyone carrying out these roles within our business, as well as ensuring competency on-site.

Guildprime Specialist Contracts Ltd ensure that information, instruction and training on the building safety act and its directives are provided to our operatives, regardless of their seniority level.

Information and Instruction

Guildprime Specialist Contracts Ltd recognises the need for effective communication between all parties in the workplace.

Guildprime Specialist Contracts Ltd will ensure that's its employees are provided with adequate information and suitable instructions to enable them to carry out their work activities.

Information and instruction will be provided for all employees taking into account any language difficulties or disabilities.

Where the workplace is shared, relevant safety information will be communicated to those who may be affected.

Internal Communications

All relevant safety information will be available at all workplaces where employees are located. This will include:

- Health and Safety Policy
- HSE poster

- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Other safety instructions relevant to that workplace

External Communication

Managerial and Supervisory staff will ensure that they establish lines of communication with other organisations/persons that may be affected by Guildprime Specialist Contracts Ltd activities. This may be verbally, through the use of signage, in writing or a combination thereof.

Managerial and Supervisory staff shall expect likewise that other organisations/persons will communicate health, safety, or organisational issues that may impact on the health and safety of Guildprime Specialist Contracts Ltd employees.

Non English Speaking Employees

Guildprime Specialist Contracts Ltd understands that those who cannot speak English may fail to understand what is being asked of them through verbal instruction given by colleagues, Supervisors or Managers. It is also understood that they may not be able to understand written instructions and operating procedures and processes. This represents a significant risk.

Guildprime Specialist Contracts Ltd will ensure that all employees are aware of their responsibilities in the workplace and will fully support any employees for whom English is not their first language so that they fully understand their responsibilities, site rules, regulations and reporting procedures. Contractors, as employers in their own right, will need to demonstrate how they are managing this risk. Guildprime Specialist Contracts Ltd will work with its contractors to ensure that communication for all in the workplace is effective.

Communication will be achieved through translation and where necessary the use of interpreters. Confirmation of understanding will be established.

Guildprime Specialist Contracts Ltd will assess the risks associated with the fact that an individual does not speak and/or understand English. To reduce this risk the company will:

- Translate safety notices and training manuals into relevant languages or replace them with written notices with clearly understood symbols.
- Use internationally recognised pictorial warning signs offering a means of communication that should be clear to everyone regardless of literacy or language.
- Provide safety training sessions in relevant alternative languages to English.
- Make use of bilingual employees to interpret/translate information to their non-English-speaking colleagues.

Guildprime Specialist Contracts Ltd will ensure that the interpreter/translator is competent to fulfil that role and will be given sufficient authority to discharge the responsibility placed upon them and ensure that communication is effective.

Training and the Maintenance of Competency

Guildprime Specialist Contracts Ltd will ensure that its workforce has the necessary skills, knowledge, training and experience. Employed personnel and Supervisors will actively participate in ongoing assessment, evaluation and training.

Management and Supervisory staff will identify and arrange training and instruction of employees ensuring that it is carried out by the appropriate awarding body's (CITB, CISRS, PASMA, IPAF etc.) representatives or accredited companies.

Records shall be kept of all training related to Health, Safety and the Environment undertaken as well as trade related qualifications. Refresher training will be organised (where required) to keep each employee's qualifications up to date and to maintain competence.

Systems of work will be based on the Principals of Prevention and give due regard to codes of practice, standards and guidance relevant to the work activity.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Training Policy.

Risk Assessment

Guildprime Specialist Contracts Ltd will carry out risk assessments of its work activities. Risk assessments will identify the hazards associated with the work activities, and the control measures that will be implemented to remove or reduce the risk.

Managerial and Supervisory staff are required to ensure Risk Assessments are in place for activities under their control. These risk assessments will be formulated by competent and experienced person(s) incorporating consultation with employees where it is required.

All person(s) involved in a task will have the contents of the Risk Assessment formally communicated to them and a record confirming receipt of the information will be retained. A copy of the Risk Assessments will be held at the workplace to allow review and amendment if required.

Where Guildprime Specialist Contracts Ltd works with another organisation, e.g. a contractor, Guildprime Specialist Contracts Ltd will communicate applicable Risk Assessment(s) which impact on that organisation's work. Equally Guildprime Specialist Contracts Ltd will ensure that any other organisation's Risk Assessment(s) are obtained and communicated to its workforce where these have an impact on their Health and Safety.

All Risk Assessments will be monitored and reviewed at regular intervals based upon the level of risk or when working practices or equipment change, to confirm that risks are adequately controlled and comply with current legislation.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Risk Assessment Policy.

Method Statements

A Method Statement describes, in a logical sequence, of exactly how a job is to be carried out in a safe manner and without risks to health. The Method Statement will detail the hazards identified by the Risk Assessment(s) and the control measures required to remove or reduce these risks as far as reasonably practicable. It will also identify the equipment and personnel involved in carrying out that task as well as any special measures that are to be taken.

Method Statements will be produced by experienced Managers and Supervisors where the task is high risk, unusual or a number of tasks are to be undertaken in order to demonstrate that a Safe System of Work is established.

A copy of the Method Statement and associated Risk Assessment(s) will be available at the workplace, and the findings will be formally communicated to all employees affected by it. This will be undertaken by way of briefings by Managers and Supervisors so that those undertaking the activity have a full understanding of what they have to do and the control measures that have to be followed.

Once completed a record confirming receipt of the briefing will be completed by personnel to confirm that they have understood the contents of the assessment. This also confirms their responsibility to comply with it and to report any shortcomings in Health and Safety to their Manager or Supervisor.

Where Guildprime Specialist Contracts Ltd carry out work in a location under the control of another company/organisation, a copy of the Method Statement and the associated Risk Assessment(s) will be available to that company/organisation to ensure that the health and safety of all parties concerned is achieved through coordination and cooperation.

Safe Place of Work

Guildprime Specialist Contracts Ltd is required to provide its employees, so far as is reasonably practicable, with a safe place of work and safe access to and from that place of work. This will largely be achieved by the implementation of a safe system of work within that workplace and regular inspection and maintenance of access routes to and from the areas of work.

Furthermore Guildprime Specialist Contracts Ltd will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.

Regular inspections/monitoring of workplaces will be conducted by a competent person. Records will be kept and any findings reported, and where appropriate actions taken to rectify any items that require attention.

Alcohol and Drug Misuse

The consumption of alcohol is an accepted part of social life and is usually a personal matter. However, the subject of alcohol, drugs and substance misuse and how these stimulants can impair the performance, safety and interpersonal work relations is a matter for employers.

Alcohol or drug misuse by employees or contractors working in Guildprime Specialist Contracts Ltd premises (including supervisory and management staff) can adversely affect the Health and Safety of themselves and others in the workplace.

It is the policy of Guildprime Specialist Contracts Ltd that being under the influence of or in possession of alcohol and/or drugs is prohibited in the workplace or whilst representing Guildprime Specialist Contracts Ltd.

Any persons known to be or strongly suspected of being affected by alcohol and/or drugs must be referred to the appropriate Supervisory or Management representative who will arrange for the person to be removed from the workplace.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Workplace Drug and the Alcohol Policies.

Asbestos

Asbestos represents a significant risk within the work environment. Guildprime Specialist Contracts Ltd shall take such steps as are necessary to control this risk as it affects its undertakings.

For buildings that are under the control of Guildprime Specialist Contracts Ltd we will:

- Ensure that a detailed survey and risk assessment of buildings and non-domestic property under our control are undertaken by an organisation which can demonstrate technical competence to

undertake surveys for ACMs through accreditation by The United Kingdom Accreditation Service (UKAS) to ISO/IEC 17020.

- Ensure that the Competent Organisation has recorded details, including the location and condition, of all identified asbestos in an Asbestos Register and that an assessment has been recorded for each identified ACM. An up-to-date copy of the register will be held on the site to which it relates.
- Develop, and act on, a plan to manage the risks to our employees, customers, contractors or anybody else who may be affected by exposure to any asbestos or ACM's.
- Review and monitor the plan and the arrangements so that the plan remains relevant and up to date at all times.
- Use an appropriately qualified, competent or licensed person, subject to the level of risk posed by the asbestos or ACM's, to make safe any material found to be in a hazardous condition.
- Ensure that, where practical, any ACM's have been labelled.
- Maintain an up-to-date written record of the location and condition of asbestos or ACMs in the Asbestos Register provided by the Competent Organisation.
- Provide information on the location and condition of asbestos or ACMs to all interested parties, including anyone who is liable to work on or disturb them.
- Appoint a specialist consultant and licensed asbestos removal contractor to manage the removal of ACMs, where practical, as part of any refurbishment project.
- Not use or reuse any ACMs in any building refurbishment or maintenance work; and
- Ensure that any work with ACM's is carried out strictly in accordance with current legislation and 'industry good practice'.

Work where Asbestos may be encountered.

Guildprime Specialist Contracts Ltd will take all necessary steps to locate and identify materials in premises likely to contain asbestos.

Employees and any subcontractors who are likely to come into contact with asbestos will be required to attend Category A Asbestos awareness training which will include emergency procedures, decontamination procedures and safe working practices.

Employees and contractors who work in the premises will be made aware of the location of any asbestos-containing materials prior to the start of any work.

If work is required on the fabric of any premises, a specific more intrusive investigation will be completed to ensure that any concealed asbestos containing material is identified unless:

- The premises was constructed after the year 2000
- There is irrefutable evidence that the premises does not contain any asbestos containing material.

No works that will disturb asbestos-containing materials shall be undertaken under any circumstances.

In the event that suspected asbestos-containing materials are discovered during any works all works will be stopped immediately and HSE Emergency Procedure EM1 will be followed. Works shall not continue until specialist advice is sought and, where required, the material removed or encapsulated.

Any asbestos removal works will be carried out by appropriately qualified or licensed asbestos contractors and all waste will be disposed of in accordance with current waste regulations with a copy of any consignment notes held at the offices of Guildprime Specialist Contracts Ltd.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Asbestos Management Policy.

Confined Space Working

Confined spaces are potentially dangerous places in which to work because they may trap hazardous concentrations of gases or vapours. Confined spaces are also liable to become deficient in oxygen due to a build-up of a gas or vapour which is not itself toxic, but which displaces the breathable air. Very often, the dangerous atmosphere is a result of the work being done –for instance welding, painting, flame cutting, the use of adhesives and solvents.

A confined space is defined as a place which is substantially, though not necessarily entirely, enclosed and one or more of the specified risks must be present or reasonably foreseeable. The specified risks are as follows:

- Serious injury due to fire or explosion.
- Loss of consciousness arising from increased body temperature.
- Loss of consciousness or asphyxiation arising from gas, fume, vapour, or lack of oxygen.
- Drowning from an increase in the level of a liquid.
- Asphyxiation arising from a free-flowing solid or being unable to reach a respirable environment due to being trapped by such a free-flowing solid.

One of the specified risks does not need to be present for a space to be classed as a confined space, If one of the specified risks is likely as a result of the work being undertaken in the space or by activities ongoing outside of the space, the space may be classed as a confined space. HSE Legal reference document L101 provides a flow chart to facilitate in the determination of a confined or enclosed space.

- Carry out an initial survey to identify any activities where the presence of hazardous substances or physical features may cause that area to be classified as a confined space.
- Carry out detailed Risk Assessments on all tasks where entry into a confined space is unavoidable.
- Develop a safe system of work and control entry to confined spaces using a permit to work.
- Carry out atmospheric testing before entering a confined space.
- Provide adequate and effective communication for those persons inside and out of the confined space.
- Provide appropriate first aid equipment and trained first aiders.
- Put in place suitable and sufficient emergency arrangements.
- Carry out training and assess the competency of all those involved in work within confined spaces.
- Provide, issue and maintain appropriate personal protective equipment (PPE) as specified by a competent person.
- Ensure that all other equipment used to enable safe work in confined spaces is appropriate to the work and is maintained.

- Carry out health checks and ensure persons working in confined spaces are physically and mentally capable of undertaking the tasks they are required to carry out.

- Review the policy annually or more frequently if significant changes occur.

Display Screen Equipment

Display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used e.g. the desk, work surface, chair, input devices, software, printer and document holder. The risk posed to office staff using DSE shall be assessed and controlled in accordance with the Health & Safety (DSE) Regulations and the Management of Health & Safety at Work Regulations 1999. The aim of such assessments is to prevent work-related upper limb disorders (WRULD), lower back problems, eyestrain, stress and repetitive strain injury (RSI).

In accordance with current legislation Guildprime Specialist Contracts Ltd will identify all users – those employees who use DSE for a significant part of their working day (any employee that works with DSE for more than two hours per day, when averaged over a four-week period) and complete a suitable display screen equipment risk assessment. Any risks identified within the assessment will be removed or reduced as far as reasonably practicable.

All users will receive regular, adequate training and information in the correct set-up and use of DSE.

Eye tests will be provided upon request and Guildprime Specialist Contracts Ltd will make a contribution to the basic price of spectacles provided specifically for the use of DSE.

Any user who works at home or away from the Company's premises will receive adequate information in the correct set-up and use of DSE. This information should enable the person to complete their own DSE Risk Assessment, which will be returned to their Manager once complete. Any risks identified will be reduced to low as is reasonably practicable.

All employees are encouraged to break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use and if any employee experiences visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE they should bring this to the attention of their Manager or Supervisor.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Display Screen Equipment Policy and the Laptop Policy.

Driving at Work

Guildprime Specialist Contracts Ltd recognises that driving for work related activities provides additional risks to its employees. Guildprime Specialist Contracts Ltd has a responsibility to control the health, safety and welfare of their employees whilst driving either company or self-owned vehicles that are used for work.

The Company's policy is that all drivers must be in control of their vehicle at all times.

Guildprime Specialist Contracts Ltd recommends that no phone calls should be made or received whilst driving. Any calls that need to be made or received should be done so whilst the vehicle is stationary in a safe location, the engine turned off and the handbrake applied.

However, following current legislation, Guildprime Specialist Contracts Ltd accepts calls can be made and received through a hands free kit to enable drivers to use the phone.

All drivers must be fit to drive. Any member of staff that feels unfit to drive for any reason should contact their Supervisor immediately.

Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others is forbidden to drive.

Only those employees who hold a current valid driving licence for the vehicle type they plan to drive and have been given authorisation by Guildprime Specialist Contracts Ltd are permitted to do so.

If an employee is authorised to drive a company vehicle, a copy of their full UK driving license will be taken and checked before being held on file. Checks will then be completed annually to ensure they remain valid.

Authorised drivers are required to notify the Company of driving convictions and offences. Business use insurance must be in place for all drivers of vehicles.

For all company vehicles, the required Road Tax and MOT (if applicable) will be held at Head Office and a register kept and held on file.

Company vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions. Additionally, regular checks will be carried out on the roadworthiness of all company vehicles (e.g. tyre pressure and condition, including spare; correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen). Employees must report any problems with their vehicle to their Supervisor immediately.

Employees will be instructed on how to carry out these checks themselves and reminded to undertake them.

Employees will be made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued or if suffering from any illness or taking any medication that may affect their ability to drive safely.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Driving at Work Policy.

Electricity

General

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocution can also cause burns and shorting of conductors can cause fire or explosion.

Guildprime Specialist Contracts Ltd accepts that it has duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities.

The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted:

- All electrical equipment must be suitable for the purpose, i.e. the use to which it may be put and the environment it may be used.
- All electrical equipment shall have a satisfactory means to ensure the equipment can be isolated.
- All electrical work will be done by trained and competent persons.
- Every electrical system will be inspected and tested at regular intervals.
- All electrical equipment will be regularly examined to make sure it is safe by the equipment user.

- The exposed metalwork of all electrical equipment likely to become electrically charged will be earthed unless the equipment is: supplied via an isolating transformer; or, double insulated; or, only supplied power at an extra-low voltage or safety extra-low voltage.

No Guildprime Specialist Contracts Ltd employee is to undertake any electrical work on any equipment or system within the workplace.

Work on any electrical systems may only be undertaken by suitably trained and authorised persons. All works carried out, and the methodologies used will comply with the Electricity at Work Regulations and any amendments.

Employees must report any faults or hazards related to electrical equipment or installation to Supervisors or Managers for action.

Management of Electricity in Premises

Guildprime Specialist Contracts Ltd will ensure that all electrical installations are subject to inspection, testing and, where required, maintenance. Managers responsible for premises will obtain certification to ensure that any permanent or temporary installations are on record and in date.

Periodic Portable Appliance Testing (PAT) will be carried out for all electrical equipment as suggested by HSE guidance or specified by the insurance company of Guildprime Specialist Contracts Ltd, whichever is the shortest period.

All personnel should visually inspect any electrical equipment under their control for suspected visual defects before using them. Any defects must be reported for corrective action and taken out of use until the defect is rectified.

Where the employee is facing problems in powering equipment, (i.e. lack of sockets), they should report this and not attempt to resolve the situation themselves by adding extension leads.

Electricity - (Construction)

No work will be undertaken by any Guildprime Specialist Contracts Ltd employee on or in the vicinity of live electrics. Such work is only to be carried out by qualified and authorised personnel, subject to a permit to work.

Where permanent electrics are required to be disconnected or isolated, Guildprime Specialist Contracts Ltd Managerial staff are responsible for obtaining the necessary certification and proof of isolation.

Guildprime Specialist Contracts Ltd Managerial and Supervisory staff are responsible for obtaining information on, and arranging for, the protection of any existing or temporary buried, overhead or surface laid electrics. Guildprime Specialist Contracts Ltd Managers and Supervisors are responsible for ensuring that adequate power distribution is provided to locations where it is required, subject to contractual agreement between parties on site. This will include ensuring provision of sufficient sockets for battery charging.

Only 110V equipment (or less) will be used on any Guildprime Specialist Contracts Ltd site for power tools. Any specialist equipment which operates at higher voltage and for which an 110V alternative does not exist may be used only subject to specific assessment and implementation of suitable control measures.

Portable and transportable equipment shall be inspected and tested as frequently as required. The frequency will depend on the environment in which the equipment is used, the conditions of usage and how carefully it is handled.

Equipment used on site will normally be inspected at least every 3 months and equipment used in an office environment will be inspected at least every 12 months.

Temporary electrical installation to site offices and welfare facilities will be inspected every 3 months.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Electrical Safety Policy.

Electrical Isolations

Work can only commence once adequate isolations of the power supply have been made. Where the point of isolation is not directly and continuously under control and within sight of the person carrying out the work steps will be taken to ensure the power supply is not inadvertently reconnected.

After any isolation is made the circuit will be tested with a voltage indicator that complies with the Electrical Test Equipment for Use by Electricians GS38. The tester will be tested on a known source to prove it is working correctly before and after the test is carried out on the isolated circuit.

The following is an absolute requirement:

- Inform the user of the electrical system of the action to be taken and verify as far as possible the correct circuit has been identified.
- Obtain an Electrical Permit where necessary.
- Padlock off isolator and apply a caution notice (either a completed yellow tag or a luggage label clearly identifying:
    - The system being isolated the reason for the isolation.
    - The name of the person carrying out the isolation and their employer.
    - The date and time the isolation was made.
    - The padlock number.
- Where it is not possible to padlock off the isolator, a luggage tag displaying all the information required above must be attached to the distribution board, and the distribution board door must be locked following isolation. A caution notice should be clearly and securely attached to the door.
- Where is it not possible to lock off the isolator or lock the distribution board door suitable electrical tape should be firmly applied over the isolator and a luggage tag displaying all of the details required in above attached to the distribution board. A caution notice should be clearly and securely attached to the door.
- If there is any concern that an isolation cannot be left safe, a second worker must be positioned at the distribution board for the duration of the work until it is safe to re-energise.
- Once isolated confirm by use of G38 approved tester or equivalent device that the circuit is dead proving the tester before and after on a live supply.

Environment Control

Guildprime Specialist Contracts Ltd is committed to effectively managing all the environmental impacts of its activities through compliance with legislation, industry good practice and company policy.

Guildprime Specialist Contracts Ltd recognises the need to operate the business in a manner which reflects sound environmental management practices and will balance its business aims with the need to protect the local and global environment.

The Company Environmental Policy must earn the confidence of employees, customers and the general public by demonstrating a commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste through the continual improvement of environmental performance.

Appropriate arrangements to protect the environment will be put in place at all workplaces, including:

- Approved storage and use of raw materials and substances.
- Waste minimisation, promoting re-use, recovery and recycling.
- Compliance with Site Waste Management Plans, where applicable.
- Identified waste disposal routes under Duty of Care and the Hazardous Waste Regulations.
- Monitoring and review of environmental performance.

Fatigue Management

The Working Time Regulations 1998 (as amended) (WTR) lay down the minimum legal requirements on how to organise working time. Some workers in certain sectors, such as the aviation industry and mobile workers in road and sea transport, are currently exempt from WTR and are subject to specific legislation that relates to working time.

Guildprime Specialist Contracts Ltd shall attempt to plan work during standard daytime hours where practicable. In accordance with HSG256, standard daytime hours are considered as “A work schedule involving an activity during the day, commonly for a period of eight hours between 7.00 am and 7.00 pm. There are usually two periods of work, one in the morning, the other in the afternoon, separated by a lunch-time break”.

Fatigue is the decline in mental and/or physical performance that results from prolonged exertion, lack of quality sleep or disruption of the internal body clock. The degree to which a worker is prone to fatigue is also related to workload. For example, work that is machine paced, requires constant attention, complex or monotonous will increase the risk of fatigue.

To ensure that all workers and sub-contractors are able to maintain an acceptable level of concentration Guildprime Specialist Contracts Ltd shall comply with the Working time directive. In general, the Working Time Regulations provide rights to:

- A limit of an average 48 hours a week on the hours a worker can be required to work, though individuals may choose to work longer by "opting out".
- Paid annual leave of 5.6 weeks' a year (Only applicable to PAYE Employees).
- 11 consecutive hours' rest in any 24-hour period.
- A 20-minute rest break if the working day is longer than six hours.

- One day off each week.
- A limit on the normal working hours of night workers to an average eight hours in any 24-hour period, and an entitlement for night workers to receive regular health assessments.

There are special regulations for young workers, which restrict their working hours to 8 hours per day and 40 hours per week. The rest break is 30 minutes if their work lasts more than 4.5 hours. They are also entitled to two days off each week.

Guildprime Specialist Contracts Ltd shall:

- Ensure that adequate opportunity is available for employees, contractors and visitors to rest sufficiently before commencing work.
- Monitor and control working hours, including overtime, to provide time arrangements that do not require excessive periods of time at work.
- Identify, develop and implement a fatigue management plan with control strategies to address fatigue-related risks within the workplace in consultation with the employees.
- Provide training to employees and contractors to develop a common understanding of fatigue management.
- Develop a culture of shared responsibility for fatigue management within the Company.
- Implement an appropriate employee assistance program to assist in managing fatigue.
- Promote a healthy lifestyle, both at work and at home.

Gas

Gas represents a significant risk to both Guildprime Specialist Contracts Ltd personnel and to others that it may affect. The management of gas safety is therefore an area that requires close attention.

Work with Gas

Guildprime Specialist Contracts Ltd will ensure that any contractors employed to undertake gas works are registered on the national Gas Safe™ Register.

This level of competence demonstrates that the Company and its engineers have the expertise and knowledge that is a requirement of the industry.

Guildprime Specialist Contracts Ltd will ensure that processes and actions are conducted in accordance with the requirements of the scheme.

Hazard Reporting

Guildprime Specialist Contracts Ltd operate a hazard reporting system the purposes of which are to:

- Promote our employees' interest and involvement in Health and Safety matters.
- Encourage employees to identify hazards and unsafe conditions in their work areas so that action can be taken to prevent incidents.
- Maintain written records of actions taken to eliminate hazards and unsafe conditions.

- Assist with the monitoring of the effectiveness of our procedures for managing Health and Safety.

Any employee who observes a hazard or unsafe condition that they are not able to take action to remove should inform their Supervisor or Manager immediately and record the details on a Hazard Notification Form. Forms should be handed to the Site Manager or Supervisor.

Where a Site Manager or Supervisor is able to take action to remove a hazard or unsafe condition, he/she will do so and will complete the Form, which will then be forwarded to the Company Director. Where a Site Manager / Supervisor is not able to take suitable action, the area will be isolated and the form will be sent to the Company Director to provide detailed instruction on the actions to take to remove or control the hazard as required.

When suitable actions have been taken and the hazard or unsafe condition removed, the completed form will be returned to the originator, with a copy being kept by the Company Director.

Hazardous Substances

Exposure to substances hazardous to health may be from contact with the skin or eyes, breathing in or swallowing. Punctured skin may also be a route for the substance into the body. Ill health can be prevented by introducing control measures to limit exposure. These measures should be checked periodically, to ensure that they remain effective.

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

Guildprime Specialist Contracts Ltd shall ensure that Risk Assessment(s) related to the use of products or the creation of by-products, to identify whether those substances are hazardous to health. If necessary, a workplace/job specific Control of Substances Hazardous to Health (COSHH) assessment will be produced. Appropriate control measures will be identified and implemented to ensure the Health and Safety of personnel affected by the use of substances hazardous to health and the protection of the environment.

Such control measures may seek to eliminate/substitute the substance, to provide collective protection and or personal protection where the risk cannot be eliminated.

Guildprime Specialist Contracts Ltd will provide information, instruction and training for employees whose activities involve the use of, or exposure to, hazardous substances. As well as providing Health Surveillance or Health Monitoring where appropriate.

Monitoring Workplace Exposure

Regular monitoring will be undertaken with regard to ensuring that all control measures implemented are adequate and suitable for the purpose and that the correct procedures for the use of the control measures are strictly adhered to at all times. Documented records will be formulated, with regard to all monitoring of control measures undertaken, stating procedures of use, location of where the monitoring was undertaken, and the names of the employees monitored. Any inadequacies to monitoring must be reported immediately, and discussed with the Company Director, or the contracted Health and Safety Consultant.

Any required changes that may become necessary must be implemented on an immediate basis. In the event of it not being possible to implement the required changes on an immediate basis, a complete prohibition on the use of the substance will be considered.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Use of Chemicals at Work Policy.

Health Surveillance

Operatives may sometimes need to use certain substances and materials that may pose risks to their health. In addition they may carry out activities or work in environments which may equally affect their health.

Further to any COSHH, noise, vibration or other assessments that Guildprime Specialist Contracts Ltd carry out, (which will require the implementation of applicable control measures), health surveillance will be implemented where the assessment or legislation requires it to ensure that personnel's health is maintained and monitored.

Lifting Equipment and Accessories

Lifting equipment is work equipment that is used for lifting or lowering loads. The term lifting equipment also covers the accessories that anchor, fix or support the lifting equipment. Lifting equipment is used for a diverse range of tasks, and the equipment has developed over the years so it can perform the simplest of tasks through to extremely complex ones.

Examples of lifting equipment include forklift truck, cherry picker (mobile elevated work platform), car transporter, mobile crane, gantry crane, building lift, tail lift, stairlift. Lifting accessories include man-riding cages, web or wire slings, eye bolts or shackles.

Guildprime Specialist Contracts Ltd shall ensure that all lifting operations are completed by a reputable lifting contractor and subject to appropriate planning and that lifting equipment is suitable for its intended use, is maintained and tested regularly and used safely, we will review the documentation provided by the contractor to confirm they have:

- Prepare a register of all lifting equipment and accessories.
- Carry out Risk Assessments for the use of all the identified lifting equipment and accessories.
- Develop safe systems of work, to include suitable lifting plans for all lifting operations, including routine ones.
- Create a detailed lifting plan for more complex lifting operations.
- Prepare and carried out a planned preventative maintenance (ppm) regime to ensure that all of our lifting equipment and accessories remain compliant with relevant statutory requirements and that all maintenance, tests and inspections are recorded.
- Make arrangements for the statutory testing and thorough examination of all lifting equipment and accessories by a competent person at required intervals and maintain records of such testing and examinations.
- Provide arrangements to have defective lifting equipment taken out of service.
- Provide the necessary information, instruction and training for employees who use lifting equipment and appoint them in writing.
- Provide adequate storage arrangements for lifting equipment and accessories.
- Make arrangements to check the fitness of personnel who operate lifting equipment.
- Ensure that all suppliers of hire equipment are competent contractors; and
- Ensure that all the relevant maintenance, testing, inspection and thorough examination records of hired or leased equipment are maintained and checked.

When Guildprime Specialist Contracts Ltd is completing or organising crane lifting operations Guildprime Specialist Contracts Ltd will:

- Obtain adequate information from the installer or supplier of lifting equipment on the safe and proper use of the equipment.
- Ensure any lifting appliance or lifting equipment provided or delivered to a workplace has been tested, thoroughly examined and inspected in accordance with the relevant standards.
- Ensure copies of inspection certificates, register entries etc. are available at the workplace.
- Ensure equipment is subject to inspection on a daily basis by the operator and on a regular basis relevant to its use and environment. Inspections shall be recorded.
- Ensure operatives are trained in the use of lifting equipment and monitor to ensure operators do not exceed the safe working load of that lifting equipment or use it in a way or for a purpose for which it is not intended.
- Ensure all crane lifts are planned and documented. Planning will be carried out by a suitably trained and competent person. No alterations to lifting plans are to be carried out other than by a suitably trained and competent person.
- Ensure cranes are operated by suitably trained and competent persons.
- Ensure crane lifts are to be supervised by a suitably trained and competent person.
- Ensure, in accordance with the requirements of the lifting plan and good practice, trained slinger/signallers are available.
- Ensure means of communication between all parties are agreed prior to commencement of any lift.

Lone Working

A Lone worker is defined as an employee who performs an activity that is intended to be carried out in isolation from other workers and/or without close or direct supervision; however, there are circumstances where ‘any situation or location in which someone works without a colleague nearby; or when someone is working out of sight or earshot of another colleague’ may be also considered.

Guildprime Specialist Contracts Ltd commit to ensuring that best practice methodologies and areas for consideration, relating to any person(s) that are required to work alone, when planning such works to ensure that the activity is completed safely. Lone and out-of-hours working poses a potential risk to those carrying out the activity, especially when issues such as emergencies, loss of communications and unexpected changes in circumstance take place. When planned correctly, lone and out-of-hours working can be undertaken in a safe manner and is often the only practical way to complete certain types of work.

For most circumstances, there are no specific legal duties on employers in relation to lone working. However, Guildprime Specialist Contracts Ltd have a general duty under Section 2 of the Health and Safety at Work Act to provide and maintain safe working arrangements and ensure the safety of employees. Regulation 3 of the Management of Health and Safety at Work Regulations specifies the need to carry out a Risk Assessment of tasks to which their employees are exposed.

Lone working is defined as:

Any work activity that is to be carried out in isolation from other workers by an individual or a small team. Typical operations carried out on sites which may necessitate lone working include: -

- Site security/night watchmen

- Remote working, e.g. isolated works on road construction
- Working outside of normal hours.

Additional control measures should be in place when managing individuals who may be working outside of audible range / line of sight of the rest of their working colleagues.

Out-of-hours working is defined as:

Those generally considered being outside the normal working hours of a workplace, where supervision and/or site activities are at a minimum or even non-existent. Such situations may include monitoring, surveying, testing and client-specific activities outside the contractual agreement between Guildprime Specialist Contracts Ltd and the Client themselves. In such situations, it is imperative that, where Guildprime Specialist Contracts Ltd is the Principal or Sole Contractor, an agreement has been reached in the planning stages as to how supervision and activities will be maintained.

Restrictions on Lone Working

The Company Director shall determine the restrictions on lone or out-of-hours working.

In some circumstances, the rules applicable to work in a particular location may not permit lone working.

Wherever possible, the practice of lone working will be eliminated altogether.

For example, in certain circumstances, this may apply to elements of work associated with:

- Working over or near water
- HV electrical work
- Activities involving chemicals
- Work at height
- Confined Space entry and/or working
- Working with some types of plant and equipment
- Situations where the adequate provision of rest, hygiene and welfare facilities cannot be assured
- The risk of violence from members of the public.
- Activities involving work on high hazard machinery (e.g. pneumatic / hydraulic presses, chippers, etc.)

Lone Worker Communications

It will be ensured that appropriate communications are maintained with the lone worker, especially when continuing supervision is required. The lone worker will be equipped with a means of two-way communication, a pager or a personal alarm.

The system should enable the worker to raise an instant alarm or be located accurately if assistance is required.

Automatic warning devices, which operate if specific signals are not received periodically from the lone

worker, are also available. It should be remembered that mobile phones have limitations such as restrictions of the work environment, battery life, signal strength and incapacity of the lone worker.

Mobile Phones

The use of mobile phones by operatives on a construction site can be a significant distraction. People involved in telephone conversations or sending text messages etc. are at increased risk of injury on site as they are not fully observant of hazards within their environment.

The main risks of using phones on site are:

- Distraction to the machine and plant operators.
- Distraction to people working at height or climbing ladders.
- Lack of concentration when using safety equipment
- Distraction to people walking across the site.
- Lack of awareness of things happening around you.
- The danger of stepping out in front of a machine.
- Distracts the user from observing and adhering to a warning.

As a general rule, the use of mobile phones will therefore not be permitted on site, outside of the site office and welfare facilities.

In low-risk areas, away from traffic movements, plant and machinery and work at height etc., Site Management may choose to designate safe areas where they deem it safe for persons to use phones.

These ‘phone zones’ may only be formed if the Site Manager can demonstrate that a suitable risk assessment has been carried out.

Disciplinary action may be taken against persons using phones where they are putting themselves or others at risk.

Further details of the Guildprime Specialist Contracts Ltd.’s arrangements and responsibilities can be found in the Mobile Phone and Gadget Policy.

Mobile Plant

Only trained and appointed personnel will be permitted to operate any mobile plant under the control of Guildprime Specialist Contracts Ltd.

Such personnel will be familiarised with any mobile plant that is new to them (e.g. hired item from a different manufacturer that the personnel are used to).

Personnel will have access to manufactures/suppliers’ instruction on operation, servicing and maintenance.

Personnel will not travel on mobile plant unless the plant has been specifically designed to carry a passenger(s).

Any safety features fitted to the mobile plant e.g. seat belts roll bars etc. will be fully used.

Only plant with the correct features may operate on the public highway.

Monitoring, Audit and Review

Performance monitoring is a proactive, as well as reactive, process that enables a business to monitor and measure its Health and Safety performance. Performance monitoring also measures the effectiveness of the safety management system, which is important to the business for several reasons, among them, financial, moral and legal.

This policy and arrangements will be reviewed on at least an annual basis; the provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Guildprime Specialist Contracts Ltd recognises the need for regular safety inspections and will ensure that these are undertaken and recorded. The Health and Safety at Work etc. Act 1974 requires that the Company Health and Safety Policy and its implementation be monitored and reviewed as necessary.

The Management of Health and Safety at Work Regulations 1999 require the monitoring and review of arrangements to achieve progressive improvement.

All employees are encouraged, and expected, to bring to the notice of the Director any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate or requires clarification.

All accidents will be investigated to enable the company to learn from these experiences and put effective controls in place to prevent a reoccurrence.

Where external assistance is required, the Director shall liaise with external Health and Safety Advisors, the Health and Safety Executive, Building Employers Confederation and other professional bodies, and actively seek advice and information regarding changes in Health, Safety and Welfare legislation and new or revised working practices.

Expert advice will be sought and taken as and when necessary, through a full and thorough yearly audit and regular safety inspections carried out to examine, develop and improve Health and Safety controls, techniques and applications already in place.

Monitoring shall be carried out on a daily basis by the management team on regular site visits and formally by an external Safety Advisor at regular intervals, dependant on the complexity of the project.

To ensure that all our work activities are undertaken with due regard for the health, safety and welfare of all our employees, it is of paramount importance that our policy on performance monitoring is clearly understood throughout the company. Consequently, we will:

- Review accident, incident and near-miss statistics and ensure remedial actions have been completed.
- Review results of regular health and safety inspections of the workplace and ensure that all agreed remedial actions have been completed, within agreed timescales.
- Review training records to ensure employees have been provided with adequate information, instruction and training to carry out their job roles.
- Ensure that an annual safety audit is undertaken which will be a detailed and analytical review of the management of health and safety across all the areas of the company.
- Set company objectives for the next 12 months. And,
- Review, and amend as necessary, our Health and Safety policy at regular intervals and as a minimum, annually.

Musculoskeletal Disorders and Manual Handling

Musculoskeletal Disorders (MSD) covers any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. Guildprime Specialist Contracts Ltd will take the steps necessary to prevent and manage MSDs, assessing the risks of manual handling and repetitive tasks.

The incorrect handling of loads causes large numbers of injuries and can result in pain, time off work and sometimes permanent disablement.

Manual Handling operations are defined as "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force".

Current legislation requires, where reasonably practicable, that manual handling is eliminated. Where it cannot be eliminated, then a Risk Assessment must be carried out where there is a risk of injury due to the manual handling operation.

To this end Guildprime Specialist Contracts Ltd shall seek to effectively manage the handling activities that its personnel may be engaged in as part of their work (including taking account of repetitive tasks). This will be achieved by the following four steps:

- **Avoid** the need for manual handling, so far as is reasonably practicable;
- **Assess** the risk of injury from any manual handling that cannot be avoided;
- **Reduce** the risk of injury from manual handling, so far as is reasonably practicable;
- **Inform** the employee if hazardous handling activities are identified.

Where manual handling tasks are necessary, Guildprime Specialist Contracts Ltd will conduct a Risk Assessment and implement any required control measures. These may include:

- Provide mechanical aids such as trolleys, pallet truck etc.
- Provide sufficient persons to enable the lift to be carried out in a safe manner.
- Provide suitable lifting attachments such as handles or handholds.
- Ensure items are secure to prevent load shifting.
- Reduce the size of load to be lifted.
- Provide adequate PPE.
- Provide employees with manual handling training.
- Provide manual handling information through posters etc.
- Ensure employees take care to ensure that their activities do not put others at risk.

Further details of the Guildprime Specialist Contracts Ltd.’s arrangements and responsibilities can be found in the Manual Handling Policy.

Noise

The Control of Noise at Work Regulations require employers to reduce and control their employees' exposure to noise in the workplace. This is achieved by assessing the risk and taking account of exposure levels set within the Regulations.

The exposure levels apply to either a daily or weekly exposure based on 8 hours - dB (A) or the maximum noise (peak sound pressure) in a working day - dB (C):

Lower Exposure Action Value

- Daily or Weekly Personal Noise exposure – 80 dB (A) Peak sound – 135 dB (C). Assessment is required to establish potential risk. Employer must provide information and training and make hearing protection available.

Upper Exposure Action Value

- Daily or Weekly Personal Noise exposure – 85 dB (A) Peak sound - 137 dB (C). Noise is reduced and where this is not successfully controlled through mechanical or technical means, then through mandatory use of hearing protection.

Additionally an Exposure Limit Value as been set:

- Daily or Weekly Personal Noise exposure of 87 dB (A) Peak sound – 140 dB (C). This must not be exceeded even taking account of the protection afforded by hearing protection.

Guildprime Specialist Contracts Ltd will carry out suitable and sufficient Risk Assessment for all activities where it is believed that there is a risk of employees being exposed above the lower action value 80 decibels.

Guildprime Specialist Contracts Ltd will eliminate or control noise at source where it is practicable to do so. And where it is not, it will provide its employees with suitable and sufficient hearing protection selected according to the noise risk to which the employees are exposed.

Guildprime Specialist Contracts Ltd will:

- Ensure that all employees, contractors and visitors receive such information as is necessary to warn them of the risk. Furthermore that they will obey any instructions and warning notices with regard to the wearing of hearing protection in areas where a risk exists.
- Ensure plant and equipment is selected and maintained to minimise noise levels.
- Ensure suitable ear protection is supplied for the conditions of exposure.
- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
- Workplace management and supervisors will ensure compliance with any noise levels.

Employees have a duty to comply with and use the measures that Guildprime Specialist Contracts Ltd provides under the regulations including:

- To use any controls as determined by the risk assessment;
- To wear any hearing protection provided when exposed at or above the Upper Exposure Limits or where mandatory areas have been designated;

- Not misuse, interfere with the hearing protection and report any defects to the employer.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Noise at Work Policy.

Plant/Machinery/Equipment

All reasonably practicable steps will be taken to secure the Health and Safety of employees who use, operate or maintain plant, machinery and equipment or may be affected by it use.

Guildprime Specialist Contracts Ltd will ensure that assessment(s) of risks for use and maintenance of all plant/machinery/equipment are in place and will ensure that all control measures identified in the Risk Assessment(s) are implemented to minimise risk.

All plant; machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or a competent engineer. Only competent and appointed personnel may carry out maintenance.

Records of the inspections, service and maintenance, including statutory inspections, will be maintained in accordance with current legislation.

Permit to Work

Guildprime Specialist Contracts Ltd has identified that certain high-risk activities require additional controls to ensure that dangerous situations are avoided. For any such high-risk activity, a Permit to Work must be obtained from the Site Manager. It is the responsibility of the person engaging contractors to work on the premises to advise the contractor about types of work for which a Permit to Work will be required.

Types of work that require a permit to work

A permit to work is required for the following activities:

- Hot Work
- Confined Space Entry
- Electrical Work
- Work at Height / Roof Work
- Permit to Dig

Persons undertaking any of the above will not be allowed to commence work until they are in possession of a signed permit appropriate to the type of work.

Hot work

- Oxy-acetylene or oxy-propane cutting.
- All types of welding.
- Brazing/soldering.
- Propane or butane gas/aerosol torches.

- Any grinding equipment in areas where highly flammable liquids or vapours may be present.
- Use of electrically powered hammers, drills, saws and lights and pneumatic drills/hammers where highly flammable liquids or vapours may be present;
- Any other operation that produces heat, sparks or flames where there is a risk of fire or explosion.

Entry into Confined Spaces

A confined space entry permit is required for work in any vat, tower, tank, flue, pipe, duct, pit or similar place, open or closed, where there is likely to be one of 5 specified risks present, or made present during the course of work:

- Serious injury to any person at work arising from a fire or explosion.
- The loss of consciousness of any person at work arising from an increase in body temperature.
- The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen.
- The drowning of any person at work arising from an increase in the level of a liquid. Or,
- The asphyxiation of any person at work arising from a free-flowing solid or the inability to reach a respirable environment due to entrapment by a free-flowing solid.

Permit to Dig

Permits to Dig must be reviewed before the commencement of work, when not closed out daily, to ensure that they are valid and up to date.

The works and application of the permit controls must be monitored at all times. The Works Supervisor in charge of the excavation should retain a copy of the permit and must remain at the excavation area at all times whilst work is ongoing. Should they have to leave the area, work must stop.

If there is a significant deviation from the situation on-site or the necessary precautions and controls recorded in the permit, cessation of work must be immediate, and the permit reviewed and re-issued as necessary.

Once the work is complete, the permit shall be signed off in accordance with site procedures.

Personal Protective Equipment

Guildprime Specialist Contracts Ltd recognises the use of PPE as part of its strategy to control risk. PPE will be selected following Risk Assessment identifying its need and will only be used in conjunction with other control measures.

Guildprime Specialist Contracts Ltd will ensure that all PPE conforms to the relevant British and European safety standards.

The selection will be based on the PPE's ability to afford the best protection and shall be provided free of charge, to all personnel requiring it to carry out their allocated tasks.

Guildprime Specialist Contracts Ltd will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.

Personnel will use issued PPE fully and correctly and shall report any loss or damage.

All PPE shall be personal issue.

Further details of the Guildprime Specialist Contracts Ltd's arrangements and responsibilities can be found in the Personal Protective Equipment Policy.

Protection of the Public and/or Non-Employees

Guildprime Specialist Contracts Ltd shall ensure that arrangements are made, as far as reasonably practicable, to protect the Health and Safety of members of the public and non-Guildprime Specialist Contracts Ltd employee(s) during any Guildprime Specialist Contracts Ltd activities.

In carrying out any activity in the presence of the public or non-employee, Guildprime Specialist Contracts Ltd shall ensure that the safe system of work takes adequate account of the public and non-employee and, that suitable and sufficient precautions are in place to protect them.

Guildprime Specialist Contracts Ltd shall also take all reasonably practicable steps to prevent entry into any of its premises or onto any of its sites by unauthorised people, especially children.

Smoking

Smoking is prohibited throughout the entire workplace including company vehicles apart from designated smoking areas. This policy applies to all employees, contractors, or visitors.

It is an offence to smoke or permit smoking in a smoke-free area. Anyone seen smoking in a smoke-free area should be reported to a Supervisor or Manager.

'No Smoking' signs of the appropriate size and containing the information required by the relevant regulation will be clearly displayed at or near the entrances to smoke-free premises, public spaces and within vehicles.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Smoking Policy.

Stress

Stress is defined as "the adverse reaction people have to excessive pressure or other types of demand placed upon them". Stress is not an illness in itself, but if prolonged or particularly intense, it can lead to increased problems with ill health, poor productivity and human error. There is a clear distinction between pressure, which can create a 'buzz' and be a motivational force, and stress, which can occur when this pressure becomes excessive. Workplace stress exists where people reasonably perceive that they cannot cope with what is being asked of them at work.

To ensure that all our work activities are undertaken with due regard for the health, safety and welfare of all our employees so far as is reasonably practicable and that our policy concerning stress is clearly understood throughout the company, we will: -

- Regularly review productivity data, sickness absence records, staff turnover or other relevant information to find out whether there may be work-related stress issues.

- Undertake a detailed risk assessment to find out whether work-related stress is a problem.

- Provide information, training and support to managers on good management practices, and encourage the early referral of any employees who may benefit, to an occupational health service or employee assistance provider.

- Provide information to employees to increase their awareness of the causes and symptoms of stress, and the various areas of support available to them.

- Offer a confidential counselling service to managers and employees affected by work-related stress.

- Consider offering confidential counselling service to managers and employees affected by stress if caused by external factors.

- Provide return to work support for employees when returning from stress-related illness or any other enforced absence, and

- Monitor and review the effectiveness of this policy and any other measures we have in place to reduce stress and promote workplace health and safety.

Temporary/Short Contract and/or Agency Workers

Guildprime Specialist Contracts Ltd shall provide employees under a fixed-term contract (or employed by an employment agency to work in the Guildprime Specialist Contracts Ltd premises), with information on the safe systems of work, any hazards they may be exposed to as well as any specific qualifications or skills required to carry out work safely.

Where the nature of the work requires it Guildprime Specialist Contracts Ltd shall provide health surveillance for the employee(s) and ensure that all relevant documentation is maintained in line with current legislation.

This information will be provided before the employees concerned commence their duties.

In the case of an employment business employee, the aforementioned information shall be supplied to the employment business. It is expected that, in line with current legislation, the employment business concerned shall ensure that the information provided is given to the relevant employees.

Temporary Works Roles and Responsibilities

Construction Director

Responsible for:

- Ensuring that there is a system in place to control and issue the relevant documents associated with the design and construction of temporary works.

- Ensuring that sufficient resources are available to enable the requirements of the Management and Control of Temporary Works to be carried out.

- Identifying competent Temporary Work Co-Ordinators and Temporary Works Supervisors.

- Ensuring that appropriate and necessary training is provided to relevant personnel to ensure that the Management and Control of Temporary Works is understood and properly implemented.

- Ensuring that there is a design agreement in place between TWC and TW Designers, as appropriate.

- Liaising, advising and assisting any personnel with regards to the requirements of the Management and Control of Temporary Works.
- Supporting and mentoring personnel (Temporary Works Co-Ordinators) and supervisors (Temporary Works Supervisors) in their respective roles.
- Undertaking appropriate audits to confirm the Management and Control of Temporary Works is being implemented on each project.
- Identifying training needs of relevant individuals and ensuring that appropriate training is implemented.
- Where required, engaging external competent assistance to ensure the responsibilities are fulfilled.

Categorisation of Temporary Works

BS5975:2008 recommends that each item of Temporary Works is placed into one of four categories to determine the level of independence of the design checker. The ability and independence of the checker should be greater where the temporary works are more complex or where new ideas are incorporated. Recommendations for various categories of design check are given in Table 1 of BS5975:2008, reproduced below:

Category	Scope	Comment	Independence of checker
0	Restricted to standard solutions only, to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution.	This applies to the use of standard solutions and not the original design which will require both structural calculation and checking to category 1, 2 or 3 as appropriate.	Because this is a site issue, the check may be carried out by another member of site or design team.
1	For simple designs. These may include: formwork: false work (where top restraint is not assumed): needling and propping to brickwork openings in single storey construction.	Such designs would be undertaken using simple methods of analysis and be in accordance with the relevant standards, supplier's technical literature or other reference publications	The check may be carried out by another member of the design team.
2	On more complex or involved designs. Designs for excavations, for foundations, for structural steelwork connections, for reinforced concrete.	Category 2 checks would include designs where a considerable degree of interpretation of loading or soils' information is required before the design of the foundations or excavation support or slope	The check should be carried out by an individual not involved in the design and not consulted by the designer.
3	For complex or innovative designs, which result in complex sequences of moving and/or construction of either the temporary works or permanent works	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering	The check should be carried out by another organization

		judgement are involved.	

This standard is not intended to be prescriptive in defining a specific category for any particular type of Temporary Works.

Significant Temporary Works

All Temporary works should be classed as significant unless they are simple in nature and have negligible risks associated with them.

Examples of Temporary Works that would not be typically classed as significant are:

- Minor formwork including ground slab edge formwork and minor wall formwork
- Simple access scaffold without complex layouts and with simple foundation layouts
- Minor battered excavations without attendant risks
- Standard design solutions for common items

Where there is any doubt Guildprime Specialist Contracts Ltd will seek clarification from a Temporary Works designer.

Traffic Management

All vehicle and plant movement on-site is controlled in order to reduce the risk to pedestrians. Where possible, the movement of vehicles will be segregated from pedestrians to eliminate the risk of serious injury resulting from a collision.

An assessment of the site will be carried out to determine the safest methods of access and movement within the site. Traffic routes and speed restrictions will be put in place along with access routes for vehicles and pedestrians; these will be included within the Construction Phase Plan for the project.

A suitable Traffic Management Plan will be prepared and enforced on all sites that have vehicular traffic access. This plan will include details of any traffic routes, one-way systems, turn around points, wash down areas, access for emergency vehicles etc. It will also show prescribed pedestrian walkways or out of bounds or restricted areas. This plan must be brought to the attention of all on-site operatives or site visitors during site induction training and displayed as appropriate. The plan must be amended as necessary to reflect any changes in site conditions.

Highways

Operatives working on the highway should be trained and certificated in compliance with the New Roads and Street Works Act.

All work areas on or adjacent to the highway shall be properly signed in accordance with Chapter 8 of the Road Traffic Signs Manual - Traffic Safety Measures for Road Works.

At the approach to every such work area, a “ROAD NARROWS AHEAD” sign, indicating the appropriate position of the obstruction shall be positioned midway between the roadworks ahead sign and the working area.

Where the road width is reduced by the working area to less than 5.5m, traffic shall be controlled with STOP/GO boards or temporary traffic lights as appropriate. Appropriate advance warning signs shall be provided at the approaches to these controls.

In situations where pavements are obstructed by the works, pedestrians shall be diverted to an alternative route by pedestrian direction signs. Working areas in roads and pavements shall be protected by substantial barriers.

The working area on roads shall be protected with traffic cones, and all plant, material and equipment shall be positioned inside the coned-off area. All barriers and signs shall be supplemented by lamps during the hours of darkness.

All operatives on roadworks of any kind should wear high visibility protective clothing manufactured in accordance with BS EN 471.

Consultation with the Traffic Police and Local Highway Authority will take place before traffic flow is restricted by any means.

Underground Services

Where works involve digging or disturbing the ground will be completed under a permit system and Guildprime Specialist Contracts Ltd will ensure all information on existing underground services is obtained before any work commences.

Guildprime Specialist Contracts Ltd shall consult with all relevant service authorities throughout all stages of the works to ensure that all required precautions are precautions are in place and agreed.

Operatives should not assume that the plans are accurate or to scale, but use them as an indicator for position, layout and numbers of services. Trained operatives will physically locate and mark all services through the use of locating equipment and hand dug trial holes before any mechanical excavation is undertaken.

In addition, reliance is not placed upon locating equipment alone. Physical indicators such as previous excavations, junction boxes, manholes etc. will also be used.

Vibration

Hand-arm vibration (HAV) is vibration transmitted into the hands and arms when using hand-held, powered, work equipment. Excessive exposure to HAV can cause hand-arm vibration syndrome (HAVS) and carpal tunnel syndrome. HAVS affects nerves, blood vessels, muscles and the joints of the hand, wrist and arm: it includes vibration white finger, which can cause severe pain in the affected fingers. If ignored, HAVS can become disabling.

Current legislation on the control of Vibration at Work requires employers to make a suitable and sufficient assessment of the risks posed of either hand/arm and/or whole body vibration.

Employers must 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.

The exposure limits and action values are:

- Daily Exposure Action Value – 2.5 m/s^2 in an 8 hour period
- Daily Exposure Limit Value – 5 m/s^2 in an 8 hour period

Therefore Guildprime Specialist Contracts Ltd will ensure that a regime is implemented for:

- Establishing the risks associated with tools that vibrate.
- Knowing which items of equipment pose the highest risk to employees.
- Ensuring that a purchasing/hiring policy is established to ensure that the equipment is selected correctly.
- Setting policy based on recognised exposure limits for the use of this equipment.
- Providing Information, Instruction and Training on vibration risks to employees.
- Recording exposure levels and durations for employees where necessary.
- Providing Health Surveillance where required.

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 or removes the operative from the source of the vibration by using remote control equipment.

Provision - consider other equipment which can be used in conjunction with the vibrating equipment which reduces the risk of injuries caused by vibration, for instance foul weather protection for cold and damp.

Maintain - good maintenance can reduce vibration levels considerably; operatives should be instructed in basic maintenance such as the replacement of blunt drills or chisels.

Limitation - ensure that limits/durations are set on tasks and appropriate rest periods are taken.

Train - make 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.

Violence at work

Guildprime Specialist Contracts Ltd operate a zero-tolerance approach to violence at work. Violence, both actual physical violence and verbal threats or behaving in a threatening manner, are considered negative to the working environment and will result in disciplinary action. Repeat offences or serious incidents are considered gross misconduct which can result in dismissal.

All employees are encouraged to report, any grievances, disputes or issues to either the site or Contracts Manager. The grievance procedure will then be followed to ensure a satisfactory resolution.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Violence at Work Policy.

Visiting or Working in Redundant or Derelict Premises

Prior to visiting any premises that may be unoccupied, subject to vandalism or in a run-down state; Guildprime Specialist Contracts Ltd will assess the risks of entering the building.

Guildprime Specialist Contracts Ltd will identify key areas through initial visual inspection that could cause particular hazards such as:

- Exposure to unstable walls
- Incomplete or unsafe flooring,
- Exposure to unprotected leading edges,
- Areas where vagrants may be occupying the building,
- Exposure to areas where drug abuse may have occurred; risks from hypodermic needles, etc.
- Exposure to biological risks such as Weil's disease (Leptospirosis) in areas where vermin may be present or pigeon droppings,
- Exposure to potential sources of contamination, such as asbestos containing materials.

Visiting or Working In other Employers Premises

All activities that Guildprime Specialist Contracts Ltd engages in within other employer's premises will be subject to Risk Assessment.

Guildprime Specialist Contracts Ltd shall liaise with the controller of the premises to ensure that suitable cooperation and coordination is established to ensure the health, safety and welfare of all persons involved or affected by its operations.

Waste Control

As part of Guildprime Specialist Contracts Ltd's environmental responsibilities, it is necessary to minimise the impact of our waste on human health and the environment in addressing solutions to the waste by the following strategies:

- Minimisation
- Recycling and/or re-use
- Disposal of wastes

'Waste' includes scrap, effluent, unwanted surplus substances and any substances or articles to be disposed of as being broken, worn out, contaminated or otherwise spoiled. Ultimately this means anything that is either excess to requirements or no longer required and removed from our sites.

Those who create, store and transport waste have specific duties imposed upon them by current legislation.

Where a sub-contractor produces waste then disposes of it himself they will be expected to supply proof of disposal, through a waste transfer note, when requested.

Waste Notes received for any items of equipment that are disposed of are kept for 2 years.

Welfare Facilities

Guildprime Specialist Contracts Ltd will ensure suitable and sufficient welfare facilities are available at all workplaces for all employees, contractors and visitors, including:

- Toilet facilities, including facilities for the disabled
- Washing facilities

- Facilities for rest and to prepare and eat meals, including means for boiling water (to include adequate seating with backs)
- Drinking water

In addition where the type of work or season requires it

- Accommodation for clothing
- Changing rooms and lockers

All facilities will be maintained to a satisfactory standard, with regard to:

- Accessibility
- Temperature
- Ventilation
- Lighting
- Cleanliness/hygiene

Before work commences on site, arrangements will be made for convenient sanitary facilities for the use by operatives throughout the duration of the works.

Where welfare facilities are to be shared on site between different contractors, arrangements and procedures for the proper use and maintenance of those facilities will be developed and communicated to all parties. This will be detailed in the induction process and within the Construction Phase Plan.

Further details of the Guildprime Specialist Contracts Ltd.'s arrangements and responsibilities can be found in the Welfare Policy.

Working at Height

The working at height regulations require employers to:

- Avoid employees working at height where it is possible.
- Make effective use of safe places of work already provided.
- Use work equipment or other measures to prevent falls where working at height cannot be avoided; and
- Where they cannot eliminate the risk of a fall liable to cause personal injury, use equipment or other measures to minimise the distance and consequences of a fall should one occur.

Guildprime Specialist Contracts Ltd will carry out a Risk Assessment to identify the risks of work at height and develop processes to eliminate or control the risks. Additionally, Guildprime Specialist Contracts Ltd will ensure that all work at height is adequately planned, organised and supervised and carried out in a safe manner.

Guildprime Specialist Contracts Ltd will ensure that everyone involved in working at height is competent (or being trained and supervised by a competent person). Guildprime Specialist Contracts Ltd will provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

Guildprime Specialist Contracts Ltd will appoint a competent person(s) to inspect and maintain work at height equipment (including places of work) at the statutory intervals determined by the environment and frequency of use.

All personal protective equipment provided to maintain safety when working at height (e.g. harnesses and lanyards); will be inspected at the required frequency and any defects noted during those inspections. These will be reported by operatives prior to or during use and will be attended to immediately.

Employees must inspect the equipment provided immediately before they use it and ensure any defective equipment is exchanged or repaired before use.

If work is to be undertaken at height, then prevention of falls will be the first priority. Collective prevention measures will be put in place so that personal protection is only a secondary measure.

When selecting work equipment, Guildprime Specialist Contracts Ltd will take account of the working conditions, the distance to be negotiated, as well as the distance and consequences of a fall.

Additionally, Guildprime Specialist Contracts Ltd will ensure that arrangements are in place in the event of an emergency or a rescue needing to be facilitated.

Guildprime Specialist Contracts Ltd has determined that the following hierarchy of measures will be taken to carry out work at height:

1. Avoid work at height where it is reasonably practicable to do so.

2. Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.

3. Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Where working at height cannot be avoided and equipment has been deemed as required, Guildprime Specialist Contracts Ltd will choose using the following order:

- 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, or

- Podium or deck type platform, or

- Step ladders and ladders (Subject to criteria set out in the section on ladders and step ladders).

Scaffolding

All reasonable steps will be taken by Guildprime Specialist Contracts Ltd to provide a safe place of work for employees required to use scaffolding.

Scaffold structures will be erected by a competent contractor and will be assembled in accordance with the most recent guidance supplied by the recognised body

The nature of structure will be determined by the requirement(s) of the work to be carried out, the environmental conditions and the location of the structure. This may mean that the scaffold may follow a standard design or require specific design.

Access to the scaffold will be determined by site conditions however; the aim should be to provide a staircase where reasonably practicable or ladders with adequately protected landing points.

Guildprime Specialist Contracts Ltd will ensure that the necessary preventative and protective measures are put in place to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The Company will appoint a competent person to be responsible for supervising the erection, altering and dismantling of scaffolding and for inspecting all equipment, before it is used after any event likely to affect its stability and at intervals of 7 days or less, as required.

Inspections will be recorded. Records will be retained at the place of work until completion and thereafter for three months at head office.

Mobile Towers

All reasonable steps will be taken by Guildprime Specialist Contracts Ltd to provide a safe place of work for employees required to use mobile tower scaffolds.

Mobile towers will be erected and used only by competent persons with the relevant proof of training in accordance with the mobile towers instruction manual.

These persons will be required to inspect the individual components and the tower as a whole prior to use. It will also be inspected after every occasion that the tower is erected. (If the tower remains static for more than 7 days then it shall be subject to inspection).

All inspections will be recorded. Records will be retained at the place of work until completion and thereafter for three months at head office.

The Company will ensure that the necessary preventative and protective measures are put in place to prevent falls of persons or materials from the workplace or of the tower itself and will liaise with any other persons involved in the work activity. The safety of the personnel erecting the tower must be maintained throughout the process and likewise during dismantling. In selecting mobile towers for use Guildprime Specialist Contracts Ltd will ensure that they are appropriate for the work and that the methods of erection and dismantling provided the safest method possible.

Mobile Elevating Work Platforms

Mobile Elevating Work Platforms (MEWPs) must be operated only by competent employees who hold relevant proof of training and have undergone familiarisation training by the plant hirer.

When Cherry Picker type MEWPs are used, employees will be attached to the proprietary fixing point by a harness and fixed length restraint lanyard.

While there is no requirement to be harnessed to the Scissor Lift type MEWP whilst working within the confines of the platform when it is in a static position, it is good practice to wear a harnesses and fix to the attachment point, via a fixed lanyard, when operating the machine over rough ground and while the platform ascends and descends to prevent being thrown out

Guildprime Specialist Contracts Ltd will ensure that all operatives have received suitable training from a recognised body and that suitable harness training has been received to prevent injury to operatives through poorly or incorrectly fitted harnesses.

Podium Steps and Low Level Access Equipment

All reasonable steps will be taken by Guildprime Specialist Contracts Ltd to provide a safe place of work for employees required to use podium steps and low level access equipment.

Podium steps and low level access equipment will be erected and used only by competent persons with the relevant proof of training in accordance with the equipment's instruction manual. These persons will be required to inspect the individual components and the equipment as a whole prior to use.

Inspections will be recorded. Records will be retained at the place of work until completion and thereafter for three months at head office.

The Company will ensure that the necessary preventative and protective measures are put in place to prevent falls of persons or materials from the workplace or from the equipment itself. Guildprime Specialist Contracts Ltd will liaise with any other persons involved in the work activity.

In selecting podium steps and low level access equipment for use, Guildprime Specialist Contracts Ltd will ensure that they are appropriate for the work and that the methods of erection and dismantling provided the safest method possible.

Ladders and Step Ladders

Ladders will be used only where the use of more suitable work equipment is not justified. (This could be due to the low risk and short duration of use or, because of existing features within the workplace which cannot be altered which make ladders the only possible suitable equipment).

No work will be conducted from ladders unless a Risk Assessment shows that this is the only reasonably practicable and final option. Every attempt will be made by Guildprime Specialist Contracts Ltd to eliminate the use of ladders and step ladders as an option for working at height.

If ladders are deemed to be the only option, they will be used only if a Risk Assessment shows:

- That the operative can maintain three points of contact.
- That the task is of short duration (under 30 minutes).
- That the task is low risk.
- Ladders are industrial use class 1 or EN131.
- Ladders can be set at an angle not exceeding 75 degrees (1 out to 4 up ratio).
- Ladders are clearly identifiable and subject to regular inspections.

Additional control measures will be introduced (if practicable) to reduce the risks to a minimum. This will be in the form of ladder stays, stand offs or other proprietary ladders or ladder securing devices.

Persons using ladders will have attended training in the use of ladders and any associated accessories and be familiar with the hazards associated with the use of this equipment.

Step ladders will be used only when the Risk Assessment determines that their use has a low risk and is of a short duration (less than 30 minutes) and, where other equipment cannot fit due to space restrictions. Priority will be given to selecting work equipment with a working platform and some type of edge protection or rail whilst the operative is on the steps. Podium steps or similar design equipment will be considered in the first instance.

Step ladders will be of sufficient height to enable the work to be carried out from no higher than the third tread from the top. Step ladders will be used only on a firm and level base to prevent them toppling.

All Ladders and step ladders will be inspected prior to each use and on a regular basis which shall be recorded.

Working in Excavations

Excavation work is a high risk activity. Guildprime Specialist Contracts Ltd shall ensure that any excavation work is risk assessed and that the activity is properly supervised.

All areas to be excavated shall be checked for underground services or other obstacles.

Steps shall be taken to ensure the Prevention of:

- Collapse of the excavation
- Falls of materials and the burying or trapping of a person
- Overloading of ground nearby and the undermining of adjacent structures

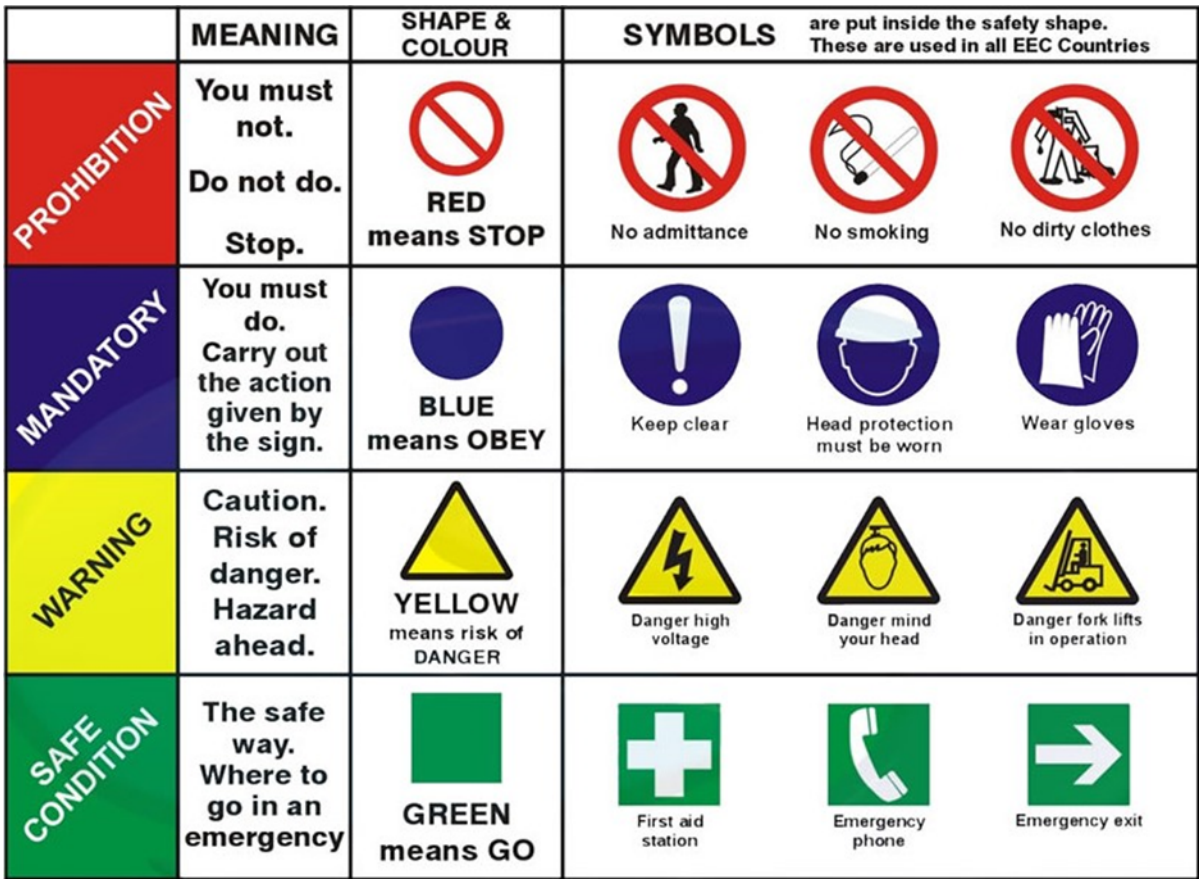
All equipment used shall be installed, altered or dismantled under supervision of a competent person.

Workplace Signage

Signs, signals and symbols in the workplace are an important tool for informing workers and others who may be present of the hazards nearby, the precautions to be taken and the actions to be followed in the event of an emergency. Such signs, signals and symbols are not limited to graphical images; they may also include verbal or acoustic signals, for example, fire alarms, as well as other devices such as tape or barriers warning of hazardous areas or enclosures.

The Health and Safety (Safety Signs and Signals) Regulations were introduced to encourage standardisation of safety signs at work across the European Union, and they apply to all places and activities where people are employed. The regulations require employers to provide specific safety signs, hand signals or verbal communications whenever there is a risk that cannot be avoided or controlled by other means. There is no need to provide a sign where it would not help to reduce the risk or where the risk is not significant.

There are 4 basic categories of Safety Signage:



To ensure that the provision and use of safety signs and signals will be undertaken as appropriate and that our policy will be clearly understood throughout the company, we will:

- Carry out a detailed Risk Assessment to determine what safety signage is required.
- Display statutory notices in the workplace.
- Ensure other suitable and sufficient graphic signs are provided and maintained within the workplace.
- Ensure that the correct hand signals and verbal communications are used appropriately.
- Provide employees with adequate information, instruction and training on signage.
- Maintain and replace signage when necessary.
- Ensure that adequate resources are made available to fulfil the requirements of this policy.
- Review this policy at least annually or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- Ensure our relevant Risk Assessments have identified the need for safety signs as part of our control measures.
- Ensure signage identified in the risk assessments is displayed in prominent positions.
- Provide employees with sufficient information, instruction and training to ensure that they fully understand the meaning of signs and signals and recognise the colour coding of signage used in the workplace; and
- Regularly inspect signage to ensure it is in good condition and replace signs when necessary.

Young Persons (Including Trainees and Work Experience)

Trainee and work experience programmes represent a significant step in preparing young people and children, under the minimum school leaving age (MSLA), for adult and working life. Not only do they introduce them to the workplace, but they also provide an opportunity to foster an early understanding of the importance of health and safety, and to influence the attitudes of the future workforce.

Young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of hazards within the workplace or immaturity.

A Young person is defined as “An employee or work placement student who has not attained the age of eighteen”.

A Child is defined as “A person who is not over the compulsory school leaving age (16)”.

The Health and Safety at Work etc. Act 1974 requires employers to ensure the health and safety of all employees at work and anyone else who may be adversely affected by the employer’s undertaking, so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 require employers to assess the work-related risk of all their employees and require a specific assessment of risks to young persons. Usually the measures taken to protect the workforce should be sufficient to protect young persons; however, where this is not the case additional measures should be determined and implemented before the young person commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

A young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant health and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc. Act 1974, employees have a responsibility for their own health and safety, and this needs to be significantly emphasised to young persons as they are relatively immature and more likely to make decisions without being aware of the possible consequences.

The Management of Health and Safety at Work Regulations 1999 require employers to take the following factors into account when undertaking a young person’s risk assessment:

- Their inexperience and immaturity
- Their lack of awareness of risks to their health and safety
- The fitting out and layout of their workstation and workplace
- The nature, degree and duration of any exposure to biological, chemical or physical agents
- The form, range, use and handling of work equipment
- The way in which processes and activities are organised
- Any health and safety training given or intended to be given
- Risks associated with certain specified agents, processes and work activities

To fulfil our responsibilities as outlined above, we will:

- ■ Inform our insurance company of our intention to run trainee and work experience placements;

- Identify how many trainee and work experience students we have in our workplace;
- Identify all tasks, operations and activities undertaken by our trainees and work experience students;
- Complete a detailed assessment of each task or operation if the risk is unavoidable;
- Inform parents, guardians or others responsible for trainees and work experience students below MSLA, of key findings of risk assessments and the control measures we have taken;
- Provide trainees and work experience students with sufficient information, instruction and training to ensure their health and safety whilst undertaking tasks;
- Provide suitable levels of supervision;
- Liaise closely with the training organisation or work experience organiser to ensure their satisfaction with our management of health and safety; and
- Periodically assess accident records to identify any trends in accidents relating to trainees or work experience students and ensure that serious injuries are appropriately reported.

Records and Archiving

Records will be maintained of all necessary Health, Safety and Environmental documentation. This will include:

- Health and Safety Policy
- Procedures documents
- Risk Assessments
- COSHH assessments
- Statutory documentation (Inspections, reports etc.)
- Accident Book
- Training records
- Other relevant Health, Safety and Environmental documents.
- Method Statements
- Health and Safety Plans

Compliance with Statutory Regulations

All personnel and subcontractors must carry out their work in compliance will all current Health, Safety and Environmental legislation. The following are the principal Acts and Regulations, as amended, that apply to Guildprime Specialist Contracts Ltd, but this list is not exhaustive. If any employee or subcontractor is in any doubt of the relevant statutory regulations, they must seek competent advice before proceeding.

- The Health and Safety at Work etc. Act 1974

- The Management of Health and Safety at Work Regulations 1999
- The Construction, (Design and Management) Regulations 2015
- The Control of Substances Hazards to Health Regulations 2002
- The Provision and Use of Workplace Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Working at Height Regulations 2005
- The Manual Handling Regulations 1992
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Control of Asbestos at Work Regulations 2012
- The Personal Protective Equipment Regulations 2002
- The Regulatory Reform (Fire Safety) Order 2005
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Electricity at Work Regulations 1989