

UCD (Southwell) Ltd

UCD (Facilities) Ltd

Health and Safety Policy Statement

We believe that high standards of health and safety control are an essential part of business management, and rank in equal importance with other fundamental business elements.

We recognise our health and safety duties under the Health and Safety at Work Etc Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, the Construction (Design and Management) Regulations 2015 and other relevant legislation and codes of practice for our workplace.

Our accident and near-miss incident prevention function is an integral part of operational management. The main objective is the elimination of accident and incident causes. Therefore, as a matter of policy we will take all reasonable care to protect all employees and others who may be affected by our activities and facilities, by implementing safe operating procedures and safe systems of work to eliminate foreseeable hazards.

We will also take all practical steps necessary to prevent or reduce harmful impacts on the environment, which may result from our activities, products or waste. We will respect legal standards and will implement changes that are appropriate to achieve compliance.

The Directors have the overall responsibility for effective health and safety management in the workplace. They will also act as the Directors responsible for Safety to oversee health and safety matters in the workplace and report back their findings to the board. The Directors responsible for Safety will ensure that the necessary resources and arrangements are provided for the implementation, monitoring and reviewing of this Policy and associated safety arrangements. They will also ensure that if a competent employee is not available, an external source of competent assistance and advice will be sought. It is the responsibility of the Directors responsible for Safety and the Health and Safety Co-ordinator to ensure we achieve day-to-day health and safety compliance in the workplace and to liaise with our competent advisor.

All employees must comply with the legal safety obligations placed upon them by legislation and company policies. They must also co-operate with the company in meeting its legal requirements and responsibilities.

We will provide appropriate health and safety information, instruction, training and supervision for our employees. We will also actively involve them in all health and safety matters, where appropriate, through a process of consultation and communication.



Nigel Marshall

Managing Director

Date: 15.07.2015

HEALTH & SAFETY RESPONSIBILITIES

We have many responsibilities under health and safety legislation towards:

- our employees
- clients and visitors
- contractors and sub contract labour
- members of the general public

The Company's obligations can only be met by ensuring that all our employees carry out their own individual responsibilities.

EMPLOYEES & SUBCONTRACTORS AT ALL LEVELS

As an employee of this Company it is your individual responsibility and duty to:

- a) take reasonable care of your own health, safety and welfare
- b) take reasonable care of your fellow workers and others health and safety who may be affected by your acts or omissions while at work
- c) co-operate with the Company in regard to its health and safety responsibilities and duties
- d) not interfere with or misuse anything provided in the interest of health, safety or welfare
- e) be aware of your health and safety responsibilities and duties as imposed by legislation and management, and ensure all work you carry out complies with them
- f) readily accept training, instruction, information and supervision to allow you to carry out your job in a safe manner
- g) provide assistance to the Health and Safety Co-ordinator in fulfilling their safety related duties and ensure you fulfil your designated duties as detailed within your job specific responsibilities section of this Policy document
- h) report all potential hazards to your manager or the Health and Safety Co-ordinator immediately
- i) as you work, you do not leave materials or equipment where there may be a danger of visitors or other employees tripping over them
- j) ensure you are aware of the hazards and risks associated with your job
- k) inform the Company as soon as practicable if you discover you are pregnant so we can ensure you are not undertaking any activities which may put you or your unborn child at risk
- l) always wear personal protective equipment issued to you by the company when working in areas of potential risk or health hazards
- m) ensure due care and attention is paid when manually lifting, carrying, pushing or pulling loads, equipment or materials while in the workplace or on site

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Health and Safety Responsibilities

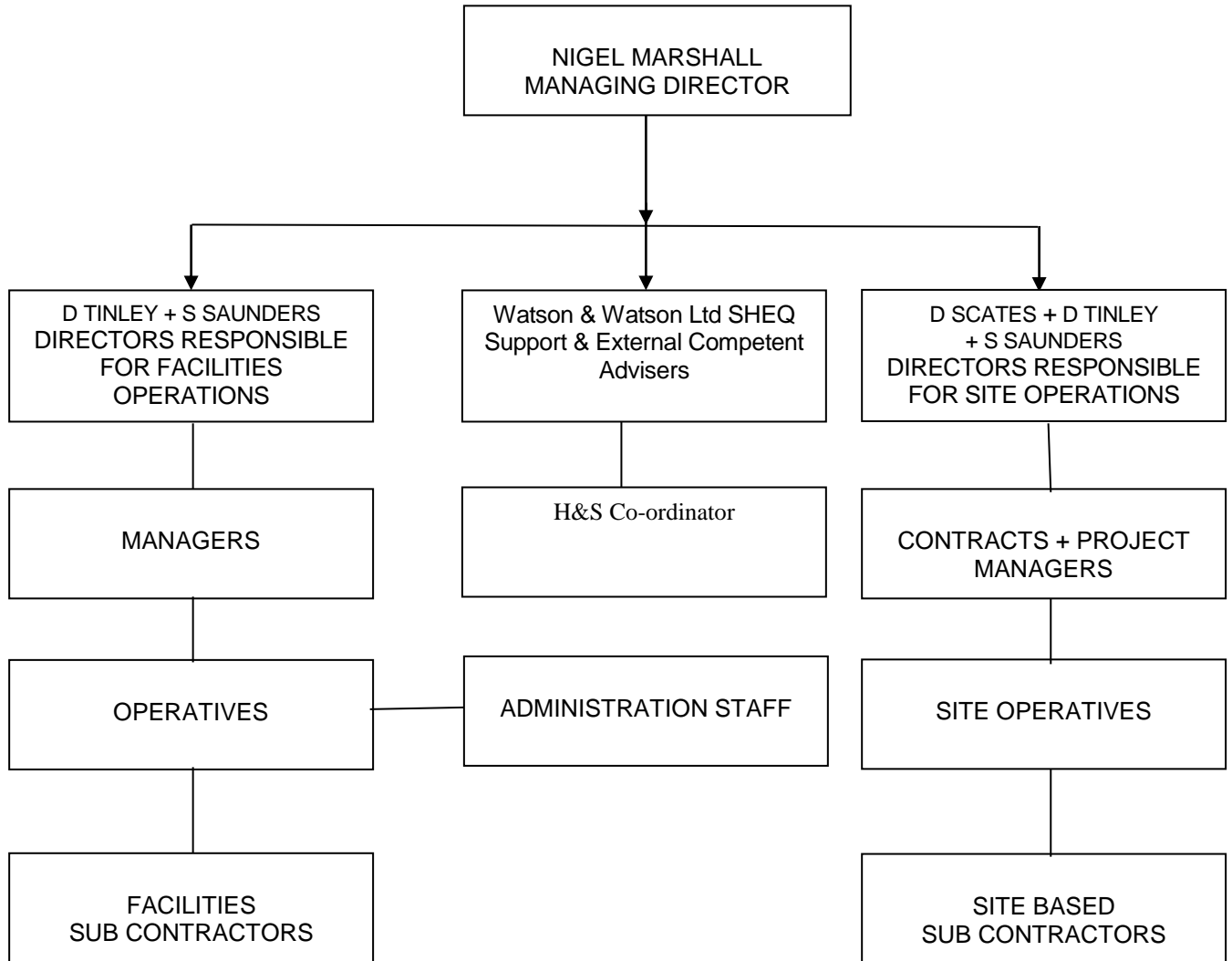
- n) ensure your display screen equipment is set-up in accordance with legal and ergonomic requirements, as well as being comfortable for your use
- o) only operate workplace equipment, you are competent, trained and authorised to use
- p) ensure all workplace or lifting equipment under your control is operated in a safe and competent manner, using appropriate safeguards and safe systems of work
- q) ensure when working at height you adhere to the control measures in place and always use the appropriate access equipment
- r) pay due care and attention when handling and using hazardous substances, ensuring you adhere to the relevant safety data sheets or COSHH¹ assessments
- s) assist the Health and Safety Co-ordinator in investigating accidents or near miss incidents which occur in your area of work
- t) ensure any vehicle you operate for company business is road legal and you hold an appropriate valid driving licence. A copy of this licence must be given to the company prior to driving any vehicle for company business. When driving your own vehicle for work purposes ensure appropriate business motor insurance and vehicle road tax is also in place.
- u) ensure you are familiar with the fire Emergency Action Plan in place for our premises
- v) ensure you are familiar with the first-aid arrangements on our premises
- w) report any electrical faults immediately to your supervisor. Do not attempt to repair any fault yourself unless you are trained and authorised to do so.
- x) ensure visitors and clients under your control adhere to our health and safety rules and procedures
- y) inform your Manager of any medical condition or medication you are taking which may affect your ability to work in a safe manner
- z) ensure that you or visitors under your control do not smoke within our premises or relevant company vehicles
- aa) ensure that you comply with the local rules restricting the playing of radios and other sound generating entertainment devices.
- bb) ensure you do not wear headphones or earphones on site (as they restrict your ability to hear approaching danger). The use of mobile phones on the site is also restricted to necessary business use and only when and where it is safe to do so. Mobile phones may still be used in the site office or designated rest areas.

REMEMBER

ANYONE FOUND WORKING TO THEIR OWN, OR OTHER PERSONS DETRIMENT, OR IN DISREGARD TO THIS POLICY OR OTHER HEALTH AND SAFETY PROCEDURE, COULD BE HELD PERSONALLY RESPONSIBLE IN LAW. THEY MAY ALSO BE SUBJECT TO DISCIPLINARY PROCEEDINGS WHICH MAY LEAD TO THEIR DISMISSAL FROM UCD (SOUTHWELL) LTD.

¹ COSHH = Control of Substances Hazardous to Health

HEALTH AND SAFETY STRUCTURE



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MANAGING DIRECTOR:
NIGEL MARSHALL

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- The Board and all senior management are fully aware of their health, safety and welfare duties required for our Company, employees and others that may be affected by our work activities.
- You are aware of the statutory requirements affecting our Company.
- The Company has a suitable means of being made aware of current legislative requirements and being kept up-to-date with any changes that may occur to these requirements.
- This Policy is stated in writing, and brought to the attention of all employees², and sub-contractors used on a regular basis.
- Provisions are in place for employees to be made aware of, and instructed in, their responsibilities as imposed by legislation.
- Systems are in place to review and up-date this document :
 - a) annually; or
 - b) when significant changes in legislation or best practice occur; or
 - c) when significant employment changes occur; or
 - d) when new plant, equipment or process is introduced
- Sufficient arrangements, facilities and finances are available to fully implement this Policy successfully and appropriately.
- Safe systems of work are in operation, and employees receive adequate and appropriate training, information, instruction and supervision.
- The Company's health and safety management performance is reviewed at least annually and any corrective action needed is taken to implement new procedures and control measures.
- Directors are appointed to be responsible for ensuring the Company is complying with its health and safety duties.
- A Health and Safety Co-ordinator is nominated to manage day-to-day health and safety arrangements and to implement this policy on your behalf.
- If a competent safety trained employee is not employed within the company, a "Competent Advisor"³ is nominated to advise the Company on health and safety matters.
- The Health and Safety Co-ordinator will liaise with Watson & Watson Ltd, our "Competent Advisors" for health and safety matters.

² All employees refer to full-time, part-time and temporary staff.

³ As required by Section 7 of the Management of Health and Safety at Work Regulations 1999.

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- Our Competent Advisors, Watson & Watson Ltd, only employ consultants who are registered with IOSH (Institution of Occupational Safety & Health) and who are part of their CPD scheme. This is to demonstrate their continued professional development and competence in the field of health and safety.
- You lead by example and always wear the correct personal protective equipment and adopt safe working practices in the workplace.

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DIRECTORS RESPONSIBLE FOR HEALTH AND SAFETY:
DAVE TINLEY – FACILITIES DIRECTOR
DAVID SCATES – COMMERCIAL DIRECTOR
SAM SAUNDERS – CONTRACTS DIRECTOR

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- The Board of Directors are kept informed of all relevant health, safety and welfare issues concerning the Company.
- The Health and Safety Co-ordinator is fully supported and assisted by yourself and senior management in carrying out their safety related duties.
- You are aware of the statutory requirements affecting our Company, and have necessary competence, resources and support from the Board to ensure they are being fully implemented.
- The Company's health and safety management performance is reviewed at least annually and any corrective action needed is taken to implement new procedures and control measures.
- You liaise with the Company's Competent Advisors for health and safety matters when necessary to ensure the Company is fully compliant with its legal requirements.
- Provisions are in place for employees to be made aware of, and instructed in their responsibilities as imposed by legislation and company safety requirements.
- You fully participate in the safety consultation forum, attending all meetings and acting as chair when required.
- Safe systems of work are in operation for all identified work activities and hazards.
- Before work commences on site, safe systems of work, working methods and safety precautions will be discussed and verified with the site management, sub-contractors and the client.
- A Safety Plan in accordance with the requirements of the Construction (Design and Management) Regulations 2015 is prepared for all applicable contracts.
- Both the company and site employees have the appropriate competence, experience and training to fulfil the requirements under the Construction (Design and Management) Regulations 2015.
- Copies of sub-contractors Health and Safety Policy, risk assessments, method statements and other relevant health and safety documentation is obtained prior to work commencing on site.
- An employee induction programme is in operation and an on-going health and safety training programme is available and in place for all employees.
- Detailed information on safety, health and welfare matters is readily available for all employees.
- Working in partnership with the Health and Safety Co-ordinator, you assist whenever necessary in carrying out their duties.

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- The person who has control over the company premises (responsible person) complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- Accidents and near-miss incidents are thoroughly investigated by a competent member of management.
- You or a competent member of management appropriately reports RIDDOR⁴ accidents and incidents to the RIDDOR Incident Centre.
- You lead by example and always wear the correct personal protective equipment and adopt safe working practices in the workplace.
- First Aid and fire precautions are in place, and employees are made aware of their locations and purpose.
- All persons working on or visiting company premises or using company vehicles adhere to the smoke-free requirements in place.

⁴ Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013

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HEALTH & SAFETY CO-ORDINATOR AND SAFETY, HEALTH, ENVIRONMENT QUALITY SUPPORT:

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- The Managing Director and the Directors responsible for Health and Safety are kept informed of all health, safety and welfare issues concerning the implementation of this policy.
- You are aware of the statutory requirements affecting our Company, and have necessary competence, resources and support from the Board to ensure they are being fully implemented.
- You have enough time and suitable knowledge to carry out this role to the best of your abilities.
- Senior management is kept informed of all issues concerning the implementation of this Policy.
- All employees are aware of and instructed in their responsibilities and duties as imposed by legislation and management.
- All work carried out and all plant and work equipment complies with the requirements of the Health and Safety at Work Etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Construction (Design and Management) Regulations 2015 and other relevant legislation.
- Safe systems of work are in operation for all identified work activities and hazards.
- Visits from the Health and Safety Executive, Company Insurers and external Competent Advisors are fully managed, and points raised in their reports are immediately acted upon.
- In-house reports on hazards, accidents and near-miss incidents are immediately acted upon.
- Accident and near-miss incidents information is co-ordinated, analysed and reported to the Managing Director and the Directors responsible for Safety.
- Employees receive adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees.
- All hazards are examined, evaluated and subject to control measures.
- Risk assessments are carried out and recorded in a written format, with copies being supplied to relevant employees for information and implementation of control measures.
- You lead by example and always wear the correct personal protective equipment and adopt safe working practices in the workplace.
- Suitable personal protective equipment is available, issued and used by relevant employees.

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- Employees involved in manually handling or moving loads are adequately trained in the correct lifting techniques, and are aware of the risks present.
- Statutory tests, inspections and maintenance of plant and work equipment is carried out by a competent person. After tests, inspections and maintenance, necessary equipment guards and other control measures must be back in place before use by an operator.
- All work activities involving work at height are risk assessed and appropriate control measures implemented.
- The appropriate access equipment is readily available and used by employees working at height.
- All work equipment or work areas where noise levels exceed the noise action values⁵ are assessed by a competent person and appropriate control measures introduced.
- All work activities that involve the use of vibrating equipment are assessed to ensure operators are not being exposed to vibration levels above the daily exposure limit.
- Hazardous substances and highly flammable liquids used in the workplace are risk assessed and appropriately controlled and stored.
- First-aid facilities are available in accordance with the Health and Safety (First-Aid) Regulations 1981 (rev 2009) and associated Approved Code of Practice (ACoP).
- Responsible employees are appointed and suitably trained to render appropriate levels of first aid cover in the workplace.
- You are familiar with the in-house accident and near-miss procedure and your responsibility to investigate accidents and incidents.
- You are familiar with the HSE (RIDDOR⁶) accident and damage reporting procedure, and your responsibility to report necessary accidents and incidents to the RIDDOR Incident Centre.
- The 'responsible person' or their appointed competent persons have carried out a fire risk assessment of the premises, and appropriate preventative and protective measures are in place.
- All persons working on or visiting the premises are aware of the fire risks they are exposed to and the fire safety procedures in place.
- Fire wardens are appointed and suitably trained to assist in safely evacuating our premises in an emergency situation.
- Periodic inspections of fixed electrical installations and portable electrical appliances are carried out by a competent person at the intervals indicated by legislation and industry requirements.
- Necessary statutory notices and signs are clearly displayed, and all relevant statutory registers are provided and used in the workplace.
- The activities of all contractors and sub-contractors working on our premises are monitored to ensure that they are safe for our employees and also that of sub contract labour.
- Any member of staff driving a Company vehicle⁷ or using their own vehicle for Company business must hold a valid

⁵ Lower Action Value is 80dB(A), the Upper Action Value is 85 dB(A) and the Exposure Limit Value is 87dB(A)

⁶ RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

⁷ This includes vehicles owned, leased or hired by the company for business purposes.

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driving licence. When driving own vehicles, staff must also have the valid business motor insurance, road tax and MOT certificate (where relevant).

- Arrangements are put into place for annual driving licence visual checks to be carried out by designated management for all employees who drive as part of their employment (even on an occasional basis or for short journeys). Additional motor vehicle documentation checks will also be required for employees who drive their own vehicle for work purposes.
- All persons working on or visiting the company are aware of their legal duty not to smoke inside the premises or within company vehicles.

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DIRECTORS

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- The Company and designated duty holders are fulfilling their duties as required under the Construction (Design and Management) Regulations 2015.
- Both the company and designated individuals have the appropriate competence, experience and training to fulfil the requirements under the Construction (Design and Management) Regulations 2015
- Management, employees and sub contract labour under your control are aware of the predetermined safety rules and standards expected of them whilst at work.
- You are aware of the statutory requirements affecting our Company and fully support the Director responsible for Safety in carrying out their safety related duties.
- Management under your control is aware of, and instructed in, their responsibilities as imposed by legislation and management.
- All work carried out, and all plant and work equipment in use complies with relevant legislation.
- Safe systems of work are in operation for all identified work activities and hazards.
- Management under your control receives adequate health and safety induction, job specific and refresher training to perform their job safely.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees under your control.
- Working in partnership with the Health and Safety Co-ordinator, you identify and wherever possible remove hazards which may exist in areas under your control.
- You lead by example and always wear the correct personal protective equipment and adopt safe working practices in the workplace.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by yourself or the Health and Safety Co-ordinator.
- You are conversant with our accident and damage reporting procedure, and the requirements of RIDDOR⁸.
- Your co-operation and assistance is given to the Health and Safety Co-ordinator in carrying out their duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Visitors and clients under your control are informed of and adhere to our health and safety rules and procedures.

⁸ RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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MANAGERS AND SUPERVISORS

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting our Company and fully support the Directors responsible for Safety in carrying out their safety related duties.
- Employees under your control are aware of the safety rules and standards expected of them.
- Employees under your control are aware of, and instructed in, their safety responsibilities as imposed by legislation, best practice and company requirements.
- All work carried out, and all work equipment in use complies with relevant legislation.
- Safe systems of work are in operation for all identified work activities and hazards.
- Employees under your control receive suitable and adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees under your control.
- You are provided with adequate health and safety training and information to carry out your job in a safe manner.
- Employees under your control are aware of the hazards and risks associated with their work area and job, and the appropriate control measures in place to protect them.
- Pregnant workers are not permitted to undertake any activities that may adversely affect the health and safety of themselves or the unborn child.
- Young workers (under 18 years of age) are provided with a high level of supervision for the tasks they are carrying out.
- You lead by example and always wear the correct personal protective equipment and adopt safe working practices in the workplace.
- An ample supply of personal protective equipment is available, issued and used by relevant employees.
- Manual handling activities carried out in areas under your control adhere to the correct manual handling techniques.
- Work equipment in areas under your control is correctly guarded and maintained to a safe working standard.
- Any persons working at height are provided with the appropriate access equipment for the task and they are trained in its safe use.
- Any persons working with vibrating equipment are not being exposed to levels above the daily exposure limits.

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- Any persons working in or visiting areas designated noise protection zones are wearing appropriate hearing defenders.
- Any COSHH⁹ items used are assessed and control measures in operation for their correct and safe use.
- All potential or unreported hazards in your work area are reported immediately to the Health and Safety Co-ordinator.
- Working in partnership with the Health and Safety Co-ordinator, you identify and wherever possible remove hazards which may exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by yourself or the Health and Safety Co-ordinator.
- You are conversant with our accident and damage reporting procedure and the requirements of RIDDOR¹⁰.
- Your co-operation and assistance is given to the Health and Safety Co-ordinator in carrying out their duties.
- You and employees under your control are aware of the first-aid arrangements and the emergency evacuation arrangements.
- Contractors and sub-contract labour under your control are aware of their responsibilities as imposed by legislation and company procedures.
- Employees under your control are aware of the areas to avoid when hazardous contract work is being carried out.
- Visitors and clients under your control are informed of and adhere to our health and safety rules and procedures.
- Any member of staff under your control driving a Company vehicle¹¹ or using their own vehicle for Company business must hold a valid driving licence. When driving own vehicles, staff must also have the valid business motor insurance, road tax and MOT certificate (where relevant).
- When requested by the Safety, Health, Environment and Quality Support you carry out the necessary driving licence visual checks on staff under your control that drive as part of their employment (even on an occasional basis or for short journeys). Additional motor vehicle documentation checks will also need to be carried out on employees who drive their own vehicle for work purposes.
- All persons working on or visiting the company are aware of their legal duty not to smoke inside the premises or within company vehicles.

⁹ COSHH = Control Of Substance Hazardous to Health

¹⁰ RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

¹¹ This includes vehicles owned, leased or hired by the company for business purposes.

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SITE MANAGERS AND FOREMEN

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are aware of the statutory requirements affecting our Company and fully support the Director responsible for Safety in carrying out their safety related duties.
- Before work commences on site, safe systems of work, working methods and safety precautions will be discussed and verified with the site management.
- Employees under your control are aware of the safety rules and standards expected of them.
- Employees under your control are aware of, and instructed in, their responsibilities as imposed by legislation and management.
- All work carried out, and all work equipment in use complies with relevant legislation.
- Safe systems of work and method statements are in operation for all identified work activities and hazards.
- Sub-contractors strictly adhere to method statements they have provided and action is taken if the statement needs to be adapted or amended during the course of the project.
- Employees under your control receive suitable and adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- Detailed information on safety, health and welfare matters is effectively communicated to all employees under your control.
- You are provided with adequate health and safety training and information to carry out your job in a safe manner.
- Before commencing work on a new project, the hazards are identified and risk assessed and suitable control measures are implemented.
- Emergency plans will be prepared and put into operation for each site.
- Employees and sub-contractors under your control are aware of the hazards and risks associated with their work area and job, and the appropriate control measures in place to protect them.
- Young workers (under 18 years of age) or inexperienced workers are provided with a high level of supervision and training for the tasks they are carrying out.
- You lead by example and always wear the correct personal protective equipment and adopt a safe working practices in the workplace and on site.
- An ample supply of personal protective equipment and safety harnesses are available, issued and used by relevant employees, and where necessary sub contract labour.

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- Suitable and appropriate storage facilities are available for personal protective equipment when not in use.
- Manual handling activities carried out in areas under your control adhere to the correct manual handling principles.
- Deliveries and stacking of building materials is in such a manner so as not to endanger site occupants and to avoid double handling.
- Work equipment and plant used on site (whether owned by the company or hired) is correctly operated, guarded and maintained to a safe working condition.
- Any persons working at height are provided with the appropriate access equipment for the task and they are trained in its safe use.
- Working platforms under your control are correctly erected and loaded and are inspected at the specified intervals.
- Mechanical lifting equipment in areas under your control is maintained to a safe working standard and is inspected at specified intervals.
- Any persons working with vibrating equipment are not being exposed to levels above the daily exposure limits.
- Any persons working in or visiting areas designated noise protection zones are wearing appropriate hearing defenders.
- Any COSHH¹² items used are assessed and control measures in operation for their correct and safe use.
- Working in partnership with the Health and Safety Co-ordinator, you identify and wherever possible remove hazards which may exist in areas under your control.
- Accidents and near-miss incidents in areas under your control are correctly reported and thoroughly investigated by yourself or the Health and Safety Co-ordinator.
- On the initial visit to a site you make yourself aware of their first-aid and fire arrangements in operation.
- A suitable fire extinguisher is available adjacent to all hot work activities.
- Any member of staff driving a Company vehicle, or on behalf of the Company, holds a current driving licence and where relevant current motor insurance and MOT certificate for their vehicle.
- All persons working on or visiting the site are aware of their legal duty not to smoke inside the premises or within company vehicles.

¹² COSHH = Control Of Substance Hazardous to Health

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OFFICE-BASED STAFF

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe, and you only operate workplace equipment you are trained and competent to use.
- Appropriate supervision, training, information and instruction is readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Manager.
- You take regular breaks from working specifically on Display Screen Equipment.
- If your work involves working on a laptop ensure that it is set-up in accordance with ergonomic requirements and best practice.
- You are conversant with the in-house accident and damage reporting procedure.

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JOINERY WORKSHOP STAFF: SKILLED AND SEMI-SKILLED

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe and tidy and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, training, information and instruction is readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Supervisor.
- Personal protective equipment is appropriately stored when not in use.
- You do not operate work equipment that you believe to be unsafe or non-compliant with legal requirements.
- Guards and safety devices fitted to operational workplace equipment are always in place and used. If required to maintain or inspect work equipment ensure suitable control measures are in place to prevent you or others being exposed to hazards.
- You must never remove or defeat any guards or safety devices fitted to work equipment, unless part of a designated maintenance procedure and other appropriate safeguards have been put into operation.
- After operating work equipment, using hazard substances or handling stock materials you must always wash your hands before eating, drinking or smoking.
- All work equipment under your control is maintained in accordance with manufacturer's recommendations or company requirements.
- When working in areas in which you are exposed to noise levels at or above the Upper Action Value you must wearing hearing protection provided in the correct manner.
- When working with vibrating work equipment you must adopt the work practices and use the control measures in place to prevent excessive exposure.
- All hand-held electrical equipment used is 110volt, battery operated or fitted with an RCD.

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SITE JOINERS, LABOURERS AND ELECTRICIANS

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe and tidy and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, training, information and instruction is readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Foreman.
- Personal protective equipment is appropriately stored when not in use.
- You do not operate work equipment that you believe to be unsafe or non-compliant with legal requirements.
- Guards and safety devices fitted to workplace equipment are always in place and used.
- You must never remove or defeat any guards or safety devices fitted to work equipment, unless part of a designated maintenance procedure and other appropriate safeguards have been put into operation.
- After operating work equipment, using hazard substances, working in a dusty or dirty work environment, or handling building materials you must always wash your hands before eating, drinking or smoking.
- All hand-held electrical equipment used is 110volt or fitted with a RCD.
- Permit to work and lock-off procedures are adhered to for all high-risk activities.
- You only undertake electrical work if you are trained, competent and authorised to do so.
- The safe working load (SWL) of mechanical lifting equipment and working platforms is adhered to.
- When working at height, you adhere to safe systems of work in operation, and any access equipment used is safe for its intended purpose and correctly erected.
- When working above ground level, suitable and appropriate control measures are used to prevent a fall of persons or equipment from height.
- Appropriate means of access are used to carry out work at height or to gain access to work platforms.
- When working in areas in which high noise levels are emitted you must wearing hearing defenders provided in the correct manner.

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- When working with vibrating work equipment you must adopt the work practices and use the control measures in place to prevent excessive exposure.
- High risk work activities are not undertaken without prior authorisation from your supervisor or site management, ensuring any permit to work systems in operation are fully adhered to.

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FORK LIFT TRUCK OPERATORS

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe and tidy and you only operate workplace equipment and vehicles you are licensed, trained, authorised and competent to use.
- Appropriate supervision, training, information and instruction is readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Manager/ Foreman.
- You drive the FLT in a safe and professional manner, adhering to speed limits and Company traffic rules.
- When entering pedestrianised areas you sound your warning horn and slow the lift truck down. When reversing in such areas ensure the route is clear and the reversing horn is sounding.
- Obtain assistance for reversing activities if there is a risk of striking pedestrians, racking or stock items.
- You pay due care and attention when mechanically handling, stacking, loading and unloading equipment or loads.
- You do not overload racking and storage facilities beyond its safe loading capacity or safe working load (SWL).
- Passengers are not carried on FLT's, and the ignition keys are removed when you are not in the cab.
- User vehicle checks are carried out with findings, recommendations and action taken being documented. You should not drive a fork lift truck if you believe it to be unsafe.
- Due care and attention is paid when charging FLT batteries or replacing gas cylinders, adhering to the safe system of work in place.
- You do not manually operate hand-held mobile phones whilst driving the FLT. You may only use hands-free mobile phones if permitted to do so by management and their use is not putting you or others at risk.

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WAREHOUSE STAFF

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe and tidy and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, training, information and instruction is readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Supervisor.
- Manual handling principles will be adhered to, and you use where provided suitable mechanical lifting aids and equipment.
- Personal protective equipment is appropriately stored when not in use.
- The safe working load (SWL) of mechanical lifting equipment is adhered to.
- When working above ground level, suitable and appropriate control measures are used to prevent a fall of persons or equipment from height.
- You always use the access equipment provided and do not climb racking or use other unsuitable means of access to reach stock items.
- Appropriate means of access are used to carry out work at height.
- You adhere to the 'clean-as you go' policy in place to minimise potential slip and trip hazards.

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DESPATCH AND YARD STAFF

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe and tidy and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, training, information and instruction is readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your Supervisor.
- Manual handling principles will be adhered to, and you use where provided suitable mechanical lifting aids and equipment.
- High visibility clothing is worn when working in the yard areas.
- Personal protective equipment is appropriately stored when not in use.
- Attention is paid for reversing vehicles and forklift trucks manoeuvring in the yard areas.
- You do not cross the yard when vehicles are reversing or work immediately behind reversing vehicles.

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VEHICLE DRIVERS

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe and tidy and you only operate vehicles you are licensed, trained, authorised and competent to use.
- Appropriate supervision, training, information and instruction is readily accepted to enable you to carry out your job in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your supervisor.
- You drive the vehicle in a safe and professional manner, adhering to the Highway Code, Company traffic rules and other road traffic requirements in operation.
- User vehicle checks are carried out with findings, recommendations and action taken being documented. You should not drive a vehicle if you believe it to be unsafe or non-road worthy.
- You take regular breaks from driving for extended periods of time. This is especially important when driving on long journeys, in adverse weather conditions or when driving in the early hours or late at night when naturally more tired.
- Due care and attention is paid when refuelling the vehicle, adhering to the safe system of work in place.
- On visits to clients' premises you are familiar with their fire evacuation arrangements and first aid facilities in the event of an emergency. Whilst on a client's premises you must adhere to their rules and procedures, reporting any hazards to their Health and Safety Co-ordinator.
- Hand-held mobile phones are not manually operated whilst driving any vehicle for company business. Hands-free mobile phones will only be used when it is safe to do so.
- You do not smoke inside company vehicles, and you ensure any passengers also adhere to this requirement.

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FABRICATION/ WELDING OPERATIVES

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- Safe systems of work are followed and all work complies with legislation and company procedures.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe and tidy and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, training, information and instruction is readily accepted to enable you to carry out your job in a safe manner.
- You only undertake welding activities you are trained and competent in.
- If an apprentice or trainee, always obtain suitable permission, supervision and instruction from a competent person before attempting any welding activity you are not competent in.
- Personal protective equipment is appropriately stored when not in use.
- Appropriate face shield or safety goggles must be worn prior to commencing any welding activity.
- If others are likely to be present in the area in which welding activities are to be carried out protective screens must be erected around the welding activity.
- The area in which the welding activities are to be carried out is well ventilated before commencing the activity.
- All equipment under your control is maintained in accordance with manufacturer's recommendations or company requirements.
- You do not operate equipment that you believe to be unsafe, faulty or non-complaint with legal requirements.
- Guards and safety devices fitted to equipment are always in place and used.
- You must never remove or defeat any guards or safety devices fitted to work equipment, unless part of a designated maintenance procedure and other appropriate safeguards have been put into operation.
- All work activities should be carried out in a suitable safe place, void of potential fire hazards.
- When carrying out welding or hot work activities in an area in which fire/ smoke detectors are present ensure that they are disconnected/ protected to prevent activities triggering them accidentally.
- If fire hazards cannot be moved from the location, suitable protective screens or guards should be erected around the item being welded to confine heat and sparks.

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- All hot work, including welding activities, should cease at least an hour before the end of the working day. Fire checks of this area should also be carried out prior to the premises being vacated.
- Suitable fire extinguishers and fire precautions should be readily available in the area in which welding activities are to be carried out.
- After carrying out welding activities, using hazard substances or handling stock materials you must always wash your hands before eating, drinking or smoking.
- When working in areas in which you are exposed to noise levels at or above the Upper Action Value you must wear hearing protection provided in the correct manner.
- When working with vibrating work equipment you must adopt the work practices and use the control measures in place to prevent excessive exposure.

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YOUNG WORKERS
(UNDER 18 YEARS OF AGE)

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You are familiar with and adhere to the safe systems of work in operation within the Company.
- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Your immediate workplace is safe, and you only operate workplace equipment or carry out activities you are permitted, trained and competent in.
- Always obtain suitable permission, supervision and instruction from a competent person before attempting any new task or operating workplace equipment you are not competent in.
- Appropriate supervision, training, information and instruction will be provided, ensure that it is readily accepted to enable you to carry out your job or a task in a safe manner.
- You report uncontrolled hazards or potential hazards in your work area immediately to your supervisor.
- Appropriate personal protective equipment is worn when and where instructed in the workplace. If you are unsure as to what protective equipment is required seek advice from your supervisor.
- You pay due care and attention when handling, stacking, loading and unloading equipment and always use correct lifting techniques.
- Due care and attention is exercised when handling, storing and using hazardous substances, ensuring you are familiar with the hazards prior to using any substance. Only handle hazardous substances you have been given prior permission to use.
- You are conversant with the in-house accident and damage reporting procedure.
- Your co-operation is given to the Health and Safety Co-ordinators in carrying out their duties.
- You are aware of the first-aid arrangements and the emergency evacuation arrangements.

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SUB CONTRACTORS WORKING ON OUR PREMISES

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- You provide the Company with a copy of the following prior to commencing work on our premises:
 - ◆ your Health and Safety Policy (where applicable);
 - ◆ relevant risk assessments;
 - ◆ COSHH¹³ safety data sheets;
 - ◆ method statements and written safe systems of work;
 - ◆ relevant insurance certificates;
 - ◆ Evidence of company and individual contractors' competence.
- Your immediate workplace is safe, tidy and clear of debris and unused work equipment and you only operate workplace equipment you are trained, authorised and competent to use.
- Appropriate supervision, information and instruction is readily accepted from the Company to enable you to carry out your job in a safe and competent manner.
- You are aware of the risks present and all necessary precautions to be taken on our premises before commencing work.
- You report uncontrolled hazards, potential hazards or equipment defects in your work area immediately to our Health and Safety Co-ordinator.
- Appropriate personal protective equipment is worn when and where instructed whilst on our premises.
- All plant, workplace equipment and electrical items brought onto our premises are in good working order, fit for its intended use and has necessary safety devices fitted.
- Ensure any plant or workplace equipment used, or area worked in, is left in a safe condition and fit for purpose after completing work. Ensure necessary safeguards and warning signs are displayed whilst work is in underway, if our staff will be exposed to any additional hazards.
- When working at height appropriate access equipment is used for the task at height being carried out.
- While working in areas in which you are exposed to noise levels at or above the Upper Action Value you must wear hearing protection provided in the correct manner.
- You are conversant with our in-house accident and damage reporting procedure.
- You are aware of the first-aid and the fire evacuation arrangements on our premises.
- You do not smoke when working inside of our premises and adhere to the smoke-free policy in place.

¹³ COSHH = Control of Substances Hazardous to Health

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SUB CONTRACTORS WORKING ON OUR BEHALF

In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:

- You co-operate with all relevant health and safety requirements, and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- You provide the Company with a copy of the following prior to commencing work on our behalf:
 - ◆ your Health and Safety Policy (where applicable);
 - ◆ relevant risk assessments;
 - ◆ COSHH¹⁴ safety data sheets;
 - ◆ method statements and written safe systems of work;
 - ◆ relevant insurance certificates;
 - ◆ evidence of company and individual contractors' competence.
- Your immediate working area on site is safe, tidy and clear of debris and unused work equipment and you only operate workplace equipment you are trained, authorised and competent to use.
- You and your staff accept appropriate supervision, information and instruction from site management to enable your jobs to be carried out in a safe and competent manner.
- You and your staff are aware of the risks present and all necessary precautions to be taken on site before commencing work.
- Appropriate personal protective equipment is worn when and where instructed whilst on site.
- All work equipment under your control is maintained in accordance with manufacturer's recommendations or company requirements.
- All hand tools are kept in a safe and suitable working order and are maintained on a regular basis.
- Guards and safety devices fitted to workplace equipment are always in place and used.
- All hand-held electrical equipment used is battery powered, 110volt or fitted with an RCD.
- All plant, workplace equipment and electrical items brought onto site are in good working order, fit for its intended use and has necessary safety devices fitted.
- The safe working load (SWL) of mechanical lifting equipment and working platforms is adhered to.
- You report uncontrolled hazards, potential hazards in your work area immediately to site management or the company Health and Safety Co-ordinator.
- When working at height appropriate access equipment is used for the task at height being carried out.

¹⁴ COSHH = Control of Substances Hazardous to Health

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- While working in areas in which you or your staff are exposed to noise levels at or above the Upper Action Value you must all wear hearing protection in the correct manner.
- You are conversant with the site accident and damage reporting procedure, reporting all accidents to site management and the company Health and Safety Co-ordinator.
- You are aware of the first-aid and the fire evacuation arrangements in place for the site you are working on.
- You do not smoke when working on site and adhere to the smoke-free policy in place.

HEALTH & SAFETY ARRANGEMENTS

1. Systems and procedures

We recognise the importance of health, safety and welfare within our Company, and will take the necessary action to ensure that a healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by all our employees in identifying potential hazards and eliminating them wherever possible.

It is therefore our ultimate aim that in conducting our activities, account must be taken of the need to:

- ❖ formulate and maintain safe working systems
- ❖ take all necessary steps to establish the causes of accidents and near-miss incidents and ensure that reasonable measures are taken to prevent recurrence
- ❖ ensure that no process, hazardous substance, plant or equipment is introduced unless it complies with statutory testing or examination requirements, and so far as is reasonably practicable the health and safety of employees will not be affected
- ❖ provide proper and adequate induction and on-going training in order to ensure all employees are fully instructed and trained in safe working methods applicable to their work
- ❖ encourage the closest possible liaison and consultation between management and employees of all levels in matters relating to health and safety
- ❖ ensure all statutory requirements relating to our activities are fully complied with, and we progressively improve upon our levels of health and safety performance
- ❖ advise & keep employees informed of their duties and responsibilities under legislation including the requirement to: -
 - a) abide by safe working systems set in place
 - b) make use of facilities and equipment provided for their protection
 - c) refrain from any act which could endanger themselves or other persons
 - d) refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health safety and welfare
 - e) report any known defect or hazard which could endanger the health or safety of themselves or other persons
 - f) co-operate with our Company employer as far as is necessary to ensure that statutory duties or requirements are complied with.

2. Arrangements for implementing Policy

I. Health and Safety Management

In all areas under our control, arrangements will be put into practice to, so far as is reasonably practicable, prevent harm to our employees and others who may be affected by our work activities. This is as required by the Health and Safety at Work Etc Act 1974, the Management of Health and Safety at Work Regulations 1999, the Construction (Design and Management) Regulations 2015 and other relevant Health and Safety legislation.

Systems will be put into operation to control, monitor and review all arrangements to ensure preventative steps taken are still appropriate. We shall also carry out at least annually a full review of our Health and Safety management systems, and associated documentation, to ensure it is still appropriate for our work activities. Our in-house system follows that of HS(G)65 – Successful Health and Safety Management. We will adhere to the principles and management practices outlined within it to achieve effective health and safety management within the workplace.

Since the 1st October 2012 the Health and Safety Executive have introduced 'Fees for Interventions (FFI)'. If an inspector visiting our premises (or investigating an event involving a member of our staff) discovers a material breach then they will charge the duty holder £124 an hour for the time they spend investigating and resolving the breaches. The duty holder will also be subject to the costs generated by any specialists involved in the investigation. Where the Health and Safety Executive issue us with a prohibition or improvement notice or we are issued with an invoice for a FFI material breach, we will take immediate steps to remedy the situation within the allocated time period. The Director responsible for Safety and the Health and Safety Co-ordinator will be immediately informed of the issuing of such notices and ensure corrective actions are taken and any invoices paid as required.

Under the requirements of the Construction (Design and Management) Regulations 2015 we shall ensure we fulfil our responsibilities as a duty holder. We will also ensure that the Company obtains and maintains the appropriate level of competence to fulfil this role, as do all relevant individual employees involved.

II. Health and Safety Policy

As required by the Health and Safety at Work Etc Act 1974 all employees will have access to a full copy of this policy document, and will be actively encouraged to familiarise themselves with it.

A system will be put in place to monitor and annually review this Policy to ensure it is still relevant to our Company and its work activities.

An up-to-date copy of the Statement of Intent signed by our Directors and will be displayed in a prominent position on our premises.

III. Employers Liability Insurance

We will ensure that relevant insurance policies are in place as required by legislation and to provide additional assurance in the workplace to our employees.

The insurance policy certificate will be displayed in a prominent accessible position on our premises or employees will have reasonable access to an electronic version of the certificate. A copy of the out-of-date certificates or our insurance details will be kept for 40 years in case a current or former employee makes a future claim against the company.

IV. Induction and training procedures

Training is an excellent and important means of achieving employee competence at all levels and ensuring safe working practices are utilised.

We will provide a comprehensive induction-training schedule, with health and safety being a key element. It will be the responsibility of the Health and Safety Co-ordinator or the relevant Manager to carry out the health and safety element of the induction training. All induction training carried out will be in a documented format, with signatures from both the inductor and inductee once the process is completed.

We will also provide job-specific training, with necessary health and safety sections, for all employees to ensure they are able to carry out their job without risk to themselves or others. Job-specific refresher training will also be provided to ensure continued competence.

As required under the Construction (Design and Management) Regulations 2015 we will ensure individual employees and sub-contractors used have the appropriate level of competence for the role they are undertaking on CDM projects. We shall also ensure that any sub-contractor being used on CDM projects has a suitable system in place to assess the competence and suitability of any sub-contractors they may bring onto our projects.

V. Consultation with Employees

We will consult directly with our employees, if practicable, or with their elected safety representatives in regards to health and safety matters affecting the Company and their well-being, as required by the Consultation with Employees (Health and Safety) Regulations 1996 in non-unionised organisations.

The Directors responsible for Health and Safety will ensure that all employees and sub-contractors are consulted with in regard to health and safety matters, either verbally or in a written format. All employees will be encouraged to bring their health and safety concerns, issues or suggestions to the attention of the Health and Safety Co-ordinator or relevant Director responsible for safety.

In addition to the above the Company shall also on construction sites consult with our employees and sub-contractors in regard to safety issues on concerning the project. This will be undertaken via team meetings, tool-box talks and the display of relevant information on site safety notice boards.

VI. Risk Assessments

All hazards in the workplace will be identified, as well as who is at risk and how they may be harmed. Once identified we will evaluate the extent of the risks these persons are exposed to, as well as the control measures already in place. Any significant risks will be assessed and the findings recorded in a written format as required by the Management of the Health and Safety Regulations 1999. It is the responsibility of the Health and Safety Co-ordinator to ensure the relevant risk assessments have been carried out in a written format. These assessments will be made available to those employees at risk.

Risk assessment documentation will be regularly reviewed¹⁵ to ascertain if any new hazards have been introduced into the workplace, to ensure existing control measures are still adequate and to incorporate any changes of legislation or best practice.

¹⁵ The review frequency will be dependent upon the current existing level of risk

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Additional assessments of risk will be carried out for young workers¹⁶ and pregnant employees when necessary.

Safe systems of work will be applied to assist in managing effectively significant risks identified in any risk assessment.

VII. Persons at potential additional risk

Certain persons in the working environment are at a perceived higher level of risk due to their lack of experience and risk awareness, or due to medical or physical limitations. Therefore young workers, pregnant workers and disabled workers will have individual assessments of risk carried out and appropriate control measures implemented to protect their safety and well-being.

Pregnant Workers - As required by the Management of Health and Safety at Work Regulations 1999, the company will protect their employees who in the future could be a new or expectant mother. A risk assessment will be carried out on the individual member of staff as soon as the company is informed of their pregnancy. The risk assessment will identify any control measures required to protect the well-being and safety of the pregnant employee and her unborn child. The assessment will also identify the required assessment review frequency.

Young Workers- When employing a person under 18 years old, or allowing a person under 18 years old on work experience, the company will assess the risks the young worker will be exposed to before they start work and ensure the appropriate control measures are put into operation. An individual risk assessment will be carried out on the individual young worker which will take into account their psychological and physical immaturity, inexperience or lack of awareness of existing or potential workplace risks. A copy of the individual risk assessment will also be forwarded to the young workers parents or carers.

Disabled Workers- Disability is classified by as any person having a physical or mental impairment which has substantial and long term adverse effects on their ability to carry out normal day-to-day activities. The company will ensure any disabled persons applying for a job role or already working for the company will have equal opportunities by making 'reasonable adjustments' to overcome any potential risks they may experience. We will also obtain consent from the disabled person before approaching specialists or their GP who may advise on necessary workplace adjustments.

VIII. Personal Protective Equipment (PPE)

Personal Protective Equipment will always be used as a last resort in the workplace¹⁷. If other control measures cannot protect employees from a risk, we will provide suitable and appropriate PPE as required under the Personal Protective Equipment at Work Regulations 1992.

We will ensure employees are involved in the selection process for necessary Personal Protective Equipment, and that it is appropriate for the hazards highlighted; the working conditions; and the employee's needs. Personal Protective Equipment will be provided free of charge for employees exposed to risks, and will be replaced at regular intervals to prevent exposure to the identified hazards.

Head protection will always be worn when working on construction sites where there is a risk of head injury (from overhead working or working in confined spaces) or where it is a requirement of site management. Safety harnesses and personal fall arrest systems will be used when working at height in situations when there are no other practicable alternatives or the risk assessment in operations requires it. Safety harnesses and personal fall arrest systems shall only be used by trained and competent employees.

¹⁶ Employees under 18 years old and young persons on work experience.

¹⁷ In some circumstances, other Health and Safety legislation requires the mandatory wearing of specific Personal Protective Equipment and in these cases must be used where/when required.

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All employees and others required to wear Personal Protective Equipment on our premises will be provided with information and instruction to ensure it is being worn correctly.

Employees and sub-contractors continually not wearing the Personal Protective Equipment provided or required by the Company will be subject to disciplinary action and/or removal from the Company premises or site they are working on.

IX. Manual Handling

Any manual handling operation in the workplace likely to cause to an employee harm will be risk assessed. Appropriate control measures will be introduced to reduce the risk of injury as outlined in the Manual Handling Operations Regulations 1992 (rev).

As a first step in risk management, we will, where practicable, avoid the manual handling of loads by using mechanical means for lifting. Where not practicable, we will assess the load weight; the shape and size of the load; the way the task is carried out; the working environment; and the individual's capabilities to allow appropriate control measures to be introduced.

Any member of staff at risk from manual handling activities will be provided with an appropriate level of manual handling principles training, and job specific information and instruction to prevent potential injuries.

X. Display Screen Equipment (DSE)

Employees who, habitually¹⁸ use display screen equipment; need to transfer information to and from the screen quickly; are highly dependent on DSE for everyday tasks; have no choice about using DSE for work; will be classified as a 'user'. We will therefore ensure a competent person carries out an individual risk assessment on their workstation and working environment or the individual user carries out their own assessment following detailed documented guidance. Relevant information and training will also be provided for the users.

Employees who use laptops for prolonged periods of time (either in the workplace or other locations) will be provided with a docking station or additional equipment to allow their laptop to be set-up in line with the requirements of the Regulations. Where the use of a docking station is not possible or practicable outside of the workplace the employee will adhere to the requirements of the DSE Regulations as closely as practicable and limit the time they work in this situation. They will be provided with additional information to be able to achieve this.

A DSE user will also be entitled to a DSE eyesight test paid for by the Company at intervals stated by their optician (this is normally every two years). A contribution of £45.00 will also be made by the Company as indicated in the Health and Safety (Display Screen Equipment) Regulations 1992 (rev 2003) for Users requiring corrective glasses for specific use on DSE¹⁹. Details of the DSE Eyesight test policy are available from the Health and Safety Co-ordinator.

XI. Welfare Arrangements

Health, safety and welfare facilities and arrangements will be provided and maintained on all our premises to the standard required by the Workplace (Health, Safety and Welfare) Regulations 1992 and on site to the standards required by part 4 and schedule 2 of the Construction (Design and Management) Regulations 2015.

Inspections of the sites will be carried out on a regular scheduled basis by the site management. For our own

¹⁸ For continuous spells of an hour or more on a daily basis

¹⁹ Refer to Display Screen Equipment Policy.

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premises the designated persons will carry out visual inspections of the workplace on a continual basis. On scheduled basis the Health and Safety Co-ordinator or the designated person will carry out a thorough inspection of the Southwell and Newton premises and findings will be recorded for reference and remedial action.

Temperature

We will adhere, where practicable, to provide a comfortable working temperature. The current recommended minimum working temperature is 16°C in normal working conditions and 13°C where physical work is being carried out. This may not be achievable in certain working conditions or provide reasonable comfort, as such the temperature should be as close to the above temperatures as practicable. There is no maximum working temperature currently but appropriate control measures will be introduced to provide a comfortable working environment for our employees and others.

Ventilation

Our workplace will be well ventilated to allow stale, hot and humid air to be replaced at a reasonable rate by fresh or purified air. In cases where windows and other openings do not provide sufficient ventilation, necessary mechanical ventilation systems should be provided.

Lighting

Lighting will be set at levels to allow employees to work and use facilities without experiencing eye-strain, and safely move from place to place. Emergency lighting should be provided in areas where sudden loss of light would present a serious risk.

Room Dimensions and Space

Workrooms will have enough free space to allow people easy access to and from their workstations, to move within the room with ease and not to restrict their movements while performing their work.

Sanitary Conveniences

Sufficient toilet and washing facilities will be provided to allow everyone at work to use them without unreasonable delay. Provision will be made for any workers with a disability to enable them to have access to facilities which are adjusted for their use if necessary. All facilities should be located so they are convenient. Washbasins will have hot and cold, or warm, running water, and be large enough to allow a worker to wash their face, hands and forearms.

Conditions of floors, staircases and walkways

Floor and traffic routes will be of sound construction and will have adequate strength and stability, taking account of the loads placed on them and the traffic passing over them. The surfaces of floors and traffic routes will be free from any hole, slope, or uneven or slippery surface.

Traffic and pedestrian routes

Where practicable, there will be enough traffic routes, of sufficient width and headroom, to allow people on foot or in vehicles to circulate safely and without difficulty. For safety purposes, separate routes will be provided, where practicable, for pedestrians and they will be guided to use the correct route by clear marking. Such routes will be kept unobstructed.

XII. Working at Height

Wherever possible, working at height²⁰ will be eliminated by carrying out the activity from ground level or a safe existing place of work. Where not practicable, the activity requiring work at height will be risk assessed and appropriately planned, organised and carried out by competent people. This is as required by the Working at Height Regulations 2005.

The risk assessment will take into account the work activity; the physical capabilities of the persons carrying out

²⁰ Covers work activities where a fall from height is liable to cause injury

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the task; the duration of the job; the location; and the working environment. From this the appropriate access equipment will be selected, provided and used. Additional to this will be the provision of other control measures to prevent the fall of persons or equipment from height.

XIII. Emergency Rescue Procedures

Where a risk assessment for a work activity (whether working at height, within confined spaces or in other necessary work locations) identifies the need for emergency rescue arrangements to be put into operation this will be carried out prior to the job commencing. The emergency arrangements will identify the means for raising the alarm in the event of something going wrong, the role site operatives will be allocated within the procedure, the emergency equipment required on site and the means for contacting additional external assistance.

The emergency rescue procedures will be in a documented format and will be clearly detailed in the job method statement and risk assessment for each relevant job. All operatives will be rescue trained and aware of the best response in an emergency.

Prior to each task/job commencing a thorough site specific rescue plan will be discussed with all operatives involved in the work. The plan will include all site specific emergency procedures, types of rescue that may be required in the current working situations and how they are to be carried out, the assignment of operative roles should an emergency situation arise, location and content of rescue kits and any extra hazards arising from the job that may affect the rescue.

XIV. Workplace and Lifting Equipment

We will take into account the working conditions and risks present in the workplace when selecting equipment. We will also ensure that any equipment provided is suitable for its intended use, correctly guarded and is properly maintained by competent persons.

Written risk assessments and safe systems of work will be in place for all necessary work equipment, and these will be discussed with employees using such work equipment.

Our employees will also be supplied with adequate information, instruction, training and supervision as required by the Provision and Use of Work Equipment Regulations 1998 (PUWER) to operate work equipment correctly and safely, and to carry out their job in a safe manner.

Where practicable a Planned Preventative Maintenance programme will be in operation for workplace equipment. Where not practicable a Breakdown Maintenance programme will be introduced, which will involve the non-working equipment to be removed from use until repaired (or replaced). Persons carrying out maintenance work will be suitably trained, qualified and competent to do so.

When lifting equipment is used on our premises, it will be suitable and safe for the lifting operation to be carried out. A full risk assessment will be carried out prior to the work commencing and control measures implemented as required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

A competent person will examine lifting equipment at intervals not exceeding 6 months if the equipment is used for carrying people, and at periods not exceeding 12 months for all other lifting equipment.

XV. Vibration at Work

Wherever vibrating equipment is being used which is liable to expose employees to levels above the daily exposure limits a detailed risk assessment must be carried out. This is as required by the Control of Vibration at

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Work Regulations 2005.

The risk assessment will take into account the magnitude, duration and level of exposure; the effects of the vibration on the operator; working environment; and any information supplied by the equipment manufacturer. Appropriate control measures will then be introduced to eliminate exposure or to reduce it to the lowest level possible.

XVI. Control of Substances Hazardous to Health (COSHH) (including asbestos)

The requirements of the COSHH Regulations 2002 (rev) will be satisfied. Where practicable, the least hazardous type of any substance will be purchased and used in order to minimise risks to our employees and others. A COSHH control procedure will be in operation to ensure that we are aware of the substances held on our premises.

All products that are hazardous to health, all work activities where these substances are used, and work activities which produce hazardous substances as a by-product will be identified. Assessments of risk will be carried out, monitored and reviewed to ensure the control measures in place are effective. All employees will have access to these assessments and any associated information.

Where the hazardous substance being used has a Workplace Exposure Limit (WEL), the Company will need to refer to the current edition of the EH40 to determine the exposure limit. Appropriate control measures will be introduced and monitored to ensure employees and others are not exposed to unacceptable levels of the hazardous substance. If necessary workplace and personal air monitoring will be carried out by a competent person.

Health surveillance will be provided for employees who work with a hazardous substance in which exposure may be related to an identifiable disease or adverse health condition.

Local Exhaust Ventilation (LEV) systems will be tested and certificated at intervals not exceeding 14 months by a competent person. Regular testing and examination of the exhaust system will be carried out by competent persons in the interim.

The requirements of the Control of Asbestos Regulations 2012 will be adhered to. Where we are the duty holder, we will make the assumption that materials in the fabric of the building contain asbestos unless there is strong evidence to the contrary; we will undertake a risk assessment into where asbestos containing materials may be located on the premises; we will engage a suitably trained competent person to carry out a building survey and take appropriate samples for analysis; from their results we will produce a written plan identifying such areas and highlight the measures to be taken to manage the asbestos risk. All such information will be readily available for persons coming onto our premises who are likely to disturb it.

All asbestos containing materials identified on the premises will be maintained in a good condition or if not possible it will be safely and appropriately removed by a competent licensed contractor.

XVII. Control of Asbestos: working in locations in which it may be present

The Control of Asbestos Regulations 2012 (up-dated in April 2012) and Approved Code of Practice The Management of Asbestos in non-domestic Premises (L143) will be adhered to when working in locations in which asbestos containing materials (ACM) is known to be, or may be, present.

It will be required that a client, or their representative, will provide us with detailed information on the amount and type of ACM present on the premises or work location they require us to work on prior to the contract commencing.

Prior to work commencing on site it must also be determined under which license category the work involving asbestos containing materials will come under. The work can be classified as: *Licensed ACM work* – which must

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only be carried out under license and by a licensed contractor;

Notifiable non-licensed ACM work – work must be notified to the enforcing authority, medical examinations must be carried out on staff involved, records must be kept, as well as adhering to the same safety requirements in place for non-licensed work; or *Non-licensed work*- can be carried out by an operative whom has undertaken awareness training and follows strict safety control measures and predetermined safe systems of work.

A detailed risk assessment will be carried out to ensure that appropriate control measures are put into place prior to any work commencing, this will be linked with our documented safe working procedures. This will protect our employees and others from being exposed to asbestos containing materials whilst carrying out their work activities. All employees and operatives will be made fully aware of the risk assessment and safe systems of work prior to working in environments in which ACM is known to be present.

We also have in place a documented emergency procedure in the event that asbestos containing materials we were unaware of is discovered by our employees or operatives on site. All site operatives have been fully instructed in the requirements of the emergency procedure in operation and the action they must take.

Any site staff liable to be exposed to asbestos fibres at work will have undertaken the mandatory training as required by Regulation 10 of the Control of Asbestos Regulations 2012. Appropriate refresher training will be carried out annually or when changes in legislation or work practices occur.

XVIII. First-aid arrangements

The terms of the Health and Safety (First-Aid) Regulations 1981 (rev 2009) and associated Approved Code of Practice will be observed as a minimum standard of cover.

We will determine the necessary level of first aid provision²¹ required in our workplace by undertaking a suitable risk assessment. Once the level of first aid cover required is determined we will select from our employee's suitable persons to undertake the necessary level of certificated first aid training to enable us to achieve compliance and provide adequate cover. We will ensure that first aid training is carried out by a competent reputable training provider. First aid personnel will undertake refresher training²² at the intervals specified by the Regulations.

If our first aid personnel is in the form of an Appointed Person they will only be permitted to carry out first aid treatment if they have successfully completed an appropriate first aid training course.

Details of our first aid personnel will be displayed in prominent positions throughout our premises for the benefit of all our employees. New employees will be informed of the first aid arrangements during their induction to the company. Any changes in the first-aid arrangements will be immediately circulated to all relevant employees.

On site details of our first aid arrangements and personnel will be displayed on the site notice boards and will form part of the site induction procedure for all site personnel (including sub-contractors and site visitors).

Supply levels and content of first aid box will be checked and re-stocked at regular intervals by the designated first aid personnel. First-aid boxes will be kept secure, yet will be quickly available in an emergency. We will not provide employees with any medication, nor will it be allowed to be kept in the first aid box. Special arrangements will be made for employees requiring prescribed medication to be taken in an emergency.

Employees should make their manager or the Health and Safety Co-ordinator aware of any pre-existing medical conditions or allergies they may have or other medical information which in the event of an accident the first aid

²¹ First aid cover can be in the form of a First Aider at Work, (FAW), Emergency First Aider at Work, (EFAW) or an Appointed Person.

²² Refresher certificated training is required at 3 yearly intervals (before the certificate expires). Attendance of an optional annual skills up-date course is also recommended by the Health and Safety Executive for persons holding the First Aid at Work or Emergency First Aid at Work certificates.

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personnel or emergency services may need to be made aware of. All such information will be kept in total confidence.

XIX. Accident and near-miss reporting

Accident details will be recorded in a company accident book. Once an entry has been made the completed entry will be removed by the Health and Safety Co-ordinator or relevant manager, reviewed by the Health and Safety Co-ordinator, then kept in a separate secure location away from the accident book for future reference. With site based accident books the removed sheets will be sent to the main office at the end of the project for storage purposes. An additional Company accident or incident report form will also be submitted to the Health and Safety Co-ordinator for specific injuries and near-miss²³ incidents to provide more detailed information than that allowed in the accident book.

The requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be followed in respect of any reportable accident, dangerous occurrence or workplace disease.

If there is an accident connected with our work and an employee, or self-employed person working on our premises or on site, or a member of the public is killed or suffers a major injury we will notify the RIDDOR Incident Contact Centre (ICC) immediately by telephone or via the HSE web-site.

If there is an accident connected with our work (including an act of physical violence) and an employee, or a self-employed person working on our premises, suffers an over-seven-day injury we will report it to the RIDDOR Incident Centre within fifteen days. An over-7-day injury is one which is not "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than seven days.

We will contact the RIDDOR Incident Contact Centre by completing the appropriate HSE report form F2508 on their web-site within the required time frame. A copy of the completed F2508 will be kept on file.

If a doctor notifies us that an employee suffers from a reportable work-related disease, then we will report it to the RIDDOR Incident Contact Centre. We will adhere to the above reporting procedure except will complete a F2508A report form.

If something happens on our premises that does not result in a reportable injury, but which clearly could have done, then it may be classified as a dangerous occurrence under the RIDDOR Regulations. Further details on what constitutes a dangerous occurrence are listed on the HSE RIDDOR web-site. If the incident is classified as a dangerous occurrence we will complete the appropriate HSE report form on their web-site within the required time frame.

XX. Accident and near-miss investigation

The Health and Safety Co-ordinator will be personally informed or will review the company accident book (or books) on a regular basis to determine if any reported accidents or near-miss incidents require further investigation. The Health and Safety Co-ordinator will investigate all reported accidents and incidents to determine if any control measures need to be introduced to prevent a reoccurrence. Where necessary an incident or near-miss investigation findings will be documented.

A thorough investigation will also be carried out by the Health and Safety Co-ordinator all workplace accidents resulting in a fatality; an employee being absent from work; an employee, sub-contractor or member of the general public requiring hospital treatment due to a workplace accident; or near-miss incidents of a serious nature. A full report will be prepared to identify causes of the accident and to identify areas in which remedial action is required. A copy will be forwarded to the Managing Director, Directors responsible for Safety, Company Insurers and appropriate enforcing authority if necessary.

²³ Incident, which had the potential to cause harm, but in this instance fortunately no one, was hurt.

XXI. Fire Safety

On our premises we will adhere to the requirements of our detailed written fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005. On site we will adhere to the requirements of part 4²⁴ of the Construction (Design and Management) Regulations 2015. The fire risk assessment will identify the fire hazards on the premises or site, the control measures needed to reduce fire risks to as low as reasonably practicable, and the arrangements required if a fire does start. The fire risk assessment will be reviewed at intervals specified within the assessment, if the assessment is no longer believed to be valid, or after significant changes have occurred within the premises.

It is the responsibility of the 'responsible person' to ensure the requirements of the Order are being complied with. The responsible person is the employer and any other person who may have control of any part of the premises (the occupier, owner, landlord etc). If there is more than one responsible person in the premises (shared premises etc) reasonable steps must be taken to ensure co-operation and co-ordination of arrangements takes place.

New employees will be informed of the Emergency Action Plan at their induction stage, along with a tour of the premises to highlight location of fire exits, fire extinguishers etc. All employees will receive appropriate fire safety information and instruction at induction and at regular intervals thereafter. Any changes in the Emergency Action Plan or fire risk assessment will be immediately circulated to all relevant employees and non-employees.

Fire wardens and other persons with a designated safety task will be selected from suitable members of staff. They will be appropriately instructed and trained to carry out their designated fire safety tasks. Details of our fire wardens will be circulated to all employees and also displayed in prominent positions throughout our premises for the benefit of all employees and visitors.

Evacuation drills will be held at intervals determined in our fire risk assessment and recorded in the fire logbook. Any remedial action required to improve the effectiveness of evacuation drills will be carried out where practicable.

XXII. Electrical safety and Gas safety

All electrical equipment will be maintained to ensure it is safe for its intended use and does not present employees with additional risk, as required by the Electricity at Work Regulations 1989.

The mains electricity supply will be inspected and tested in accordance with the Regulations²⁵ at intervals not exceeding 5 years²⁶. A competent electrician will carry this out.

All portable electrical appliances will be inspected and tested on a regular basis by a trained and competent person in accordance with legislative requirements and best practice. Employees will also be provided with relevant instruction and information to allow them to carry out regular 'user' checks. Whenever possible 110-volt electrical equipment, double insulated equipment or battery-operated equipment will be used.

All cables, plugs and connections will be properly organised, inspected and maintained to minimise any risks to our employees. Employees will not carry out maintenance on electrical equipment or plugs without prior training and permission.

No live work will be carried out on electrical systems unless a permit to work certificate is in operation, and a competent and trained electrician is carrying out the work.

²⁴ Regulations 38 – 41 of the Construction (Design and Management) Regulations 2015 specify fire safety requirements on site.

²⁵ As required by the 17th edition of the IET Wiring Regulations and the Electricity at Work Regulations 1989.

²⁶ Different periodic inspection intervals are required for certain workplaces and the IET Wiring Regulations BS7671:2008 (2011) should be referred to for guidance.

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The Gas Safety (Installation and Use) Regulations 1998 will be complied with in regard to the safe use of gas systems and appliances on our premises. We will ensure anyone carrying out work on our gas appliances or fittings is competent and registered with the Gas Safe Register (as required as of April 1st 2009).

All gas systems and appliances will be maintained to prevent injury to our employees or others from carbon monoxide poisoning or fire and explosion.

XXIII. Safety signage

We will provide and display relevant instructional, prohibitive and warning safety signs throughout the workplace to highlight hazards present and the control measures necessary. We will ensure they are unambiguous, easily seen and understood. They will also conform to the current British and European standards.

The Health and Safety law poster (rev 2009²⁷) will be displayed in a prominent location on our premises with the details of employee safety representatives or other health and safety contacts displayed upon it, however this is not compulsory. If we do not wish to display the Health and Safety law poster we will issue each employee with a copy of the equivalent HSE leaflet.

XXIV. Contractors working on UCD / Clients premises

We will select contractors to carry out work on UCD / Clients premises by a formalised selection process. Contractors who meet with our criteria will be added to our preferred supplier's list. They will be required to provide the company with any up-dates of safety documents relevant to their working practices.

They will provide us with relevant health and safety evidence, proof of their competence and details of their insurance before they commence a project as required by the Construction (Design and Management) Regulations 2015. They will also provide evidence of the system they have in place for assessing and monitoring the competence and safe working practices of any sub-contractors they may bring onto the project or construction site.

We will provide contractors with the necessary information and induction to carry out our projects in a safe manner. It will be their responsibility to ensure they are familiar with our premises or any site health and safety rules and arrangements before they commence work on a site (including our premises) and adhere to them throughout the duration of the project. Throughout the duration of the project consultation, co-operation and communication will be encouraged between our employees and sub-contractors to ensure all parties are aware of the risks evident and control measures in place.

We will inform our employees of any risks to their health and safety, or changes to their working environment in advance of contract work commencing. We will also inform our employees of areas they will be restricted from during the work being carried out.

We will adhere to the Construction (Design and Management) Regulations 2015 for all relevant construction projects and will ensure we fulfil our duties and responsibilities as clients.

XXV. Visitors

All visitors will be required to report to the reception area on entering our premises.

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The receptionist or member of staff being visited will inform the visitor of the relevant health and safety rules and procedures to be followed while on our premises. They will also be responsible for ensuring visitors sign-in and out of the building.

All visitors and contractors will be required to wear appropriate Personal Protective Equipment when entering areas of potential risk.

XXVI. Driving and vehicle safety

We will ensure that all employees required driving on company business, no matter how short the journey or how infrequently, are aware of the company driving policy in place. All company drivers are required to adhere to the requirements of the Highway Code and any additional company traffic management systems in place on our premises or any locations they may visit.

Employees will only be allowed to drive vehicles on company business if they present the company with a copy of their current driving licence prior to first use. They will also be required to provide a copy of their driving licence at least annually thereafter.

We will ensure any vehicle used for company business is road legal, is serviced as required and has the appropriate business class motor insurance cover²⁸. Owner-drivers will be responsible for ensuring their own vehicles are road legal and safe to drive.

The Company must be immediately informed if an employee is involved in any motor vehicle accident whilst on company business; receives any endorsement points to their driving licence; or is banned from driving a motor vehicle.

Drivers will not be permitted to operate a vehicle on company business if they are suffering from certain medical conditions; are under the influence of alcohol or illegal substances; or are taking medication that affects their driving ability. Any employee not informing the company of their inability to drive a vehicle on company business and subsequently driving may be subject to disciplinary procedures.

Hand held mobile phones are not to be used when driving vehicles on company business. **By Law**, hand held mobile phones may **only** be used by drivers when the car is **parked** in a **safe** place **and the engine is turned off**. They must also be turned off when re-fuelling your vehicle. Any employee caught using a hand-held mobile phone whilst driving by the authorities will be responsible for paying their own fines. The employee is also responsible for reporting the endorsement points they receive on their licence to the Company. **Hands-free mobile** phones may be used for **verbal** communication whilst driving **when it is safe to do so**. Hands-free mobile phones **must not** be used for the drafting or checking of e-mails or text messages (or other messaging apps); programming or altering of satellite navigate programmes; or the physical operation of any other apps on the phone whilst the vehicle is in motion. All such activities must only be carried out when the vehicle is parked in a safe place and the engine is turned off. Any employee caught using a hands-free mobile phone in an unsafe or inappropriate manner whilst driving by the authorities will be responsible for paying their own fines and may also be subject to disciplinary action by the company.

XXVII. Workplace Noise

Levels of workplace noise will be monitored to ensure the appropriate control measures are implemented to prevent the Upper Action value (UAV²⁹) or Exposure Limit Value (ELV³⁰) being exceeded. Measurements of workplace noise

²⁸ If an employee is driving their own vehicle for company business they will need to provide the company on an annual basis with a copy of their motor insurance policy and current MOT certificate (if age of vehicle warrants this).

²⁹ Upper Action Value is 85dB(A)

³⁰ Exposure Action Value is 87dB(A) and persons should not be exposed to this level under any circumstances.

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levels will be required if a risk assessment and listening checks deem it to be necessary.

We will implement control measures and hearing conservation to reduce noise exposure to below the statutory action values. Areas within the workplace which exceed the Upper Action Value will be classified as noise protection zones, and all employees and others within this area will be required to wear suitable hearing protection.

Hearing surveillance is mandatory for employees exposed to the Upper Action Value. It will also be offered to employees exposed to the Lower Action Value who are more sensitive and prone to noise induced hearing loss. Health surveillance will be conducted and interpreted by a suitably qualified person.

XXVIII. Smoke-Free Policy

We operate a smoke-free policy for our premises, sites and company vehicles. Employees, sub-contractors and others visiting the company are only allowed to smoke outside of the company premises in the designated areas. Smoking is not permitted anywhere on site.

Appropriate smoke-free signage as required by the Health Act 2006 will be displayed at entrances to the premises and within necessary company vehicles. Employees and visitors not adhering to the smoke-free requirements will be responsible for paying their own fines issued by the authorities. Employees and sub-contractors may also be subject to disciplinary action by the company.

XXIX. Alcohol and Drug Policy

The misuse of alcohol and drugs can affect a person's ability to carry out tasks in a safe manner. Alcohol and drugs³¹ should therefore not be consumed or brought onto our premises or onto any site on which we are working.

If any employee or sub-contractor is found with alcohol or drugs on their person, in their locker, or on their possession, or are found to be under its effects will face disciplinary action and possible dismissal

Any employee with an addiction is able to speak to a member of senior management in complete confidence. They will assess the situation and provide relevant guidance and referral to professional assistance.

XXX. Stress at work

We have adopted a positive workplace culture, in which your health, safety and well-being are important to us. However, it is important to realise, that there are peaks and troughs in any job or workload, and we are aware that being unable to cope with these situations may unfortunately cause pressure in some individuals.

We perceive stress as an adverse reaction to excessive pressure, and not a disease or weakness. Therefore if you feel that the demands of your job are causing you pressure or stress, either temporarily or permanently, discuss the matter with your manager who will recommend appropriate guidance and assistance. Management will also be instructed in how to identify signals that persons may be experiencing stress and the appropriate action to take.

We also appreciate that on occasions, out of work situations may arise which can result in additional pressure whilst at work. We will aim to react appropriately to all of the circumstances we are made aware of, and will offer appropriate support and understanding, where possible, to enable you to rectify the matter.

³¹ Prescribed medication may be brought onto and consumed on the premises or onto site as long as they are prescribed for that individual and taking it has no adverse effects on the employee or sub-contractor carrying out their job safely.