



# HEALTH SAFETY & ENVIRONMENTAL POLICY

Issue 5





## CONTENTS

CONTENTS .....	1
DOCUMENT CONTROL .....	3
COMPANY INTRODUCTION .....	4
COMPLIANCE REVIEW .....	4
ENFORCEMENT .....	4
HEALTH & SAFETY GENERAL POLICY .....	6
ENVIRONMENTAL POLICY .....	7
ORGANISATION .....	8
RESPONSIBILITIES .....	9
OFFICE STAFF .....	9
HEALTH & SAFETY ADVISORS .....	9
SPECIFIC RESPONSIBILITIES .....	10
Principal Designer Appointed by PCI Ltd .....	10
Designers Appointed by PCI Ltd .....	11
Consultants Appointed by PCI Ltd .....	11
Principal Contractor .....	12
Sub-Contractors, Trade Contractors and Direct suppliers .....	13
EMPLOYEE RESPONSIBILITIES .....	16
COMPANY VEHICLES .....	16
PCI GOLDEN TEN .....	17
ARRANGEMENTS .....	19
RISK ASSESSMENT .....	19
ACCIDENT/INCIDENT REPORTING AND INVESTIGATION .....	19
HEALTH, SAFETY AND WELFARE ON CONSTRUCTION SITES .....	22
COMPANY STAFF VISITING HAZARDOUS AREAS/SITES .....	22
CONSULTATION WITH EMPLOYEES .....	22
COMMUNICATIONS ON SITE .....	23
EMERGENCY PROCEDURES .....	23
FIRE PREVENTION .....	24
FIRST AID .....	25



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH .....	25
WORK EQUIPMENT (PUWER).....	25
WORK AT HEIGHT .....	26
LADDERS, STEPLADDERS.....	26
SCAFFOLDS (including mobile towers) .....	27
HAND-OPERATED POWER TOOLS.....	27
ELECTRIC TOOLS .....	27
ABRASIVE WHEELS .....	27
CARTRIDGE TOOLS .....	28
LASERS.....	28
HIRE & SUPPLY.....	29
INFORMATION, INSTRUCTION, SUPERVISION & TRAINING .....	29
SAFETY AUDITS/SAFETY MONITORING.....	30
OCCUPATIONAL HEALTH AND HEALTH SURVEILLANCE.....	30
PERSONAL PROTECTIVE EQUIPMENT (PPE).....	30
PROTECTION OF THE PUBLIC.....	31
WORK RELATED ROAD SAFETY/DRIVING.....	31
MANUAL HANDLING OPERATIONS.....	32
LIFTING OPERATIONS .....	32
CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 .....	33
DRUG AND ALCOHOL POLICY .....	34
ASBESTOS .....	34
WORKING WITH ELECTRICITY.....	35
NOISE AT WORK .....	35
WASTE DISPOSAL.....	36
VIBRATION EXPOSURE.....	36
MENTAL HEALTH & STRESS .....	37
PREGNANCY.....	37
THE HEALTH ACT 2006.....	38
LONE WORKING.....	38
EMPLOYMENT OF YOUNG PERSONS.....	39



## DOCUMENT CONTROL

Issue No.	Date	Brief Description of Amendment
1	April 2021	INITIAL RELEASE –statement only
2	19/07/22	Updated and Arrangements added
3	01/08/22	Lone working policy and reference to procedure added GP029
4	04/06/23	Annual Review P23 new legislation P36 Mental Health & Stress reference to procedure GP052 P13 Addition of Sub contractor responsibilities
5	06/10/23	Addition of section on employment of young persons, reference to HSE guidance and internal Assessment form – JS- PBS



## COMPANY INTRODUCTION

Parias Construction & Interiors Ltd are a Milton Keynes based Refurbishment Main Contractor.

Our projects generally range between: £5k-£1.5m. Regardless of project size, PCI are equally adept at providing complete satisfaction on schemes, from basic to bespoke, dependent on the requirements of our client.

Parias Construction & Interiors Ltd. safety documentation is divided into two parts:

The "Policy", this contains the general Parias Construction & Interiors Ltd. policy. It addresses a variety of health and safety issues applicable to our operations. It details the organisation, arrangements, and responsibilities.

Company "Procedures" which include assessment and documentation procedures for putting the goals of the "Policy" into practice, these procedures may refer to Company Forms and Method Statements which will be used in accordance with the procedures. These forms will become company Records upon completion

## COMPLIANCE REVIEW

The Health and Safety Policy shall be formally reviewed annually, or more frequently by PB Safety Consultancy Ltd, for as long as Parias Construction & Interiors Ltd retains their services. This review shall cover all sections of the Policy and shall ensure that:

- The responsibilities reflect the current staffing of the Company.
- The arrangements remain unchanged.
- The safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

## ENFORCEMENT

This is the responsibility of the Environmental Agency and the Health and Safety Executive appointed by the Commission, with the proviso that responsibility may be transferred in certain cases to local authorities. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time.

If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied.

If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to twelve months (3 months under the Environmental Protection Act 1990) and a fine of up to £20,000.00.



Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger.

An inspector may give to persons employed (or their representatives), factual information obtained by them relating to the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Act is liable, on indictment for certain offences, up to two years' imprisonment, and / or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues. If the HSE visit a site and find a material breach of health and safety, they can charge a Fee for Intervention to pay for the time it takes to identify what is wrong and to help put things right. This is called a fee for intervention (FFI).



## HEALTH & SAFETY GENERAL POLICY

To ensure, so far as is reasonably practicable, a safe and healthy working environment for all our employees and self-employed members of PCI Ltd and members of the public who visit our premises.

We will implement, maintain and review appropriate safe systems of work to control and reduce, so far as it reasonably practicable, the health and safety risks arising from all activities at site locations and will take all reasonable steps and measures to minimize our activity's impact upon the environment.

We will consult with the team on all matters effecting their health and safety. Any concerns raised will be investigated and appropriate actions taken.

Training, information, supervision and instruction will be provided to all team members for the understanding of health and safety issues and to ensure that they are competent to carry their tasks.

We will provide and maintain safe equipment and ensure the safe use and handling of hazardous and non-hazardous substances. Suitable and sufficient precautions will be taken to prevent accidents and cases of work-related illness.

All staff will be made aware of this health and safety policy document, a copy of which is displayed prominently within the office and taken remotely onto site.

To ensure the highest standards of Health & Safety for all affected by the companies' activities we shall ensure, so far as is reasonably practicable that:

- Safe & healthy methods of work are adopted at all times.
- Safe & healthy working conditions are established and maintained.
- Employees and sub-contractors receive adequate information, instruction and supervision to enable them to work in a healthy & safe manner.
- All accidents (whether involving injury or not) are appropriately investigated and reported as necessary, and steps taken to prevent recurrence.

Statutory requirements for Health & Safety will be treated as a minimum standard to be exceeded and all involved in planning work activities will apply established safety principles in considering risks and hazards which are not covered by specific regulations.

Parias Construction & Interiors Ltd Health & Safety Policy will be reviewed at least every year, any changes will be issued to all concerned.

Any employee or sub-contractor needing clarification on any item of Health & Safety matters please contact the Health & Safety Officer.

**Marcus Parias** - Director

**Signed:** Marcus Parias **Date:** 07/05/2024

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## ENVIRONMENTAL POLICY

The Control of Pollution Act and the Environmental Protection Act impose a duty on everyone to prevent pollution to the environment. In order to fulfil its obligations, it is the policy of PCI Ltd that all work activities will be assessed with regard to the level of risk to the environment.

Environmental Risk Assessments will be carried out in a similar manner to normal Risk Assessments, but from the perspective of the environment not the worker. Details of these assessments can be found under Environmental Risk Assessment Procedures in the Procedures Section.

PCI Ltd will seek to promote the conservation and sustainable use of natural resources and to minimize environmental pollution in all its own activities and, where possible, by its influence over others. PCI Ltd will review all its policies, services and activities and act wherever necessary, to meet this commitment. The objective will be to minimise the environmental impact of all our operations. Consideration will be given to the substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Liquid pollutants will not be allowed to enter water courses. This will require specific instruction to control identified pollution risks. All liquid storage will be bunded wherever there is a risk.

This policy shall apply to office functions, PCI Ltd travel and design functions as well as on-site construction functions.

COSHH assessment will form a part of the environmental system.

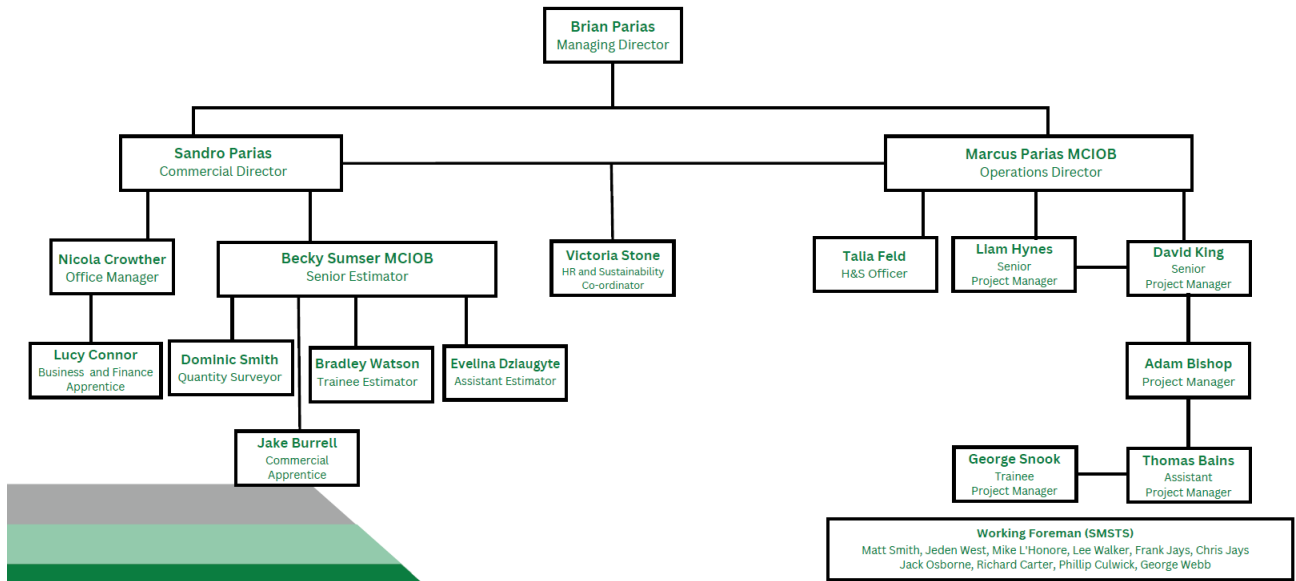
This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

Signed by: **Marcus Parias - Director**  
 Signed: *Marcus Parias* Date: 07/05/2024  
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**ORGANISATION**





## RESPONSIBILITIES

### OFFICE STAFF

The Office Staff have Health and Safety responsibilities to ensure that they:

- Use the correct equipment for the task.
- Only use equipment that is in good condition.
- Report all defects in equipment and materials, or any obvious safety or health hazards.
- Do not endanger themselves or other persons through their actions or failures to act.
- Avoid improvisation.
- Warn new employees of known hazards.
- Do not abuse the welfare facilities.
- Co-operate on all aspects of health, safety and welfare.
- Do not operate any equipment unless they have been fully trained and instructed in its operation.
- Comply with the requirements of the Company's Safety Policy.
- Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

### HEALTH & SAFETY ADVISORS

PB Safety Consultancy Limited has been retained as the Company's Safety Advisers and shall:

- Carry out site inspections, as requested by the Company.
- Provide written reports and assessments for Elysian Residences subsequent to the inspections.
- Provide a telephone advisory service relating to all aspects of health and safety at work.
- Ensure that documentation is reviewed and updated as required.
- By arrangement, provide an accident investigation service and liaise with the enforcing authority.
- If requested, assess all method statements prepared by the Company.
- If requested, attend meetings regarding health and safety, on behalf of the Company.
- If requested, provide Health and Safety Training to both management and staff.



## Managing Director

PCI Ltd. act in the capacity of CDM Client for projects. The Managing Director has overall responsibility for ensuring the effective strategic planning of projects and monitoring the health and safety performance of all parties involved. He has particular responsibility for ensuring.

- adequate resources to meet the requirements of this Policy are provided;
- high standards of communication are maintained between the individual project in relation to the sharing of best practice on individual projects;
- Principal Contractors appointed on PCI Ltd projects have a system in place for assessing the health and safety competence of the Trade Contractors they appoint;
- Monthly reports on project health and safety performance including incident performance and industry updates carried out.

## *SPECIFIC RESPONSIBILITIES*

### Principal Designer Appointed by PCI Ltd

The Principal Designer has a duty to plan, manage, monitor and coordinate health and safety for the project during the pre-construction phase and to ensure the design work contributes to the delivery of positive health and safety outcomes. The Principal Designer's main responsibilities are to ensure the following.

- on behalf of the Client and through the implementation of formal techniques, they assess the competence of nominated Designers and advise PCI Ltd
- all Designers fulfil their duties under the Regulations and, as such, the design takes into account the general principles of prevention and where relevant, the content of any Construction Phase Plan and Health and Safety File.
- adequate information is included in the design in relation to any technical and organisational aspects or anything in the structure or materials used which might affect the safety of construction staff, subsequent occupiers, or staff undertaking maintenance, cleaning or demolition work.
- pre-construction information is identified, collected and circulated to Designers and Contractors appointed by the Client.
- ongoing cooperation and coordination on health and safety measures and the 'general principles of prevention' between Designers, the Principal Contractor, Trade Contractors and PCI Ltd throughout the pre-construction phase of the project.
- liaison takes place with the Principal Contractor regarding, the information needed to prepare the Construction Phase Plan and any design developments, which may affect planning and management of the construction and the content of the Health and Safety File.
- A monthly progress report is provided to PCI Ltd on current status and forward planning in relation to designing out risk for key aspects of the project which have an impact on construction activities, future use and maintenance of project structures.



- The Health and Safety File is prepared, reviewed and amended as necessary and provided to PCI Ltd, unless their appointment has ended at the construction phase of the project and this duty has been passed to the Principal Contractor.

### **Designers Appointed by PCI Ltd**

The Designer(s) have a responsibility to ensure the project design takes adequate account of the need to avoid foreseeable risks, not only during the construction phase but also in any subsequent occupation, maintenance, cleaning or demolition operation. The Designer's responsibilities include:

informing PCI Ltd of their duties as client under the CDM Regulations.

ensuring a Principal Designer<sup>1</sup> has been appointed for the project.

providing adequate information to the Principal Designer to enable him to coordinate with the Principal Contractor, other Designers, Trade Contractors and PCI Ltd on health and safety measures and the general principles of prevention.

providing information to the Principal Designer for the Health and Safety File.

ensuring that in the design, collective methods of protection are used which protect all persons involved in such work in preference to controls which protect individuals only (e.g., in the prevention of falls from a height, the provision of a guard rail that protects all persons is preferable to relying on the sole use of a safety harness which offers limited protection to the individual only).

taking into account the requirements of The Workplace (Health, Safety and Welfare) Regulations 1992 as they relate to the design of, and materials used in, any structure for subsequent use as a workplace.

checking that, when arranging for any Designer(s) to prepare a design, they are competent and will make adequate provision for health and safety.

### **Consultants Appointed by PCI Ltd**

All Consultants including Designers working on site have the responsibility to abide by the PCI Ltd rules and instructions provided by the Principal Contractor and to make full and proper use of any protective or safety equipment provided.



## Principal Contractor

The Principal Contractor has overall responsibility for ensuring that the construction phase is planned, managed and monitored so that site operations are undertaken safely with the general principles of prevention applied and in accordance with best practice. Furthermore, they have a duty to constantly review new ways of ensuring that health and safety remains a high-profile priority. They have particular responsibility for:

- ensuring the Construction Phase Plan is adequate throughout the construction phase and includes the necessary site rules and outline work methods that protect all;
- taking action against Trade Contractors where they do not comply with the site rules;
- taking reasonable steps to arrange cooperation and coordination between all persons concerned in the project;
- giving reasonable directions to all Trade Contractors to ensure health and safety standards are maintained;
- making enquiries and checks on the competence and resourcing of Trade Contractors they appoint to undertake the work safely;
- ensuring that Trade Contractors and their employees are provided with adequate information, instruction and training;
- controlling access to the site;
- ensuring the necessary emergency provisions for fire and first aid are in place and as detailed in the Construction Phase Plan;
- ensuring exemplary welfare facilities, including washing and changing facilities, are maintained on site;
- implementing arrangements for the promotion and management of occupational health on site;
- displaying, on the site, the information required to be notified to the HSE about the project;
- ensuring there are adequate arrangements for the inclusion of everyone on site in discussion and feedback on health and safety issues (including the setting up of a safety group made up of representatives from management, those representing safety on site and employees from the companies involved).
- appointing Site Managers to supervise and monitor the day-to-day health and safety standards on site and ensure that they are competent to undertake their duties;



- ensuring that ER staff and other visitors to site are provided with the relevant parts of the Construction Phase Plan which affects them;
- providing adequate PPE to their own staff and visitors;
- providing a guidance note for visitors, detailing specific dangers of the site;
- reporting accidents, ill health and dangerous occurrences to PCI Ltd and to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations;
- informing PCI Ltd immediately of any serious incident and providing a succinct headline report of the known facts within 48 hours;
- providing PCI Ltd with a monthly health and safety performance report that collates Contractor performance in form of a safety league table, accident/incident and near miss events, their causes and action taken to prevent a recurrence and a rolling record of contact with, and presentations given to the HSE;
- maintaining a safety league table of Trade Contractor performance and presenting a site safety award to the Contractor who leads the table at the end of each month;
- implementing initiatives that recognise and reward Trade Contractors or individuals where their safety performance warrants particular merit;
- promptly providing the Principal Designer with the information required for the CDM Health and Safety File;
- taking forward the assembly of the Health and Safety File and providing to PCI Ltd promptly on completion of the project, if the Principal Designer appointment has ended during the construction phase.

### **Sub-Contractors, Trade Contractors and Direct suppliers**

The Trade Contractors have responsibility for undertaking their work activities in a manner that does not compromise their own employees' safety or the safety of others who could be affected by them. They also have responsibility for.

- ensuring that the relevant part of the Construction Phase Plan has been provided by the Principal Contractor;
- ensuring that all their employees working on the project are informed of the rules contained in the Construction Phase Plan and understand that they are required to comply with them;



- cooperating with the Principal Contractor in order to satisfy health and safety requirements and comply with legislation;
- promptly providing the Principal Contractor with any information which may result in changes to the Construction Phase Plan — this will include risk assessments and method statements;
- supplying the principal contractor with information on reportable accidents or diseases, or concerns regarding any health and safety issues;
- promptly providing the Principal Contractor with information which he may need to provide to the Principal Designer for incorporation into the Health and Safety File;
- documenting method statements for operatives;
- ensuring that employees are provided with adequate health and safety information, instruction and training;
- providing appropriate PPE to their own staff and visitors;
- ensuring Trade Contractors, they appoint are competent and adequately resourced to undertake the work safely.
- Ensuring they, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site

It is the policy of this Company that in situations where outside contractors (e.g., utility company personnel, cleaners, maintenance personnel) enter our premises to perform tasks in areas where there may be a risk to their health and/or safety, measures will be taken to reduce that risk to the lowest level practicable under the circumstances. These measures may include any or all of the following:

- Induction training (to include the hazards and/or risks posed by this Company's operations).
- Supervision by a competent representative of this Company who is aware of the hazards presented in the area of works to be performed.
- Ensuring that personal protective equipment has been provided and is being worn, as required.
- Verifying that the outside contractor is competent and trained to carry out the proposed tasks.
- Ensuring that outside contractors' employers have received appropriate safety information relative to their proposed tasks, issued by this Company, and that outside contractor employees have been informed of such information prior to their works commencing.



Sub-contractors are to comply with all the requirements of this Safety Policy and are to provide copies of their Safety Policies and any other documentation appertaining to health and safety that may be requested by PCI Parias Commercial Interiors Ltd or their Safety Advisers. Failure to do so will render the sub-contractor liable to suspension from the site and any financial penalties will be charged to that sub-contractor.

Labour only sub-contractors shall, for the purposes of health and safety only, be considered as employees of the companies. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.

Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and codes of practice. Sub-contractor's employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorised.

All plant or equipment brought on to site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our contracts manager before work commences.

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

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

Sub-contractor's employees must comply with any safety instructions given by the company's site representative.

Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health which will be used on the site must be provided to our Contract Manager before work commences.

Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

A detailed method statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The method statement must be agreed with our contracts management before work begins and copies made available on site so that compliance with the agreed method statement can be maintained.





Sub-contractors whose works package includes a design function will present those designs to the principal contractor for onward transmission to the Principal Designer in sufficient time to allow those designs to be considered by the design team prior to work commencing. Any such design work shall be included in the health and safety file.

The sub-contractors senior site representative shall attend safety meetings as they are called by the Principal Contractor or Principal Designer. These meetings shall be the primary point for the transfer of information

## EMPLOYEE RESPONSIBILITIES

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to **your line manager**

You must co-operate with managers on health and safety matters, including the investigation of any incident.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

## COMPANY VEHICLES

**Drivers of company vehicles must ensure:**

- Checks are carried out on their vehicles to ensure that they are safe and roadworthy.
- They comply with the road traffic regulations at all times.
- Maintenance is carried out as required by the manufacturers' instructions.
- All defects are reported on vehicles and any ancillary equipment, and any additional maintenance is carried out as and when required.
- They do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation.
- They comply with the requirements of the Company's Safety Policy.
- Information is given to management of any medical or legal impediment to their driving license or any pending prosecutions.
- Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- Consideration is given to the nature of any loads to be transported,
- the ease or otherwise of loading or unloading the vehicle, the nature of the terrain over which they are to be driven, the expected length of the journeys to be undertaken and



whether or not passengers will be carried. Any additional equipment that may be needed e.g., additional tools for the loading or unloading of the vehicle should also be available

### Maintenance

- Suitably qualified and competent personnel will be used to maintain all vehicles owned by Parias Construction & Interiors Ltd. to the required standard. All leased vehicles will be maintained under the terms and conditions specified by the lease, these being communicated to the driver of the vehicle where necessary. Drivers will be expected to carry out the daily and weekly vehicle checks. The company will endeavour to ensure that no vehicle in an unfit state will knowingly be used on company business.
- Employees will be required to report to their manager any driving convictions and any medical conditions for which the DVLA may impose restrictions on driving.

### Safe Working Hours

Parias Construction & Interiors Ltd. recognises the deleterious effects that fatigue and stress can have on the ability of an employee to drive safely. In order to safeguard the health and safety of employees driving on company business and others who may be affected by this activity, Parias Construction & Interiors Ltd. will ensure that effective policies and procedures are in place to manage the hours worked by those driving for the company. These procedures will require that:

- Drivers do not drive for more than the permitted hours in any twenty-four-hour period.
- Drivers receive sufficient time off and rest breaks over the working week to avoid excessive
- fatigue and stress.
- Drivers will be actively encouraged to maintain their driving hours within sensible limits.

### PCI GOLDEN TEN

To ensure that our high standards of decorum are consistently met, we have formulated a set of core values and rules that are displayed on every single one of our sites, this is the expected standard of our workers and subcontractors:

1. PPE minimum of Boots/ Hi Vis (safeguarding operatives, visitors and the general public)
2. Tidiness is key (leave as you found on arrival)
3. Understand and respect your surroundings
4. Sign in, wherever you are working
5. Keep noise to a minimum
6. Diligently dispose of waste (recycle, use correct skip, read waste management)
7. Be clean and well presented



8. Foul language is not acceptable under any circumstance
9. Work in a safe and healthy manner
10. Be kind and polite to those around you



## ARRANGEMENTS

### *RISK ASSESSMENT*

The purpose of risk assessment is to identify the risks to health and safety for Parias Construction & Interiors Ltd. employees, as well as others affected by this Company's activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable.

In order to comply with legislation Parias Construction & Interiors Ltd. will require that written risk assessments be compiled by designated Parias Construction & Interiors Ltd. personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities. These assessments will be held at places where the risk is likely to be encountered and measures will be taken by Parias Construction & Interiors Ltd. to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers. All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates.

### *ACCIDENT/INCIDENT REPORTING AND INVESTIGATION*

An accident can be defined as an unplanned, unwanted, unscheduled event or occurrence which may result in injury to a person or damage to property or both and includes acts of non-consensual physical violence done to a person at work.

It is the policy of Parias Construction & Interiors Ltd. that all accidents, whether they result in injury or not, **MUST** be reported to the supervisor or other premises management as soon as possible for recording in the accident book and investigation purposes and, where necessary, for notifying the appropriate authority as required by the Regulations.

We will comply with The RIDDOR Regulations and will report:

- work-related accidents which cause certain serious injuries (reportable injuries).
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm).

Not all accidents need to be reported to the HSE; a RIDDOR report is required only when:

- the accident is **work-related**; and
- it results in an injury of a type which is **reportable** (as listed under 'Types of reportable injuries').

### **Types of reportable injury**

**Deaths** - All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.



**Specified injuries to workers** - The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

1. fractures, other than to fingers, thumbs and toes
2. amputations
3. any injury likely to lead to permanent loss of sight or reduction in sight
4. any crush injury to the head or torso causing damage to the brain or internal organs
5. serious burns (including scalding) which:
  - a. covers more than 10% of the body
  - b. causes significant damage to the eyes, respiratory system or other vital organs
6. any scalping requiring hospital treatment
7. any loss of consciousness caused by head injury or asphyxia
8. any other injury arising from working in an enclosed space which:
9. leads to hypothermia or heat-induced illness
10. requires resuscitation or admittance to hospital for more than 24 hours

**Over-seven-day injuries to workers**- Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

**Over-three-day incapacitation**-Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

**Non-fatal accidents to non-workers (e.g., members of the public)**-Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

**Reportable occupational diseases** - Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.



- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer; and
- any disease attributed to an occupational exposure to a biological agent.

**Reportable dangerous occurrences** - Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- plant or equipment coming into contact with overhead power lines.
- explosions or fires causing work to be stopped for more than 24 hours.
- Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc.). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

**Gas incidents** - Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas.

**RIDDOR reporting of COVID-19** - You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.

Or

a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.

<https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>

### How to report

Notifying the HSE of any of the above can be done online

<http://www.hse.gov.uk/riddor/report.htm#online>

Alternatively, for fatal accidents or accidents resulting in specified injuries to workers **only**, you can phone 0345 300 9923.

**NB: A report must be received within 10 days of the incident of 15 days for the Over-seven-day incapacitation**

Cases of occupational disease, including those associated with exposure to carcinogens, mutagens or biological agents, as soon as the responsible person receives a diagnosis, using the appropriate online form.



All accidents, dangerous occurrences and near miss incidents will be investigated by the Health and Safety Department, which will report as to the cause and conclude on the remedial action to prevent a re-occurrence.

A near miss incident is defined as an incident which has the potential to cause harm to a person or damage to plant, equipment, materials etc. but has not caused that harm or damage.

All personal injuries occurring at the workplace to be recorded in the accident book by the injured person or the first aider. Accidents investigations can be carried out using form GSF013 ACCIDENT REPORT INVESTIGATION

#### *HEALTH, SAFETY AND WELFARE ON CONSTRUCTION SITES*

Parias Construction & Interiors Ltd. is committed to providing a safe working environment for its employees required to work on construction sites. The standard that is used to achieve this goal, as well as monitoring of compliance, is the Construction (Design and Management) Regulations, 2015, these being regarded as the minimum requirements for this Company's operations. Where a particular site activity is not part of Parias Construction & Interiors Ltd. operation then Parias Construction & Interiors Ltd. will make all reasonable enquiries to ascertain compliance by other parties responsible for provision of such aspects of the works. A breakdown of the various requirements for health, safety and welfare under the relevant health and safety legislation can be found in the procedure GP022 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS, 2015 IN PRACTICE

#### *COMPANY STAFF VISITING HAZARDOUS AREAS/SITES*

"Hazardous Areas" in the context of this section relates to areas within Parias Construction & Interiors Ltd premises, or on external work sites (e.g., construction sites) where Parias Construction & Interiors Ltd. employees are required to work/visit on Parias Construction & Interiors Ltd business.

It is the policy of Parias Construction & Interiors Ltd. that when employees are required to work in/visit external work sites or parts of the Company's premises that are deemed to be hazardous, then certain procedures will be put into place before entry, or any works are undertaken. These procedures will either be in the form of a specific risk assessment or safe system of work as the case may be and might incorporate a permit to work system.

We will take the advice from Government during any nationwide health affecting situations <https://www.hse.gov.uk/news/>

#### *CONSULTATION WITH EMPLOYEES*

The Health and Safety (Consultation with Employees) Regulations, 1996, require the employer to consult with employees in good time on matters of health and safety in the workplace. It is the policy of Parias Construction & Interiors Ltd. that all personnel will be regularly informed in good time regarding the introduction of any substantial measures which can affect health and safety at the workplace, including:



- The appointing or nominating of persons to co-ordinate emergency procedures and health and safety assistance.
- Planning and organising of required Health and Safety training for employees and health and safety information.
- Any health and safety information Parias Construction & Interiors Ltd. is required to provide to our employees by or under any relevant statutory provisions.
- The health and safety consequences for Parias Construction & Interiors Ltd. employees of the introduction (including the planning thereof) of new technologies into the workplace.

Parias Construction & Interiors Ltd will consult directly with employees verbally and through H&S audits which are carried out every 2 weeks on our live sites.

In addition, Monthly management meetings are held, and Health and Safety Matters are always and agenda item to be discussed and communicated

#### *COMMUNICATIONS ON SITE*

Every effort will be made by both management and employees of Parias Construction & Interiors Ltd to keep other contractors, clients and other interested parties informed of health and safety issues pertinent to this Company's operations on site. The precise nature of the form of communication to be used will be dependent on the requirements of the site and/or the client (e.g., memos, formal safety meetings, verbal, compilation of documentation, etc.). The mode of communication will be agreed upon before work starts and that both site management and operatives are aware of this requirement.

Communications between management and employees of Parias Construction & Interiors Ltd will be such that legislated requirements are adhered to and that employees are aware of matters having an impact on their health and safety during the course of works. Trade contractors/sub-contractors carrying out work for Parias Construction & Interiors Ltd are expected to have a communications procedure in place, which is suitable and sufficient for the individual work circumstances. Proof of such communication procedures is part of our vetting procedure prior to works being awarded.

#### *EMERGENCY PROCEDURES*

In order to ensure the safety of employees, and any other person, it is the policy of Parias Construction & Interiors Ltd that documented procedures are put in place regarding situations presenting serious and imminent danger. The individual emergency procedures are detailed in Construction Phase Plans for works being carried out on site.

The office premises means of escape is a single route by staircase from the 1<sup>st</sup> floor and out of the main entrance door. The ground floor exits into the lobby area and then out of the main entrance door. A sufficient number of competent persons within the workplace will be nominated assist in the event that evacuation is required

More details can be found in procedures:

GP019 FIRE AND EMERGENCY PROCEDURES FOR ON-SITE





## GP025 FIRE AND EMERGENCY PROCEDURES FOR OFFICE PREMISES

### *FIRE PREVENTION*

In accordance with the 'The Regulatory Reform (Fire Safety) Order 2005, The Fire Safety Act 2021 and the Building Safety Act 2022 we recognise the need for effective and suitable fire prevention measures to combat risks to the health and safety of our employees and others affected by all our activities

To this end we are committed to the principle of fire risk assessment (the effective ongoing evaluation of our premises and other workplaces where our employees may be required to work to determine fire risks and control measures required to eliminate or reduce the risk of fire to as low a level as possible). We will conduct Fire Risk Assessments at our premises and ensure one has been carried out when working on site.

Where necessary the assistance of suitable persons and/or companies will be enlisted. Parias Construction & Interiors Ltd. is also committed to the provision of adequate and suitable firefighting equipment, training in the use of such equipment to identified members of staff, and any other such measures as required by the stipulations contained in relevant legislation.

Parias Construction & Interiors Ltd recognises that all its Employees and Sub-contractors have a duty towards themselves and their fellow workers, to exercise due care and attention in safeguarding their own safety.

When working on site we will follow our Clients Fire Precaution set up and will also ensure that ABC Fire Extinguishers are present at all our work locations.

The office premises have Fire Extinguishers that are regularly inspected

Site checklist prior to commencement of works:

It is important that all sites are checked prior to works commencement for:

- Assess for fire risks on the site.
  - Check that a fire can be detected in reasonable time and people can be warned.
  - Check that workers and visitors who may be on the site can get out safely and know how to warn others should they find a fire.
- Ensure Extinguishers are in good order  
Find out what possible high-risk equipment will be being used on site i.e., where combustible materials may come into contact with an ignition source.

Sources of ignition

- Heaters – boilers – engines - smoking materials - electrical apparatus
- Sources of combustible materials
- Flammable liquids and adhesives-gases plastic foams



### *FIRST AID*

It is the policy of Parias Construction & Interiors Ltd. to provide, or arrange to be provided, equipment and facilities which are adequate and appropriate for rendering of First Aid to employees. Additionally, a sufficient number of trained and suitable persons will be appointed to render First Aid to employees, taking into account the specific risks that an employee may encounter in the course of his daily tasks. The risk assessment process will be used to determine specific risks as necessary.

The procedures outlined in the Procedures Section of this document will be used as a guide to enable Parias Construction & Interiors Ltd. to determine suitable numbers of First Aid trained personnel.

#### GP013 FIRST AID

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, facilities and personnel. The location of First Aid boxes/equipment and the names of First Aiders will be indicated by signage. Wherever reasonably practicable, COSHH data sheets and assessments will be available for use by First Aiders.

Employees are instructed to record all accidents, including injuries requiring First Aid only, in the accident book provided for this purpose. First Aiders/appointed persons are made responsible for the safekeeping and maintenance of First Aid boxes/equipment and their contents, and to report deficiencies to Parias Construction & Interiors Ltd. Management for action.

### *CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH*

Hazardous Substances encompass all those substances - liquid, solid, gaseous or biological, that may pose a hazard to health.

It is the policy of this Parias Construction & Interiors Ltd. that all substances used by our employees or affecting our employees, will be assessed with regard to the health risks imposed on the employee and others. Where possible, hazardous substances will be substituted by a less harmful substance. Parias Construction & Interiors Ltd. will also take due regard to the storage and transport of hazardous substances if applicable.

Assessments made under the Regulations for controlling hazardous substances will be recorded and retained for future reference by employees and First Aiders. The procedure for making such assessments can be found in GP003 COSHH PROCEDURE

### *WORK EQUIPMENT (PUWER)*

It is the policy of this Company that all work equipment used in the course of Company activities, whether provided by the Company, on lease or loan to or from another Company, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers/suppliers' instructions and at intervals set by this Company. The equipment provided will be suitable for the task affording the necessary protection, equipment will conform to UKCA / CE markings.

Work Equipment means any machinery, appliance, apparatus or tool and any assembly of components which, to achieve a common end, are arranged and controlled so that they function as a whole.



Certain plant and equipment used on site requires to be inspected, tested and thoroughly examined at specified periods. The result of such inspections, tests and thorough examinations should be recorded either in certain registers or on specific forms. The 6 monthly, 12 monthly and 4 yearly inspections and thorough examinations are issued on separate certificates which must be kept on site (or copies of). The weekly inspections carried out by a competent person must be entered in The Record of Reports of Inspection book. This book may also contain a list of the plant and machinery that require inspections.

All personnel who use work equipment, and those who supervise them, will have available to them adequate health and safety information and, where appropriate written instructions in the safe use of that equipment.

All personnel who use work equipment, and those who supervise them, will receive adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risk which may be generated by that use and the precautions to be taken.

Where there is a specific risk associated with the use, repair, modification, maintenance or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

Machinery which is considered to be in any way dangerous will be fitted with the appropriate guarding and other safety devices required reducing that danger to the lowest practicable level, and only those personnel specifically trained and authorised will be permitted to use that equipment. Manufacturers and/or suppliers of work equipment to Parias Construction & Interiors Ltd. will be approached by management to supply pertinent safety instruction and information relating to the work equipment's function and safe usage. GP007 PUWER

#### *WORK AT HEIGHT*

Parias Construction & Interiors Ltd. will ensure that:

- all work at height is properly planned and organised.
- those involved in work at height are competent.
- the risks from work at height are assessed and appropriate work equipment is selected and used. We will refer to the HSE hierarchy of controls
- the risks from fragile surfaces are properly controlled; and
- equipment for work at height is properly inspected and maintained

GP032 WORKING AT HEIGHT

#### *LADDERS, STEPLADDERS*

As covered in The Work at Height Regulations 2005 the use of ladders and stepladders is restricted to those times when the work to be carried out is of short duration, very light duty and be able to be carried out using one hand and the ladder, stepladder can be placed safely and securely. Ladders must be tied or footed at all times an alternative must be used where possible/practicable. A risk assessment must be carried out prior to any use of ladders, instead of proprietary devices, as a work platform.



Reference can be made to the current British Standards and the HSE for working with ladders/portable stages

#### *SCAFFOLDS (including mobile towers)*

Scaffolds will be erected by a competent and certificated scaffolder and all scaffolds need to be inspected prior to first use, and a handover certificate obtained. Then inspected every 7 days thereafter (or earlier following adverse weather, damage or alteration) by a competent person. A record of the inspection is to be kept in site H&S file.

System type proprietary mobile towers can be erected by a competent person who has completed and passed assessment to a recognised scheme, e.g., PASMA and follows the manufacturer's erection instructions. Some principal contractors insist on SCAFFTAGS being used on these mobile towers even though regulations do not insist on them.

#### *HAND-OPERATED POWER TOOLS*

EAR AND EYE PROTECTION WILL BE PROVIDED AND WORN WITH THESE TOOLS.

The following rules apply to all items,

- All power tools must be thoroughly inspected before use and at regular intervals thereafter.
- Faulty tools must never be used.
- Under no circumstances should tools be left out on site.
- Tools must be stored in a clean dry store.
- Only persons skilled in the use of the power tools should be permitted to use them.
- Ensure that the correct tool is being used for any particular operation.
- Only competent persons should affect any repair or adjustment to any power tools.
- The operator must ensure that the tools are maintained in a satisfactory condition and must notify management of any defects.

#### *ELECTRIC TOOLS*

(These must be PAT certified every 3 months)

- Voltage of 110v will be used at all times for operating electric power tools. Special permission must be obtained for the use of voltage in excess of 110v.
- Socket outlets and couplers for 110v are coloured yellow; no other type should be used.
- Do not allow cables to trail through areas of water.
- Do not join cables with tape, use an approved coupler.

#### *ABRASIVE WHEELS*

- No person will be permitted to mount an abrasive wheel unless he has been trained, holds a certificate of training.
- Where a certificated person is found to have fitted a wheel/disk incorrectly, the certificate will be revoked, and the register amended. Retraining will be required.
- Guards must always be fitted and kept in position. Under no circumstances are



- Abrasive Wheels to be used without guards.
- Use only those tools issued by the supplier for changing wheels/discs.
- Ensure the correct wheel/disc is fitted for the operation.
- All abrasive wheels should be stored in such a way that they are not damaged.
- Do not allow persons to use abrasive tools unless they are adequately trained.
- Checks must be carried out to ensure the output of the power source for air and electric tools are compatible with the equipment in use.
- No wheel/disc is to be fitted to a machine unless the machine is legibly marked with the spindle speed and the wheel is marked with the maximum speed at which it should be operated.
- When being transplanted the wheel/disc must be removed.
- Eye protection must be worn when using an abrasive wheel or disc.

#### GP040 ABRASIVE WHEELS

#### CARTRIDGE TOOLS

- Cartridge tools must only be used by a trained and certificated approved person.
- The manufactures representative will call and train any person if requested to do so.
- Only nails and cartridges manufactured for that make of tool must be used.
- Case hardened nails must not be used.
- Tools must be maintained, serviced and kept in good order.
- Goggles must be worn by operators.
- Ear defenders (of approved pattern and suitable type) must be worn in confined spaces.
- Splatter guards must be kept in position.
- Tools must never be laid down or stored with a cartridge in the tool.
- The material into which fixings are fired must be checked and the area behind that material checked to ensure that persons are not likely to be injured by flying fixings.
- When not being used, even for a short period, tools must be kept in a box.
- Cartridges must be kept locked up and only issued under strict control.
- Care must be taken when using these tools and they must never be pointed at any person or issued for any purpose other than that for which they were intended.
- The cartridge tool and all spent/unspent cartridges must be returned to the site office, store when work is completed.
- The operator must ensure that the tools are maintained in a satisfactory condition and notify management of any defects.
- Except for certain specialist applications, only "Low Velocity" indirect acting type tools may be used

#### LASERS

At present we do not use Lasers however if this changes then our policy is will be as follows:

Lasers are generally classified according to power output of the beam. Class 1 and 2 lasers are of low output and should be used on construction sites by suitably trained operators. The light from lasers should be restricted to the narrowest beam necessary for the work to proceed and should be terminated so that it does not travel beyond the site boundary.

Always ensure lasers are turned off when not being used.



Where a laser of Class 3A is delivered to site the Health and Safety Manager should be consulted as to the appropriate safe working practices to be implemented.

No laser of Class 3B or 4 will be used on construction operations unless for a specialised application and then only after notifying the Health and Safety Manager

## HIRE & SUPPLY

### Hire

Where equipment is hired-in, there is a duty under *The Provision and Use of Work Equipment Regulations 1998* to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform.
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form.
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions.
- Any necessary instruction and training are given to site operatives.
- A qualified or competent person is available to use the equipment.
- A competent person carries out any maintenance/inspection that is required, at the correct intervals.

### Supply

Where equipment is supplied, there is a duty under *The Provision and Use of Work Equipment Regulations 1998* to:

- Ensure that it is supplied in good working order accompanied by a current inspection/test certificate.
- Ensure that it is supplied with all relevant information and instruction.
- Provide any training as required by the hirer.
- Provide maintenance/inspection schedules as required.

## INFORMATION, INSTRUCTION, SUPERVISION & TRAINING

In order that personnel can work safely and efficiently it is important that each person receives training appropriate to the job they are required to do. Whilst appropriate qualifications are required by Parias Construction & Interiors Ltd before employment, it is not accepted that training will cease for that employee. It is the policy of Parias Construction & Interiors Ltd that all employees continue training during the course of their employment.

All employees will receive appropriate induction training that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of Parias Construction & Interiors Ltd. Safety Policy. An awareness of safety issues at all



levels is an important feature in the promotion of this Safety Policy. Accordingly, in all forms of training, the safety requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task.

All safety training is mandatory, and records kept of courses and qualifications.

The current Health and Safety law poster is displayed at Parias Construction & Interiors Ltd registered office. Health and safety advice is available from P B SAFETY CONSULTANCY LTD. Additional training will be made available should we employ persons under the age of 18.

#### *SAFETY AUDITS/SAFETY MONITORING*

Progressive improvement in Health and Safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control. It is the policy of Parias Construction & Interiors Ltd that a systematic audit of all safety arrangements will be carried out on a regular basis.

Regular inspections of work areas will be carried out at a frequency proportionate with the level of risk imposed by the activity within that area.

Upon request, PB Safety Consultancy Limited, will visit the workplace to carry out Safety Inspections and Audits.

Records of Safety Inspections and Audits will be kept in order that Management can monitor the performance of Parias Construction & Interiors Ltd and improve the overall safety culture within the workforce.

#### *OCCUPATIONAL HEALTH AND HEALTH SURVEILLANCE*

Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used by Parias Construction & Interiors Ltd (and their effects on health) and legislative requirements.

We will ensure our workers comply with Guidance relating to Hand Arm Vibration and Follow COSHH guidance. Additionally, we employ the services of an external independent health and safety consultancy to advise us on such issues.

At present we do not require our workers to have medical assessments however any activities that are safety critical will be carried out by employees who are 'fit to work' and if required by our clients we will ask employees to seek medical certificates from their individuals GP

#### *PERSONAL PROTECTIVE EQUIPMENT (PPE)*

Personal Protective Equipment means all equipment, including accessories, additions and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.



It is the policy of Parias Construction & Interiors Ltd that suitable and sufficient personal protective equipment (PPE) with a declaration of conformity from the suppliers is provided at no cost to our employees where risk assessment has shown a significant risk to their health or safety while at work.

Our Standard PPE includes hard hat, steel toe-capped boots, hi-vis vest, masks, safety glasses/goggles and ear protection.

It is a legal requirement that the employee uses the protective equipment provided by the Company, where practicable return it to the accommodation supplied, and report defects or loss of PPE to Parias Construction & Interiors Ltd management immediately.

PPE will only be utilised when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level.

Parias Construction & Interiors Ltd also recognises that they are legally required to provide training to their employees in the proper fitting and use of PPE, and the provision of accommodation for the PPE it provides to its employees when it is not in use.

REFER TO <https://www.hse.gov.uk/ppe/ppe-regulations-2022.htm>

#### *PROTECTION OF THE PUBLIC*

The protection of the public is to be as important a function as the protection of any other person involved in the execution of the task. The possibility of injury or ill health occurring to a member of the public as a consequence of the Company's activities is to be identified in the risk assessment procedure and the control measures required preventing such injury or ill health implemented as part of the risk assessment procedure.

#### *WORK RELATED ROAD SAFETY/DRIVING*

Parias Construction & Interiors Ltd. is committed to ensuring the safety of those people employed for work related driving as we recognise that health and safety applies to on the road work activities as it does to all work activities.

The Directors will ensure that any vehicles provided for work-related driving activities are suitable and sufficient for their intended use.

Any such vehicles will be regularly maintained in line with the manufacturer's guidelines with the relevant schedules and record keeping being the responsibility of the Directors.

Persons employed for work related driving must hold a licence valid for the type of vehicle they will be required to drive and that this licence is checked at 12 monthly intervals. The Director is responsible for ensuring that all work-related road traffic accidents are investigated appropriately and that any actions are undertaken.

All persons involved in work related driving are reminded of the need for compliance with Road Traffic Law to ensure the safety of themselves and other road users. Additionally, any fines or prosecutions resulting from a breach of Road Traffic Law must be reported to the office.





### *MANUAL HANDLING OPERATIONS*

Manual Handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Regulations for Manual Handling, Parias Construction & Interiors Ltd will endeavor to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then Parias Construction & Interiors Ltd will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose center of gravity is not positioned centrally. Before carrying out any manual-handling task the following must be considered.

- The Task – What you are going to do
- The Individual – The person's own capabilities
- The Load – The weight, size and shape of the load
- The Environment – The environment to which the task is being undertaken

Assessments will be recorded and reviewed if no longer valid, or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by Parias Construction & Interiors Ltd (as the employer) to alleviate or reduce the risk of manual handling operations, will be communicated to the Company's employees.

### GP005 MANUAL HANDLING

#### *LIFTING OPERATIONS*

It is the policy of Parias Construction & Interiors Ltd that all Lifting Operations carried out by or on behalf of Parias Construction & Interiors Ltd will at all times be safe. This policy also extends to any Lifting Equipment used by the company, or others on its behalf and includes equipment that may be wholly owned or hired in by Parias Construction & Interiors Ltd or others working on its behalf.

Lifting equipment means any chain, sling, shackle, crane or hoist or any other piece of equipment designed to raise or lower a load. Also included is equipment that is designed to raise or lower persons such as lifts, mobile elevated work platforms and ropes used for climbing work.

All those persons who use lifting equipment whilst carrying out work for Parias Construction & Interiors Ltd and those who supervise them will at all times have adequate health and safety information available to them.

A competent person will plan all lifting operations and only those persons who are specifically trained and authorized will be allowed to operate the equipment.

It is the policy of Parias Construction & Interiors Ltd that all equipment used for the purposes of lifting will be supported by the correct and up to date documentation. A Lifting Plan must be



prepared and approved by an Appointed Person (AP) and effectively communicated to all those involved in a lifting operation. It must include:

- Planning of the operation, along with selection, provision and use of suitable cranes and equipment.
- The maintenance, testing and examination of all equipment.
- Supervision by trained and competent personnel, with the necessary authority to progress or stop a job as necessary.
- The identities and competencies of safety critical operatives. E.g., Crane operator, Slinger, Signaler, Banksman.
- The provision of all test certificates and other documentation relevant to the equipment being used.
- The prevention of unauthorised use/movement, both by workers and the public who may be trespassing.
- The safety of all persons, both those involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.
- The nature of the load, the safe working load of the crane, the make, model and capabilities and specifications of the crane and a lifting diagram.

Loads must be correctly slung and made secure to prevent any part of them slipping and falling. Precautions must be taken to prevent the load striking an obstacle or knocking anything down. Loose materials (bricks, slates, etc.) must be lifted in a properly constructed box or another container. If loose materials are carried on a hoist, sidepieces should be fitted to prevent anything falling. Wheelbarrows and trucks must be prevented from moving and should not be overfilled. Loads should not be suspended or carried over areas occupied by persons. However, where this is not practicable, a safe system of work should be developed to minimise any risks to those below the load. The safe system of work should include, for example, the prevention of access to the danger area below a suspended or moving load, by barriers, and ensuring the load is adequately secured and that the operator is in control of the movement at all times. More information regarding the implementation of this policy in relation to Lifting can be found in procedure GP008 LIFTING OPERATIONS AND LIFTING EQUIPMENT

#### *CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015*

Parias Construction & Interiors Ltd has the ability to assume roles and responsibilities under the above regulations, dependent upon the duty holder role decided upon at the tender stage of the works. It is our aim to comply with the Regulations in so far as they relate to our work activities and our relations with other duty holders during the course of the works, and to ensure that all duties and responsibilities assigned to us under the relevant statutory provisions are fulfilled in as competent a manner as possible.

When we assume the role of Contractor or Principal Contractor to a Client, we will ensure that we comply with the duties set out in the CDM 2015 regulations i.e.

**When Sub-contractor we will:**



- plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- for projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- for single contractor projects, prepare a construction phase plan.

#### **When Principal Contractor we will:**

- plan, manage, monitor and coordinate health and safety in the construction phase of a project
- liaise with the client and principal designer
- prepare the construction phase plan
- organise cooperation between contractors and coordinate their work.

Ensure:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in health and safety matters
- welfare facilities are provided

Parias Construction & Interiors Ltd is committed to the effective management of risks associated with Temporary Works (TW). And will follow the guidance of BS5975:2019

#### *DRUG AND ALCOHOL POLICY*

To assist in the safe performance of our duties, Parias Construction & Interiors Ltd operates a strict policy of NO ALCOHOL and NO DRUGS in the workplace. No alcohol or drugs will be tolerated on site. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace. For their own safety, that of their workmates and members of the public any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct manager immediately.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance. GP045 DRUGS AND ALCOHOL

#### *ASBESTOS*

It is the policy of Parias Construction & Interiors Ltd that all employees will be protected from exposure to asbestos, where that exposure would be in breach of the Asbestos Regulations. Any material suspected of containing asbestos shall be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature.

If material is confirmed as being asbestos, then measures will be taken to ensure that the asbestos is dealt with in accordance with the relevant legislation. Parias Construction & Interiors Ltd will comply with legislation with regard to notification of work, medical surveillance and record keeping. Company



procedures and safe systems of work to be used when removing asbestos are detailed in GP028 ASBESTOS.

#### *WORKING WITH ELECTRICITY*

It is the policy of Parias Construction & Interiors Ltd that no person in its employ is allowed to work on or near any live conductor, except where the live conductor is insulated so as to prevent danger, or there is an absolute need for the equipment to be live in order for work to be carried out. The following factors will be considered when determining whether work with live conductors is justified:

- When it would not be practicable to carry out work with the conductors dead (e.g., testing purposes);
- If making the system dead will create hazards for other users of the system, or for continuously operating plant, etc.
- The need to comply with other statutory requirements.
- The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

Parias Construction & Interiors Ltd recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, persons whose presence near the live conductors is not necessary should not be so near the conductors that they are at risk of injury.

Portable electrical equipment will be tagged, tested and maintained on a regular basis in accordance with the latest guidance

#### *NOISE AT WORK*

Excessive noise in the workplace presents a risk to all personnel and may lead to irreparable hearing damage. Regulations regarding noise at work require that employers make provisions to protect their employees from levels of noise that could pose a risk to their hearing.

It is the policy of Parias Construction & Interiors Ltd to comply with *The Control of Noise at Work Regulations 2005*, in so far as they affect our own employees and those persons not in the employ of the Company. A noise survey will be carried out by a competent person to ascertain the actual levels, where any doubt exists as to whether any machinery or plant owned or used by Parias Construction & Interiors Ltd employees exceeds exposure limit.

It is the policy of Parias Construction & Interiors Ltd to keep all noise to a minimum level consistent with good commercial practice. Where noise levels reach 80 decibels Parias Construction & Interiors Ltd will assess the risk to workers' health and provide them with information and training.

Parias Construction & Interiors Ltd will provide hearing protection, free of charge, and will clearly mark hearing protection zones for noise levels of 85 decibels (daily or weekly average exposure). Identified areas will be marked as Ear Protection Zones, and the wearing of hearing protection shall be made mandatory.

Parias Construction & Interiors Ltd. acknowledge that there is a legal exposure limit value of 87 decibels, taking account of any reduction in exposure provided by hearing protection, above, which



workers must not be exposed. Employees have a duty under these Regulations to wear protection provided. Records will be kept of all surveys and subsequent action taken.

#### *WASTE DISPOSAL*

It is the policy of Parias Construction & Interiors Ltd that where waste is generated during the course of our activities then it will be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down Parias Construction & Interiors Ltd will use licensed waste carriers.

#### *VIBRATION EXPOSURE*

The Control of Vibration at Work Regulations 2005 requires the company to take measures to protect employees from the effects of exposure to vibration in the workplace. The vibration can be as a result of the use of work equipment in use or the process itself. There are two particular subject areas that require consideration; these are vibration exposure to the hand and arms or vibration exposure to the whole body. We will comply with these regulations and will ensure that:

- We consider vibration exposure when we are carrying out specific risk assessments for the use of particular pieces of work equipment. This is particularly important when our employees are using handheld tools or are carrying out plant driving activities.
- If we consider that the levels of vibration exposure are high and there is a possibility that the levels of vibration are likely to cause long-term health problems, we will call on the services of a competent body to carry out an in-depth survey. The results of the survey will enable us to determine whether we are within the Exposure Action Values of  $2.8 \text{ m/s}^2 \text{ A (8)}$ . We must also consider whether the Exposure Action Limits are being exceeded. If the results show that the limit is being exceeded, then we must take immediate action to reduce the level exposure.

In order to control the level of risk from vibration we will consider as far as reasonably practicable the following:

- The equipment we purchase in order to ensure that vibration exposure is suppressed to low levels.
- We will ensure that all our equipment is well maintained and/or replaced as and when required.
- We will reduce the length of time that employees are likely to use the equipment by eliminating the need to use the equipment or by job rotation.
- We will provide our employees with sufficient information and instruction to raise their awareness of the exposure health risks. Typical information provided will be the recognition of the effects of hand arm vibration and vibration white finger.
- We will provide personal protective equipment and emphasise the importance of maintaining heat in the body's extremities.

Employees must inform management of any symptoms that they feel they are suffering as a result of vibration exposure. The symptoms may be:



- Tingling of the hands and fingers.
- Joint pains and numbness.
- Back pain after driving activities.
- Whitening of the fingers especially during cold weather.

Employees identified as being regularly exposed to vibration may be requested to enter into a health surveillance programme. This programme will enable us to monitor our employees and ensure that our control measures are working effectively.

### *MENTAL HEALTH & STRESS*

The Company recognises that work related stress can cause ill health and will put controls in place to help prevent stress. Directors have overall responsibility to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and others affected by our companies activities. We acknowledge the different ways people can feel stressed i.e.

1. not able to cope with the demands of their jobs
2. unable to control the way they do their work
3. don't receive enough information and support
4. having trouble with relationships at work, or are being bullied
5. don't fully understand their role and responsibilities
6. are not engaged when a business is undergoing change

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, we will foster a working environment that allows individuals work in a positive, supportive environment, where good communication, support and mutual respect is the norm and where the individual can report stressful situations, fatigue or mental health problems to the Directors in confidence and the matter will be dealt with appropriately.

### GP052 Prevention & Management of Stress in the Workplace

### *PREGNANCY*

It is important that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the Management of Health and Safety Regulations 1999 Regulation 16 and realise that if any of our employees become pregnant, they must inform their Site Foreman/Supervisor immediately. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carry out an individual specific risk assessment of the work that the employee does for the company to determine any risks to her and her unborn baby that may arise from the work activities. Where the risks are significant then assistance or alternative employment will be provided. Pregnant employees must not:

- Carryout excessive manual handling tasks (Lifting and Carrying).



- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc.).
- Pregnant employees must.
- Work to the controls put in place by the risk assessment.
- Inform their line Site Foreman/Supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.
- To maintain a safe working environment for any pregnant employees a suitable rest area will be provided for them to rest if required.
- Seating will be provided for the employee to carry out their work.

### *THE HEALTH ACT 2006*

Chapter 28 of the Health Act is to make provision for the prohibition of smoking in certain premises, places and vehicles and therefore “Smoking” is not allowed in any of our workplaces or entrances where smoke can enter the building. This also applies where cigarette smoke can enter the building through a window. It is also our policy to ensure that this legislation is fully applied and also includes our vehicles and therefore “Smoking” is not allowed. In the event of a person smoking in the workplace areas, disciplinary action will be taken.

### *LONE WORKING*

The Company has a duty to ensure the safety of lone workers as far as reasonably practicable. As far as the Health and Safety at Work, etc. Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

We will manage the risks associated with lone working by the following means;

Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment will take into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.

We will ensure that the required communication equipment and procedures are implemented to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means, with mobile telephones or two-way radios for workers who may be working at remote out-stations.



Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

#### GP029 LONE WORKING PROCEDURE

#### *EMPLOYMENT OF YOUNG PERSONS*

This Company employs young persons (defined in the Regulations as someone under the age of 18 years of age) during Company business (including for training purposes). As required by legislation, risk assessments will be carried out on any risks to young persons before they start work, or existing assessments will be reviewed where young persons are already in employment. The young persons' risk assessments carried out by this Company will follow the same procedure as that for other risk assessments as described in the procedures section of this safety policy, but will specifically take the following into account:

- The young person's inexperience, lack of perception of danger and immaturity.
- Their workplace and workstation.
- Any exposures to physical, chemical and/or biological agents.
- Any work equipment used.
- The work activities and processes to be undertaken.
- Any training provided, and any risks from specified agents and processes (listed in the original Directive).

The restrictions on work to be done by a young person, as required by legislation, will be complied with by this Company. Our Risk Assessment form will be completed GSF54 v1 Work Placement (Young Person) Risk Assessment Form

We will follow the specific guidance for young people from the HSE

<http://www.hse.gov.uk/youngpeople/>