

Health & Safety Policy

Statement of Intent

As a responsible employer Crane Construction Consultancy Limited (the “Company”) takes the importance of health and safety not only to its own employees, but also to customers, contractors and the public. The Company takes health and safety issues seriously and their importance is to be reflected in all activities that the Company undertakes.

The Company accepts its legal duties of care as set out in the Health and Safety at Work Act 1974 and other associated legislation, to ensure the health and safety at work of all its employees, and all other persons who may be affected by its activities, including contractors, customers and the general public. The Company also recognises that the majority of accidents, incidents and ill health are preventable, and so by managing health and safety it will help prevent avoidable accidents and ill health.

As such, health and safety must be a primary consideration of any activity that the Company undertakes. In particular, it will undertake to ensure, so far as is reasonably practicable:

- All plant, equipment and systems of work that are safe and without risks to health;
- Safe arrangements are in place for the safe usage, handling, storage and movement of articles and substances in the workplace;
- All employees have the necessary information, instructions, training and supervision for all employees;
- A safe place of work with proper emergency procedures in place;
- A safe and healthy working environment; and
- Proper welfare facilities.

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Responsibilities

Michael Harmer of Crane Construction Consultancy Ltd has overall responsibility for the health and safety of employees and other people affected by the Company's activities. In particular:

- Ensure that adequate resources are made available for fulfilling the Company's responsibilities in relation to health and safety;
- Ensure that all board decisions reflect its health and safety intentions;
- Recognise the vital role that employees themselves can play in promoting and maintaining health and safety throughout the Company;
- Ensure that they are kept informed about relevant health and safety risk management issues;
- Review this health and safety policy on an annual basis or more frequently if circumstances warrant it.

The manager with specific responsibility for health and safety within the Company is Michael Harmer. He will ensure that the Company fulfils its health and safety responsibilities adequately.

Project Managers have responsibility for ensuring that work under their control complies with the Company's health and safety policy and procedures and current legislation and will monitor contracts to ensure compliance.

Project and/or Site Managers have responsibilities for the implementation of this health and safety policy within their areas of responsibility. In particular they will ensure that:

- Risk assessments are undertaken and adequate control measures implemented;
- Employees are adequately informed, instructed and trained as required, in order to undertake their jobs safely and without risk to health;
- Contractors are assessed for health and safety before being appointed;
- The Company's policies and procedures are implemented;
- All work activities, whether undertaken directly by employees or by contractors, are monitored to ensure compliance;
- Ensure that the site is clean and tidy at all times;
- Consider the health and safety considerations have been properly addressed, and that risk assessments have been undertaken where necessary;
- Monitor work activities on site to ensure that work is being undertaken in line with legal standards and the Company policy;
- Stop any work that presents a risk to any persons, including contractors, occupants and members of the general public immediately;
- Ensure that proper welfare facilities are provided; and
- Ensure that all necessary personal protective equipment (PPE) is worn as required.

All operatives of the Company have a legal obligation to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. In particular, all employees must;

- Comply with the Company's policy and procedures at all times and cooperate with their managers and supervisors;
- Wear any specified personal protective equipment and use work equipment in accordance with instructions given;
- Never misuse anything provided in the interests of health, safety and welfare; and
- Report to their supervisor anything that does not comply with the Company's health and safety policy.

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Procedures

Risk Assessments

Risk assessments will be undertaken in respect of specific operations on a risk assessment basis. The Project Managers will advise all operatives to adhere to the proper procedures to deal with the relevant risks on site and copies will be kept on site and in the office. Operatives must always check that they are undertaking work in line with the specified risk assessment for that particular task.

Risk Assessments shall be carried out with particular reference to the following subjects:

- Safe Lifting both manual and mechanical;
- Working at height;
- Dangerous substances and dust inhalation;
- Fire and explosion;
- Safe use of plant and equipment;
- Safe access and emergency exits;
- Slips, trips and falls;
- Potential electrical hazards;
- Health Surveillance; and
- Noise and vibration.

These will be recorded at each workplace and safety procedures will be identified or safety method statements provided which will minimise the risks as far as practicably possible.

Detailed health and safety procedures will be devised in respect of basic operations undertaken by the Company and all operatives must check the on site manual to ensure compliance.

Construction CDM Regulations 2015

Some projects undertaken will come within the CDM Regulations 2015. Where the Company has been appointed as Principal Contractor, a comprehensive Construction Phase Health and Safety Plan will be prepared and implemented in line with the CDM Approved Code of Practice.

Work at Height Regulations 2005

The Company will seek to comply with the requirements of the Work at Height Regulations 2005 by avoiding the need to work at height where practicable, using work equipment or other measures to prevent falls where work at height cannot be avoided, and using work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Control of Substances Hazardous to Health (COSHH) Regulations 2002

These may include solvents, cleaning materials, adhesives, lubricants as well as substances encountered at work such as wood dust and fumes from welding, etc. Data Sheets are provided in

the Health and Safety Manual and these, together with any instructions on the label, must be complied with. Proper Risk Assessments will be required where ever hazardous substances are used or encountered.

Any operative of the Company using a COSHH substance must be properly trained in the correct method of storage, handling and use.

Control of Vibration at Work Regulations 2005

Hand-arm vibration calculations must be undertaken where necessary for all works. Once the necessary levels have been identified, site supervisors will ensure that correct procedure and timings are followed to ensure safe working practice at all times.

Control of Noise at Work Regulations 2005

Where necessary and practicable, ear defenders shall be worn by all persons on site. Breaks from noise filled areas shall be administered as necessary and should specific hazards to sites be identified then relevant risk assessments and method statements shall be undertaken and adhered to.

Work Equipment

Work equipment includes hand tools, power tools, access equipment such as ladders, mobile scaffolds, etc. as well as plant such as compressors, hoists, works vehicles, etc. All work equipment supplied and used will be checked for suitability, condition, etc. Any employee required to use any item of work equipment must be trained and competent to undertake the tasks required. Employees must report any defects, malfunctioning, etc. of such equipment immediately and any unsafe equipment must then be taken out of use. Jason Craig of Crane Construction Consultancy Ltd will be responsible for ensuring all equipment is tested and inspected.

Personal Protective Equipment (PPE)

Any Personal Protective Equipment (PPE) required, such as protective footwear, reflective jackets, safety helmets, goggles, ear defenders, overalls, wet weather clothing, etc. will be provided to employees free of charge. The employee is responsible for wearing the PPE as required, taking care of it and reporting any defects or problems to their supervisor. Failure to wear key items of PPE (such as safety helmets on building sites, reflective jackets when working on the highway, etc.) will lead to disciplinary action being taken against the worker.

Asbestos

All employees will be made aware of the potential health risks associated with Asbestos Containing Materials (ACMs), especially when working on repair, refurbishment, etc of older properties. Employees will be supplied with a copy of the HSE leaflet and all operatives who may come into contact with ACMs will also attend an 'Asbestos Awareness' Training Course. Employees are instructed to stop work should they believe that they may come into contact with any ACMs.

Accidents, incidents and illness at work

All employees must ensure that all accidents, incidents and illness due to work are reported to their manager as soon as possible. Minor accidents should be entered in the Accident Book and near misses should also be reported to enable remedial action to be taken. Any accident involving major injury (e.g. broken arm, hospitalisation, etc) or absence from work must be reported immediately. All such instances will be investigated in an attempt to avoid recurrences and reported promptly to the authorities in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1996 (RIDDOR).

First Aid

First aid provision will be made in respect of all employees, in terms of First Aid boxes located either at the office, on site or in vehicles. Trained First Aiders are appointed at the office and Appointed Persons (in charge of the First Aid box and responsible for calling for assistance) will be designated at larger sites. Employees will also be offered the chance to be trained in Emergency Treatment to enable them to take the correct action in the event of serious illness or accident.

Welfare Facilities

Adequate welfare facilities will be provided either through the use of facilities made available by Portacabin or Portaloo, etc. For fixed sites these facilities will include means of heating, running water, accommodation for eating meals, rest, etc. as well as toilet facilities. For mobile sites where it is not practicable to provide such facilities then the vehicle may be used to return to the office or alternatively public facilities may be used.

Fire Precautions

Fire procedures have been established for all offices and employees must make themselves familiar with these. When working at larger sites employees must also know the fire procedures in place and co-operate with the client to ensure that procedures are effective. Fire procedures will also be established at larger temporary sites, with assembly points established and temporary fire alarms (e.g. klaxon) available.

All employees must be familiar with the causes of fire and take action to minimise fire risks such as ensuring that flammable materials are used and stored correctly, care is taken in undertaking 'hot' work such as welding and brazing, fire exits and fire routes are not blocked. Temporary fire extinguishers will also be provided at sites.

Prevention of Work-related Stress

The Company recognises that in a competitive industry such as construction and maintenance, employees may be under pressure due to such factors as tight timescales, limited budgets, competitiveness, customer demands, etc. With this in mind the Company has adopted a Prevention of Work-related Stress Policy.

This is aimed at ensuring that all employees, at whatever level, are aware of the impact of excessive pressures and can take steps to raise this through management channels. Crane Construction

Consultancy Ltd, for its part, will attempt to keep pressure on individual employees to a minimum through good management practices.

Use of Contractors

Before any contractor or subcontractor is used, enquiries will be made to verify their competence, check that they carry the appropriate insurance and work in an acceptable manner. Risk assessments and method statements may also be required before commencing work.

All contractors and subcontractors will be expected to work in accordance with Crane Construction Consultancy Ltd safe working procedures, and monitoring will be carried out to ensure work is undertaken safely. Crane Construction Consultancy Ltd reserves the right to terminate the work, with immediate effect, of any contractor or subcontractor found to be working in an unsafe or unsatisfactory manner.

Employee Involvement

Crane Construction Consultancy Ltd recognises Trade Unions for health and safety purposes and representatives of the Trades Unions will be consulted on issues that affect their members' health and safety. In addition Trade Union representatives will be consulted on such matters as health and safety training, facilities for representatives and any accidents that affect their members, in order to continue to improve health and safety standards.

A training plan for health and safety has been prepared and implemented on an annual basis in respect of employees and this includes. Basic components of the plan for all operatives including:

- Basic health and safety;
- Manual Handling; and
- Emergency Treatment.