



CREAGH
CONCRETE
Products Ltd

Health & Safety Policy

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HEALTH AND SAFETY POLICY OF

CREAGH CONCRETE PRODUCTS LTD (Hereafter referred to as CCPL)

Whose head office is at:-

**38 Blackpark Road
Toomebridge
BT41 3SL**

This policy shall cover all activities undertaken by Creagh Concrete Products Limited.

A separate Health and Safety policy is available for the Elk Bar and Nightclub.

Each premises manager shall implement the policy as it applies to each premise. It is recognised that not all aspects of the policy will apply equally at each premises owing to the diversity of physical attributes and the variation in activities undertaken at the different premises.

A copy of this policy shall be held at each premises and be available for all employees to inspect. The critical aspects of this policy relevant to each employee shall be communicated to him or her in the form of an employee handbook.



Health & Safety Policy Statement

Creagh Concrete recognises its responsibilities under current Health and Safety Legislation; to provide as safe a place of work as is reasonably practicable. In so doing, it also acknowledges its moral responsibilities to take reasonable care for all its employees.

The current nature of the industries we operate in (quarrying, manufacturing and construction) necessitates meeting tight schedules, which often requires periods of intense activity. However, the achieving of deadlines or target dates will not be permitted to endanger the safety or health of any of our employees and or sub-contractors.

The policy of Creagh Concrete is:

- (a) To comply with regulations and legislation of Northern Ireland, UK and Southern Ireland as a minimum standard
- (b) To ensure the prevention of injury and ill health of all employees and persons working for the company, in so far as is reasonably practicable.
- (c) To ensure that people, not in our employment, who may be affected by our work activities, are not thereby exposed to risks to their safety and health.
- (d) To consult with all our employees and sub-contractors on issues of safety, health and welfare at work, take account of their representations, as far as is reasonably practicable, and notify them of their specific duties under the appropriate legislation. All employees and sub-contractors are positively encouraged to challenge all unsafe conditions and if necessary stop activities and report the issue to their line Manager until a safe solution can be implemented.
- (e) To make available information, instruction, training and supervision on safe working practices as detailed in the Safety Statement, to its entire workforce and to do everything reasonably practicable to ensure sub-contractors are similarly informed and accept working under these safety procedures.
- (f) To distribute this Safety Statement to all sites and ensure that the additional identified hazards are prepared for each site with the coversheet listing the responsible persons.
- (g) To ensure that all necessary resources, structures and procedures are in place to allow effective alimantation and maintenance of the Safety Statement and to assess the effectiveness and implantation of this Safety Statement annually and make any changes deemed necessary.
- (h) Operate a health and safety management system in accordance with the requirements of OHSAS 18001:2007, and to use this system to continually improve our health and safety performance
- (i) To establish health & safety objectives which are set and reviewed on a regular basis at least once per annum.
- (j) Our core health and safety objectives are the provision of a safe and healthy place of work and the prevention of accidents.

This Safety Statement shall be brought to the attention of, and made accessible to, all Creagh Concrete employees and sub-contractors so that they will know and understand their responsibilities as detailed in it and the co-operation required from all to achieve a **"SAFE PLACE OF WORK"**.

Note: This policy is supported by a more detailed Health and Safety Policy that details the company's statement of intent, organisation and arrangements for managing health and safety.

A handwritten signature in black ink, reading 'Seamus M'Keefe'.

Managing Director
Creagh Concrete Products Ltd
January 2022

SIX POINT SAFETY PLAN

1. **EVERYONE IS RESPONSIBLE FOR SAFETY**
Only when senior management exerts sustained leadership in establishing safety goals – demanding accountability for safety and health performance – can a safety and health programme be effective in a construction and/or industrial environment. The lead is extended from the Managing Director through to first line supervision.
2. **ALL INJURIES ARE PREVENTABLE**
This is a realistic goal, not a theoretical objective. Utilising this premise, accidents can be prevented. All workplace procedures, which may result in injuries, can be controlled.
3. **SAFETY IS A CONDITION OF EMPLOYMENT**
The safety of everyone depends upon the attention, knowledge and prudent action of each employee. Employees who break health and safety rules will be disciplined. CCPL enforces a Zero Tolerance approach.
4. **TRAIN EMPLOYEES TO WORK SAFELY**
Awareness for safety does not come naturally - employees must be trained. Management provides guidelines for the goal, policies, work methods and procedures to ensure employee safety.
5. **SAFETY AUDITS IN THE WORKPLACE**
Safety audits provide for an ongoing assessment of safety and health conditions, procedures and practices, and permit timely correction of deficiencies.
6. **PEOPLE ARE THE CRITICAL COMPONENT OF A SAFETY AND HEALTH PROGRAMME**
People provide the solution to safety problems. Involvement is a dynamic learning and teaching process which serves as a stimulus for employee co-operation and participation. Providing opportunities for individual participation enhances both the programme's effectiveness and the safety attitude of the employee to promote a positive safety and health culture.

DEFINITIONS

Competent Person

A person, who has sufficient training, experience or knowledge and other qualities to perform a specific task or function to assume the responsibilities in question and is authorised to perform such a task or function. The level of competence required will depend on the complexity of the situation. It should be noted that the term generally has no legal definition and it is for the employer to decide for themselves whether a particular person is competent to carry out the duty in question.

HSE	Health and Safety Executive
HSA	Health and Safety Authority
IS	Irish Standards
EN	European Norm (Standard)
BS	British Standard
CP	Code of Practice
HS(G)	Health & Safety Guidance Notes (UK)

Note:

IS/EN or BS/EN coupled indicates the “new” National/European Standard system with the home country code before the European norm code. The same applies to German, French, etc. standards.

IMPLEMENTATION ASPECTS

The implementation of the policy will cover, but not be limited to, the following aspects:

- Compliance with the requirements of UK and Irish legislation on health, safety, environmental and welfare matters
- Application of accepted standards, specifications, approved codes of practice and implementation of appropriate CCPL practices
- Establish contingency procedures to minimise harm from accidents
- Ensure that clear work instructions and procedures are available with specific regard for safety and health requirements
- Design, construct and operate installations in such a way that work is carried out safely and in an environmentally sound manner
- Materials, tools and equipment to meet acceptable safety standards which are also environmentally acceptable
- Train each employee in relevant emergency response safety
- Ensure that sub-contractors adopt and maintain the same standards as CCPL with regard to health, safety, environment and welfare
- Hold regular safety meetings at all levels

RESPONSIBILITIES OF MANAGING DIRECTOR

The Managing Director shall:

- Have overall responsibility for health and safety performance at CCPL, including the approval of necessary resources.
- Ensure that an effective Company Safety, Health, Environmental and Welfare Statement is available within the company and that adequate resources of personnel and finance are available to enable compliance with statutory requirements off all policies.
- Acquire a full and accurate knowledge and understanding of the Company Safety Policy and take overall responsibility for compliance with the Safety Policy and the requirements of all safety legislation for company operations
- Ensure that safety is top of the agenda at all board meetings and also at all site visits and site meetings.
- Ensure that all decisions are made with due regard to the practical requirements of the Safety Policy and that tenders make adequate allowance to comply with the Safety Policy by planning safe work practices and methods (including the appointment of sub-contractors).
- Direct and fully support the work of the CCPL Health and Safety department when they are identifying and detailing all hazards, reasonably foreseeable, (with the precautions necessary to safeguard against them) before new projects commence.
- Ensure Director attendance at the safety committee meeting where provision is made for representation from employees on safety, health and welfare matters to be heard, considered and acted on as deemed necessary.
- Ensure that employees are trained/ experienced/ competent in the job tasks to be undertaken, especially in high-risk operations/ tasks.
- Ensure that all accidents are recorded and serious accidents/ incidents/ Dangerous Occurrences and Near Misses are investigated and reviewed to ensure that the correct conclusions are reached in the accident investigation and recommendations on future avoidance are implemented if practicable.
- Ensure that all risks are insured especially in relation to injuries to employees, members of the public and loss or damage to CCPL property.
- Ensure the insurance company is informed of any accidents likely to lead to a claim and notify the HSE/ HSEni/ HSA of any accident where an employee is off work where their absence becomes RIDDOR reportable.
- Ensure that insurance and claims records are reviewed periodically with the insurance company and that changes deemed necessary are made.
- Ensure the provision of a financial review on safety, health and welfare to be included in the annual accounts and review the effectiveness of the CCPL Safety Statement at the Annual General Meeting and modify it as necessary.

RESPONSIBILITIES OF OPERATIONAL DIRECTORS

The Operational Directors shall:

- Have responsibility for health and safety performance in the divisions of the company over which they have direct control.
- Ensure that adequate resources in terms of both personnel and financial are made available to enable the safe carrying out of operations in the divisions ensuring compliance with statutory requirements and the company safety policy.
- Take overall responsibility for health and safety development within their divisions, leading by example on matters of health and safety.
- Ensure that all managers under their direction are compliant with statutory requirements and with the company safety policy.
- Ensure that all decisions made and tenders submitted have included adequate allowance for planning on safety matters, the implementation of safe working practices and the assessment of competence of Sub contractors prior to commencement of works.
- Ensure that their supply chain/ sub-contractors used are suitable and competent for the specified activities. This will involve prequalification assessments and ongoing assessment of work activities.
- Direct and fully support the work of the CCPL Health and Safety Advisor/s when they are implementing corrective actions following the identification of hazards, reasonably foreseeable (with the precautions necessary to safeguard against them) both before new projects commence and for existing operations.
- Ensure, as and when required attendance at the safety committee meetings where provision is made for representation from employees on safety, health and welfare matters to be heard, considered and acted on, as deemed necessary. The Director needs to attend at least two meetings per annum.
- Ensure that all plant and equipment (either sent to sites or hired in) is suitable for purpose complies with all relevant legislation.
- Ensure that employees are trained/ experienced/ competent in the job tasks to be undertaken especially in high-risk operations/ tasks and ensure that managers under their direction allocate adequate time and resources to the management of health and safety.
- Ensure that the insurance company is notified of any injury likely to result in a claim and ensure that the Health and Safety Advisor/s reports any accidents reportable under RIDDOR to the relevant enforcement agency.
- Ensure all risks within their divisions are assessed and adequate control measures are in place to prevent ill health or injury.
- Ensure that all risks arising from company activities are insured and that regular contact is maintained with the insurers regarding claims and cover.

RESPONSIBILITIES OF HEALTH, SAFETY, ENVIRONMENTAL & QUALITY DIRECTOR

- Preparing, reviewing and authorising policies. The Health and Safety Policy will be reviewed annually by the HSEQ Director, this will then be reviewed by the Creagh Concrete Board of Directors, signed off by the Managing Director and issued for distribution and communication.
- Monitoring and measuring the Safety Performance and reporting to the Board of Directors on a monthly basis.
- Ensuring that reports for the safety performance of the business are presented to the Board of Directors for review and informing the Board of any decisions on improvement objectives.
- Identifying new or revised legal and other requirements and updating policies to capture the new requirements to ensure full compliance.
- Developing and monitoring a Safety Improvement Plan to ensure continuing improvement of the Business Safety Performance.
- Reporting of accident or incidents under RIDDOR legislation.
- Ensuring along with Divisional Directors and Managers that Creagh Concrete has a trained and competent workforce for its activities. This will include minimum standards of training for construction activities, CDM and temporary works management and control.
- In conjunction with the Engineering Manager ensuring the CDM 2015 & 2016 (NI)/ Temporary Works Policy and procedures are reviewed at least annually or when legislation changes.
- Developing and implementing business contingency and emergency plans.
- Ensuring Creagh Concrete Occupational health risks are assessed and adequate control measures are implemented by eliminating or reducing exposure through engineering controls, LEV systems and PPE controls.
- Co-ordinating all activities of the Safety Advisors/ officers.

DIVISIONAL AND FACTORY MANAGERS

The Divisional/ Factory Managers are responsible for the day-to-day implementation of the Health & Safety Policy, objectives and standards. They will be involved with the audit and review of the policy and will play an active role in maintaining standards. They are expected to lead by example.

The Divisional/ Factory Managers have total responsibility for all activities on his/ her projects including:

- Administration of all phases of the established safety programme in factory/ sites and responsible for obtaining results.
- Establishing a clear understanding of each member's responsibilities and specific duties with his/ her line supervisor and the Safety Advisor/ officer.
- Ensuring that the Health and Safety department is notified of all accidents and dangerous occurrences by the quickest possible means.
- Ensuring general operatives are given adequate information, instruction, training and supervision for all jobs.
- Communication of safety information to his/ her supervisors via tool-box talks, on potential risks that may develop from their daily operations.
- Effective communication of safety matters to the workers.
- Ensuring that adequate and suitable safety equipment and PPE is supplied and that it is properly used, cared for, and maintained.
- Ensuring that Supervisors are aware of their responsibility to confirm that all employees make proper use of PPE such as safety lines, goggles, clothing, ventilation equipment etc.
- Development and communication of safe job procedures for all processes including unusual or hazardous operations, in conjunction with the Safety Advisor/ officer.
- The enforcement of a workable housekeeping programme, assigning definite duties to individual assistants and supervisors. Regular housekeeping inspections should be carried out either by the divisional / factory manager or the safety advisor/ officer. This inspection should be recorded in the safety department and locally.
- Development and maintenance of a workable inspection schedule using the inspection pro-forma, of the following:
 - a. All rigging equipment, including wire ropes, shackles, blocks, slings, rope, scaffolds etc.
 - b. Tools and pneumatic/ hydraulic equipment, fire extinguishers
 - c. Major equipment such as cranes, trucks, welding machines, lifting equipment etc.
 - d. Safety equipment
 - e. A copy of the inspection should be sent to the Safety Department.
- Review and evaluation of the individual safety performance of all members of supervision.
- The identification of where training is needed to improve safety performance and awareness.

CONSTRUCTION PROJECT MANAGER

The Construction Project Manager is responsible for the day-to-day implementation of the Health & Safety Policy, objectives and standards. They will be involved with the audit and review of the policy and will play an active role in maintaining standards. They are expected to lead by example. The Construction Project Manager has total responsibility for all activities on his/ her project including:

- Administration of all phases of the established safety programme on the project and responsible for obtaining results.
- Ensuring there is adequate supervision by a competent person at all times on site.
- Establishing a clear understanding of each member's responsibilities and specific duties with his/ her site supervisor and the Safety Advisor.
- Ensuring CCPL personnel do not carry out work on site where there are inadequate health and safety standards and provisions.
- Ensuring Supervisors, Foreman and Contractors attend the Safety meetings.
- Ensuring accidents receive prompt investigation, accident causes are eliminated and all accident reports are sent to Head Office.
- Ensuring personnel are given adequate information, instruction training and supervision for all jobs.
- Ensuring communication of safety information to their supervisors.
- Effective lines of communication of safety matters to the workers, usually through toolbox talks given by site supervisors.
- Ensuring that adequate and suitable safety equipment and PPE is supplied and that it is properly used and maintained.
- Ensuring that Supervisors are aware of their responsibility to ensure that all employees and sub-contractors make proper use of PPE and safety equipment such as airbags, safety lines, high-vis clothing etc.
- Ensuring that supply chain/ Sub-contractors are suitable and competent for the working they are carrying out and comply with Creagh site method statement and risk assessments.
- Ensuring housekeeping is maintained to a high standard.
- Development and maintenance of a workable inspection schedule with the assistance of the safety advisor.
- Regular review of the projects safety performance and taking action as may be necessary.
- The identification of where training is needed to improve safety performance and awareness.
- Ensuring that all plant and equipment (either sent to sites or hired in) is suitable for purpose and complies with the relevant regulations.
- Develop and maintain a site-specific method statement which reflects in line with the activities on site.

FACTORY SUPERVISION

Personnel with supervisory responsibilities will be held accountable for assisting the Factory Manager in achieving the objectives of the Health and Safety Policy.

The responsibility for the safety of the workers, the safe condition of the assigned work area and the safe operation of equipment is vested in the supervisor who is accountable to the factory manager. The responsibilities of the supervisors are as follows:

- To know and operate within all legal and CCPL requirements applicable to the work under his/ her control. This means the continual and regular checking of these requirements against actual practice.
- The correction of unsafe practices of workmen and instruction of employees in the proper accident prevention methods.
- Ensure that all safe operating procedures and instructions are known and observed. Continual review and examination of these procedures and instructions in practice and discuss them with employees concerned, with the aim to ensure they are still workable and understood.
- As part of the normal routine, maintain the highest standards of housekeeping.
- Observe the worker to see, as far as is possible, whether they are sufficiently experienced, alert and in good physical condition.
- Enforce the use of PPE by workers under his/ her jurisdiction when required for safe performance of assigned work.
- Attend and participate in safety meetings.
- Ensure that employees are trained for, and capable of carrying out their duties correctly, and in particular no new or transferred employee is required to undertake any task without appropriate instruction and supervision.
- Develop a correct and co-operative attitude toward safety among the workers. This is done by constant training and by setting a proper example in his/ her own observance of the rules and conduct of his /her work.

ENGINEERING MANAGER

The Engineering Manager is responsible to ensure:

- All designs are compliant with applicable legislation and standards - CDM 2016 (NI) & 2015 regulations, British Standards and Euro codes.
- All temporary works designs are complaint with BS 5975.
- In conjunction with the HSEQ Director that the CDM/ Temporary works policy and procedures are reviewed at least annually or when legislation changes.
- That the engineering department is competent and working to CDM 2015 & CDM 2016 (NI) regulations, BS 5975, British Standards, Euro codes, HSE guidance on “The management of temporary works in the construction industry” and Creagh Concrete CDM 2016 (NI) & 2015/ Temporary Works policy and procedures.
- That if design is outsourced, it is done so to a competent and suitability qualified chartered designer/ engineer and that all designs are checked by a Creagh Concrete designer.
- Continual improvements and suggestions for product development and technical solutions in a safe measured and well controlled manner.

RESPONSIBILITIES OF QUARRY MANAGER

A competent individual must be appointed to manage the operation of the quarry at all times when work is being undertaken. The arrangements for multi shift system sick leave and holidays should be set out clearly.

- The Quarry Manager must be deemed competent as outlined in section 8.1c of the quarries Regulations 1999.
- The Quarry Assistant Manager must also be deemed competent in line with 8.1c of the quarries regulations to take charge of the quarry in the absence of the Quarry Manager.
- The Manager must ensure that everyone at the quarry is familiar with the management structure of the site.
- The Quarry Manager must undertake the following responsibilities for the site to comply with the Quarries Regulations 1999 (Northern Ireland) 2006:
 - a. Health and safety management
 - b. Risk control
 - c. Additional health and safety requirements
 - d. Excavations and tips
 - e. Explosives

CONSTRUCTION SITE SUPERVISION

Personnel with supervisory responsibilities will be held accountable for assisting the Construction Project Manager in achieving the objective of the Health and Safety Policy. The responsibility for the safety of the workers, the safe condition of the assigned work area and the safe operation of equipment is vested in the supervisor who is accountable to the Project Manager. The responsibilities of the supervisors are as follows:

- Enforce all site safety rules with all members of his team and is responsible for obtaining results.
- Ensure that any employees under his/ her control are adequately trained and fully aware of any hazards in the workplace and the measures required to guard against them.
- Remains on site at all times during operations.
- Assess the adequacy of existing health and safety standards on-site. If the situation is not safe then operatives should be prohibited from working at the site.
- The correction of unsafe practices of operatives and instruction of employees & sub-contractors in the proper accident prevention methods.
- Thorough knowledge of safe procedures and rules contained in the Safety Manual and/ or other safety regulations, which are applicable to the work being performed.
- Enforce the use of airbags and safety lines and other personal protective equipment by workers under his jurisdiction when required for safe performance of assigned work.
- Attend and participate in site safety meetings
- Complete site induction for new operatives assigned concerning the hazards of the work or individual task to be performed.
- Develop a correct and co-operative attitude toward safety among the workers. This is done by ensuring staff are trained and competent and by setting a proper example in his/ her own observance of the rules and conduct of his work.
- Carry out routine checks to ensure standards are maintained.
- Ensure that lifting equipment are thoroughly examined as per statutory requirements and on a regular basis or after substantial alteration or repair. This examination must be carried out by a competent person and results entered in the appropriate register and certificates issued.
- Ensure that chains, ropes and lifting gear are thoroughly examined by a competent person at intervals as per statutory requirements or when otherwise necessary. All must have clear identification marks.
- Ensure that all scaffolding equipment either sent to site or hired in is without defects and that all scaffolding materials which are returned damaged are destroyed especially in relation to bent tubes, damaged fittings or split boards.
- Ensure that all portable electrical tools are 110v and equipped with all necessary guards, handles, etc. Also ensure that all distribution reels, temporary lighting and cables/leads are in good condition and without defects.
- All drivers must carry safety helmets and safety boots - both items which will be worn on site.
- All collections and deliveries of plant will be carried out with due consideration to the safety of the other site workers and the general public.

HEALTH AND SAFETY ADVISOR/ OFFICER

The Safety Advisor/ Officer will be responsible for and/ or assist in the following:

- Ensure full compliance with Health and Safety requirements both statutory and company.
- Submit a monthly report of Safety Activities to management.
- Ensure the maintenance of the Accident Record System, making necessary reports, investigation of fatal or serious accidents and near misses/dangerous occurrences, reviewing Accident Reports, and the corrective action taken to eliminate accident causes.
- Formulate and administer a Safety Training Programme using identified training needs from each department, for Management, Supervisors, Plant Operators and general operatives.
- Assist in the inspection of construction sites/ factories etc. for the purpose of discovering unsafe conditions or usage work practices.
- Conduct regular safety review meetings with Creagh own supervision and the supervision of Creagh subcontractors
- Ensure the training of First-Aid personnel.
- Advise in the selection of all safety equipment.
- Posting of all safety bulletins, safety posters and safety rules and regulations in an appropriate place.
- Authority to remove from service any tools or equipment deemed unsafe.
- Enforcement of adherence by Contractors to CCPL's safety rules and regulations
- Accident investigation, analysis, and preparation of Accident Report and Summaries.
- Ensure the up-to-date statutory and regular in-house inspections of tools and equipment.
- Maintain outside professional contacts by which information may be exchanged with others and keep the programme up to date.
- Be available for consultation on physical examination programmes for employees, when required.
- Ensure that adequate fire protection, alarm systems and evacuation plans are provided.
- Available for advice when required.

SITE SAFETY OFFICER (long-term construction project)

The Site Safety Officer will be responsible to the Projects Manager to ensure that the Job Safety Programme must be carried out as prescribed by corporate policy. The Site Safety Officer is required to notify both the Safety Advisor and the Projects Manager on all situations where corporate policy is not being adhered to.

The duties of the Site Safety Officer shall include the following:

- Responsibility for the administration of the Safety Programme on the project.
- Responsibility for establishing a Job Safety Committee and to act as Chairman of this Committee.
- Posting of all safety bulletins, safety posters and safety rules and regulations in an appropriate place.
- Authority to remove from service any tools or equipment deemed unsafe.
- Enforcement of adherence by Contractors to CCPL's safety rules and regulations.
- Accident investigation, analysis, and preparation of Accident Report and Summaries.
- Selection of, or the approval of, all Safety Equipment purchased for the project.
- Attendance at all job planning meetings for the purpose of determining what work is anticipated during the coming week and outlining applicable safety procedures.
- The submission of monthly reports consisting of the following:
 1. Copy of all First-Aid cases treated (First-Aid Log)
 2. Description of unsafe conditions revealed, and steps taken to correct conditions
 3. List of Safety Equipment purchased
 4. Copy of Inspection Reports on equipment
 5. Submission of all Accident Reports
- Responsibility for periodic inventory of all Safety Equipment.
- Conducting of weekly Safety Meeting and preparation of minutes of same.
- Establishment of weekly Safety Meeting and preparation of minutes of same.
- Conducting safety inspections and issuing reports.
- Responsibility for familiarisation and enforcement of all CCPL Safety requirements.
- Enforcement of all Corporate and Statutory requirements with regard to safety.

DUTIES OF EMPLOYEES TO THEIR EMPLOYERS AND OTHERS

Responsibilities of Employees

An employee must give his employer every assistance in implementing health and safety legislation. They cannot simply rely on others to do so. Every employee is responsible for their own safety and the safety of other personnel. Every employee is responsible for ensuring work is carried out in a safe manner. It is therefore necessary for each employee to know and adhere to all applicable regulations which apply to them and to identify and report hazards. It is also important that accidents, incidents and near misses are reported to avoid reoccurrence. Employees will endeavour to:

- Carry out their duties in a safe manner with due regard to safety.
- Work in compliance with statutory regulations and the instructions of their supervisors and comply with safe working practices and procedures.
- Maintain tools and equipment in good order and report defects to supervision.
- Obtain necessary work permits and abide by their respective requirements.
- Report all unsafe acts or conditions without delay to supervision.
- Wear PPE and clothing correctly as and when required and maintain these in good order.
- Not to tamper with or misuse equipment or personal protective equipment provided by CCPL
- Report any accident, incident or near miss to their immediate supervisor without delay.

EMPLOYEE CONSULTATION AND PROVISION OF INFORMATION

The Health and Safety (Consultation with Employees) Regulations 1996 specifies a duty to consult any employees who are not members of a group covered by a unionised safety representative. This legislation provides for consultation between employers and employees to help ensure co-operation in the prevention of accidents and ill health in the workplace. CCPL, as an Employer accepts that they must consult their employees on matters that affect their health and safety. CCPL will consult their employees on the following:

- Any measure in the workplace that may substantially affect their health and safety
- The competent person(s) who will assist in compliance with Health and Safety legislation
- Information on risks to health and safety and preventative measures
- The planning and organising of any health and safety training
- The health and safety consequences of the introduction of new technology

CCPL will consult with employees in good time regarding any health and safety issues and will take on board any comments and concerns raised by the workforce prior to any decisions being made.

The Consultation Process

CCPL will consult with employees via briefings, safety committees and through safety representatives. Volunteers will be requested to put themselves forward to be safety representatives. If there are too many volunteers then an election will take place.

The functions of representatives of employee safety:

1. To make representations to the employer on potential hazards and dangerous occurrences at the workplace which affect or could affect the group of employees he represents
2. To make representations to the employer on general matters affecting the health and safety at work of the group of employees he represents
3. To represent the group of employees he represents in consultations at the workplace with HSE Inspectors

So that elected representatives can carry out their functions properly, CCPL will:

1. Provide them with assistance and facilities so they may reasonably carry out their duties
2. Give time off with pay during working hours as necessary to perform their functions or attend training
3. Ensure they are provided with adequate training
4. Ensure they are protected against detriment

EMPLOYEE CONSULTATION AND PROVISION OF INFORMATION

Board Meetings

The Health & Safety Director delivers a monthly health and safety report to the Board of Directors. This report includes reference to health and safety inspections, current Company health and safety initiatives / policy developments and reported accidents and incidents within the period.

Consultation with Directors

Directors are consulted on proposed new Company health and safety initiatives at Directors' meetings. Directors are also advised of latest Company developments and changes to legislation by means of specific presentations.

CONSTRUCTION SITES & CONTRACTORS

It is the policy of CCPL that its Contractors shall adopt similar health, safety and environmental objectives. Therefore, whilst this Safety Policy is a Company document, Contractors carrying out work on company's behalf shall, as a minimum requirement, comply with the provisions of this Safety Policy. Contractors shall ensure that all their personnel are familiar with, and abide by, its requirements or more stringent requirements as may be included in the Contractors own Safety Statement. **This is a contractual obligation whilst working for or on behalf of CCPL.**

Contractors shall have a Safety Statement that is in compliance with statutory and company policy and shall implement effective safety programmes accordingly. If they do not they are expected to adhere to CCPL's. Contractors shall supply all tools and equipment in line with the requirements of this Safety Policy and Contract safety clauses. **This is a condition of contract.**

Contractors shall initiate a safety programme for their own employees. Contractors shall report all accident and near miss incidents to the CCPL Safety Advisor/ officer. One of the most critical areas of safety concern is that the Contractor personnel receive the same standard of training, supervision and motivation in the safety and environmental aspects of their jobs as do CCPL personnel. CCPL will organise training for subcontractor personnel and bill the Sub Contractor for the course. It is the responsibility of Contractors to ensure the competent safety behaviour of personnel, including sub-contractors and provide supervision to ensure this occurs. **This is a contractual obligation whilst working for or on behalf of CCPL.**

Contractors' Responsibilities

Each new Contractor employee arriving at the work site, where CCPL is the Principal Contractor, shall be given a site induction to include the contents of the Contractor's Safety Statement and their role in emergencies. Where the Principal Contractor is not CCPL then all sub-contracting personnel working on behalf of CCPL are expected to make themselves known to the Principal Contractor and receive a site induction.

Contractors shall ensure that employees are provided with appropriate PPE. The equipment shall be used in accordance with job requirements as identified in risk assessments and method statements and replaced as necessary.

Contractors will be required to conduct risk assessments and submit detailed written method statements for part, or all of, their scope of operations as required by CCPL. Method statements must be submitted at least four weeks prior to job commencement for vetting and approval by Project Manager and/ or Safety Advisor. If method statements are not approved, work shall not commence.

In the event that a Contractor's employee or employees violate any safety rules or regulations whilst working for or on behalf of CCPL, then CCPL will request that said employee be removed from the site.

The Construction Project Manager/ Safety Advisor/ Safety Officer or Supervisor may stop or suspend all or part of a Contractor's operation when gross safety hazards or poor work practices exist. Such suspension may remain in effect until all discrepancies are corrected.

Contractor's Supervision

Contractor's Supervision will be held responsible for:

- Maintaining safe working conditions with their work crews.
- Correcting unsafe practices of workmen and instructing same in proper methods.
- Enforcement of the wearing of personal protective equipment as deemed necessary for the job being performed.
- Attending all safety meetings as required.
- Initiating weekly toolbox type safety meetings for the crew.
- Setting a good example for all personnel.
- Reporting all injuries and incidents involving bodily harm, property damage and near misses regardless of the craft involved.
- Assist in all accident investigations when required.
- Assist and participate on safety committees when assigned.
- Continually inspect crew's work locations as work is in progress. Note and take corrective action on any discrepancies.

SITE RULES & REGULATIONS

Personal Protective Equipment

It is mandatory requirements for all personnel and their visitors including Vendors and truck drivers to wear the following protective equipment at all times on site.

- a. Approved Type Safety Boots
- b. High Visibility Vests
- c. Hard Hat

For certain specific operations/areas, personnel will also be required to wear hearing protection, eye and hand protection or any other PPE that is required or specified.

Clean-up

A daily clean up of all areas is required to prevent the accumulation of combustible materials such as paper, wood, etc. and to reduce the likelihood of slips and trips. This material should be segregated and disposed of in designated areas.

Compressed Gas

Secure all compressed Gas Cylinders in an upright position so they cannot be knocked over. Do not drop from a height. Close the main cylinder valve when left unattended for an extended period of time. Remove compressed Gas Cylinders from “live” areas on completion of each shift.

Permit to Work System

A Permit to Work System will be in operation on the site when required for hot work in hazardous areas, digging, confined space entry etc. No permit – No work.

Motor Vehicles

Contractor and sub-contractor motor vehicles are not allowed onto the site except by the issue of vehicle pass. A speed limit within the site confines is restricted to 10m.p.h. Parking will be in accordance with site security instructions.

Alcoholic Beverages and Drugs

The consumption of alcohol or drugs is strictly prohibited. Any person found under the influence of either substance will be escorted from the project.

Transport of Solvents/ Fuel

The transport of any liquid type solvent onto site for construction purposes must be in an appropriate type, fully labelled container. Specific permission must be obtained from CCPL prior to bringing in and storing any flammable liquid. Diesel or petrol must be stored in suitable jerry cans.

Open Road Policy

All site roads must be kept open for free unrestricted movement of traffic.

Security arrangements

Site identification passes shall be necessary for all who pass through the gate security during the course of the Works. The passes will be supplied to the Contractor and he shall be responsible for issuing these passes to all his employees, sub-contractors, suppliers and all other persons under the Contractors control who shall be required to enter the site. Acceptance of identification pass shall be deemed to be acceptance in full of the Employers security procedures.

Safety Violation

In the event of a violation of the site safety rules, the following disciplinary action will be indicated.

- (1) Failure to comply with safety policies and procedures: -
Verbal warning
Written warning
Final warning
Suspension or removal from Site

****In the case of a breach of the Fall Protection Procedures, disciplinary action can call for the immediate removal from site.**

- (2) Under the influence of Alcohol or Drugs: - Removal from Site
- (3) Flagrant disregard of safety, or security regulations: - Removal from Site
- (4) Physical assault or fighting on company property: - Removal from Site
- (5) Sabotage, attempted sabotage or threatened sabotage of company or workmates property: - Removal from Site
- (6) Unauthorised possession of firearms, ammunition or explosives on company property: - Removal from Site
- (7) Violation of workmates rights by threat of intimidation: - Removal from Site
- (8) Defacing/ damaging company property including notice boards: - Removal from Site

REPORTING OF ACCIDENTS

General

There is a statutory requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations for an employer to report any fatality, certain categories of accident, and dangerous occurrences to the relevant enforcing authority. It shall also be the duty of every sub-contractor to report all accidents and near misses to the Site Manager or supervisor without delay. The following guidelines to accident reporting shall be adhered to by every sub-contractor.

All accidents, dangerous occurrences and near miss incidents are to be reported to the site manager or supervisor immediately. In the event of an accident resulting in the loss of life on the job site or on company related business, the CCPL Safety Manager shall inform the enforcing authority by the quickest practicable means with details of the deceased and location of the accident and, as soon as practicable, send a written report using the approved form.

Where a dangerous occurrence which is not reportable by reason of death or injury occurs, as soon as practicable, a written report should be sent to the enforcing authority. It shall be the duty of the Factory Manager/site Manager to report all accidents and dangerous occurrences to CCPL Safety Advisor by the quickest possible means.

Monthly and Annual Accident Summaries

There is a company requirement for the provision of statistical information on all first aid case injuries, lost time injuries and number of person hours lost each month.

The CCPL Safety Department will then prepare and update a project specific statistical analysis for:

- a. Reportable accident frequency rate. (RIDDOR)
- b. Lost Time Incident Frequency Rate (LTIFR)

Note: A reportable accident is as stated any accident resulting as per the RIDDOR regulations. A lost time accident is an accident resulting in lost time excluding the day of the accident. First aid accident is any accident resulting in a person requiring first aid treatment from an occupational first aider or site nurse and where not lost time is involved.

Emergency Procedures & Plans

CCPL has an emergency action plan which details procedures to be followed in the event of an Emergency.

FIRST AID

The Health and Safety (First Aid) Regulations 1981 require CCPL to provide adequate and appropriate first-aid equipment, facilities and people so employees can be given immediate help if they are injured or taken ill at work.

CCPL will ensure:

- First Aid facilities are maintained in each workplace.
- The names and location of First Aiders and Appointed Persons are displayed on notices with clear instruction for summoning First Aid.
- The procedure and phone numbers for summoning medical assistance in an emergency are posted in each workplace.
- Appropriately trained First Aiders are available in each workplace.
- Sufficient number of staff is trained as First Aiders under using the regulation requirements as a minimum.

ASBESTOS

A new duty to manage asbestos in non-domestic premises has been included in the Control of Asbestos Regulations 2012. This requires duty holders to:

- Assess whether premises contain asbestos
- Assess the risk from asbestos
- Take action to manage the risk from asbestos

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

Should this material be confirmed as being asbestos, then measures will be taken to ensure that the asbestos is dealt with by a competent contractor in accordance with the relevant legislation.

An asbestos register shall be maintained detailing known asbestos containing materials, the condition that it is in and it's location.

RISK ASSESSMENTS AND CONTROL METHODS

The requirement for employers to identify hazards in the workplace and prepare a detailed risk assessment is a fundamental requirement under numerous statutory regulations. Once a hazard has been identified, a risk assessment must examine each component of the work operation to ensure that it can be safely conducted without harm or risk of harm to the personnel involved, or third parties who may be exposed arising out of or in connection with the operation being conducted. Such assessments shall be recorded in writing and communicated to all personnel likely to be affected by the processes/ equipment concerned. It is the responsibility of site management, factory/manufacturing managers/ supervisors, quarry managers to ensure they adequately assess the risks in their area of control and implement safe control measures to ensure a safe place of work for those who work or visit their area of control.

Prior to contract commencement, staff will amalgamate and analyse contract specific health and safety 'issues' by means of reviewing, as relevant, pre-construction information, topographical relevant reports, surveys and associated management plans; written information will be supplemented by pre-start site visits to which Client's representatives are asked to attend / contribute to as appropriate. Project and Site Managers, Engineers and Department Heads, deemed competent to do so, must ensure that site and premises-specific risk assessment findings are recorded. These findings and associated control measures are to be explained to all relevant staff (including sub-contractors, agents etc. as appropriate) at pre-start meetings, on-site/ premises-specific health and safety inductions and regular tool box talks.

Contract and premises staff are reminded of the need to apply the 'hierarchy of control' when deciding upon safe working methods; Health and Safety Officers are charged with the responsibility of ensuring that this hierarchy is fully applied. Should there be any doubt as to safe working practices, Health and Safety Officers will request that the work in question ceases until the system has been revised to the satisfaction of all.

Sub-contractors' risk control measures

Risk assessment/ method statement documentation must be supplied and agreed prior to arrival on site or any CCPL facilities. Managers are responsible for adequately reviewing this documentation/ ensuring such reviews have been undertaken and/ or recording that this has been done. This indicates both that a review has been undertaken and that the content of the information is sufficient to allow works to commence. Should managers feel that a sub-contractor's documentation does not fully outline relevant site risks and associated control measures, the sub-contractor will be required to re-submit this information until its content is deemed to be of a satisfactory standard.

Performance monitoring: audits & inspections

Health & Safety Department personnel carry out regular and systematic audits, inspections and advisory visits on current live contracts and premises. Any significant failings are reported to the Directors.

CCPL actively encourages all employees & sub-contractors to challenge observed unsafe behaviours, (whether by direct employees or sub-contractor employees) and advise their line managers and/ or the Health and Safety Department of such incidents accordingly. Serious breaches of health and safety rules and standards may necessitate individuals being removed from site.

OFFICE SAFETY

- Office must be kept in a clean and tidy condition.
- Offices, including passages, stairs, entrances, exits, etc. must be adequately lit either naturally or artificially. Power supplies shall be protected by a residual current device.
- Offices must be adequately ventilated either by natural circulation or by artificial means.
- Offices must be supplied with a reasonable system of heating, a temperature of 16⁰ C is recommended. In summer it may be necessary to provide window blinds.
- Convenient and sufficient washing facilities must be provided. The facility should include hot and cold water, soap and towels or other means of cleaning and drying.
- Sufficient and conveniently accessible toilet facilities shall be provided for all people in the office. Separate facilities for men and women shall be provided.
- Fire fighting equipment and means of escape shall be provided. Fire fighting equipment shall be adequately marked and situated in strategic positions for easy use in an emergency.
- All exits, ways of approach and access shall be maintained in a continuously obstruction free manner in order to facilitate hazard free exit in case of fire or emergency.
- All exit signs shall be clearly visible with the route to it clearly indicated. Signs shall be constructed in the statutory colour system, in accordance with current legislation.
- Other doorways not constituting an exit shall clearly indicate by sign or reading such as "Toilet or Kitchen" their identity so not to be confused with an exit during emergency evacuation.
- All exit signs shall be self illuminating in the event of power failure.
- On office risk assessment must be in place and communicated to all office based staff at all facilities.

DISPLAY SCREEN EQUIPMENT

The use of VDUs is legislated by the Health & Safety (Display Screen Equipment) Regulations and CCPL has a responsibility to all employees who habitually use such equipment as a significant part of their normal work. CCPL will therefore:

- Assess and review health and safety risks to persons exposed at VDU workstations, and reduce risks identified
- Ensure workstations are correctly designed and installed to reduce musculoskeletal problems, visual fatigue and mental stress
- Assist employees, where appropriate, to plan their working day in order to alleviate the constant use of VDUs
- Provide eyesight tests for VDU users and where appropriate, assist with the cost of corrective lenses which are solely provided for VDU work
- Supply employees with health and safety information as it relates to workstations and VDUs

Please note, for the purposes of this document VDU users are employees that habitually use VDU's for a significant part of their normal work.

HOUSEKEEPING AND WELFARE

There is a duty upon the employer to ensure so far, as is reasonably practicable, a safe place of work and safe systems of work. This cannot be achieved without good standards of housekeeping. In particular, every workplace must be kept clean and tidy to avoid the creation of hazards. Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/ or organisational deficiencies within the workplace.

CCPL, in consultation with employees and their representatives, will:

1. Carry out workplace inspections to identify areas where standards require improvements.
2. Define storage areas within the workplace. Requirements will be reviewed periodically and whenever refurbishment or relocation takes place. Articles and substances will be stored in defined areas at all times.
3. Arrange for floors to be cleaned on a regular basis and waste bins emptied daily. Rubbish will be kept in suitable containers and should not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard, such as obsolete items of furniture, equipment and plant will be removed without delay.

Managers

- Ensure that their areas of responsibility maintain satisfactory standards of housekeeping at all times.

Employees

- Carry out the safe systems of work in accordance with procedures.
- Report any problems relating to storage or removal of articles to management.
- Ensure waste materials do not accumulate in the working area.
- Keep workstations tidy.

Welfare

- An adequate supply of drinking water shall be supplied on the job-site.
- Toilets shall be provided at the rate of one seat and one urinal per 25 workers with a minimum of one facility. If more than 100 persons are employed, the requirements drop to one seat and one urinal per 35 workers.
- All portable toilets shall be kept clean and sanitary and located in an easily accessible area. If they are to be used at night, the area shall be well lit.
- All eating facilities shall be separated from work areas to decrease potential exposure to toxic materials including fumes and mists. A wash-up area shall be provided with adequate soap and drying facilities.

OCCUPATIONAL HEALTH

Occupational health and occupational safety are inextricably linked as many workplace exposures can result in injuries and ill health and because the processes for successfully identifying and managing health risks and safety risks are common. Under Health and Safety legislation and related legislation, employers are required to protect the health, safety and welfare of their employees. CCPL will endeavor to protect employees against ill-health caused by work by:

- Identifying the potential causes of ill health (i.e. health hazards) at work and evaluating levels of risk
- Determining the mix of reasonably practicable controls necessary to prevent people being made ill by work
- Ensuring these controls are implemented
- Monitoring and reviewing the results, making improvements based on lessons learned
- Promoting and improving the level of compliance with occupational safety and health law and disability discrimination law
- Designing working environments to standards of best ergonomic practice and taking account of foreseeable special needs of disabled workers

Creagh Concrete is committed to ensuring occupational health monitoring is carried out based upon the results of occupational health risk assessments. Risk assessments are carried out on our construction, manufacturing and quarrying activities and, in turn, control measures put in place to eliminate and reduce the exposures.

Assessments are undertaken by a trained occupational health professional and records will be kept for a minimum of 40 years. Assessments will be completed for on a three-yearly basis. The following assessments are undertaken:

- General Health Assessment and health history
- Audiometry (hearing test)
- Spirometry (lung function)
- Skin surveillance
- Musculoskeletal assessment
- HAVS
- Urinalysis (ketones, blood and glucose)
- Height, weight and BMI calculation
- Blood Pressure measurement

HAZARDOUS SUBSTANCES

CCPL has a responsibility to introduce measures, so far as is reasonably practicable, to protect employees who may be exposed to potentially hazardous substances. CCPL will therefore:

- Assess the risk involved in carrying out work involving hazardous substances, record the findings and communicate them to the persons likely to be exposed to these risks.
- Ensure that adequate control measures are in place to deal with such substances.
- Provide PPE and clothing where appropriate.
- Ensure all employees working with hazardous substances receive comprehensive information, instruction and training and supervision.

All employees have a duty to follow any CCPL procedures and control measures that are provided when handling hazardous substances, and must, at all times, wear any protective clothing and equipment that has been provided.

PERSONAL PROTECTIVE EQUIPMENT

- PPE will be issued to individuals at no cost. The individual will be instructed and trained in its fitting, use, cleaning, storage and maintenance.
- It is the manager's or supervisor's responsibility to ensure that PPE is worn at all times when required.
- Whenever PPE becomes worn or otherwise inoperative, it will be replaced.
- Suitable storage facilities are to be provided for PPE when not in use and facilities provided for the drying of clothing / equipment which may become wet.
- Issuing of any PPE will be documented.

FIRE SAFETY

CCPL has a responsibility to ensure the safety of employees at work and will therefore ensure:

- Control measures and procedures are in place to ensure all highly flammable liquids and aerosols are stored and disposed of safely.
- Fire exits are clearly labelled and maintained.
- Fire doors are maintained.
- Fire fighting equipment is subject to annual inspection and maintenance by competent engineers.
- Fire equipment and emergency egress is regularly inspected by management and trained fire wardens in each area.
- At least two fire drills are to be completed annually.

Warning notices are displayed at strategic points throughout each factory site detailing action to be taken and escape routes. The Fire Safety Procedures and Emergency plan provide comprehensive information.

Regular liaison between the Safety Advisor and the fire service is maintained.

MANUAL HANDLING

The statutory regulations require employers to ensure that personnel involved in manual lifting are physically suitable, have adequate training, correct footwear and other PPE plus a safe working environment. CCPL will, so far as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involves any risk to their wellbeing. Therefore, whenever possible mechanical aids, controlled only by trained operators, should be used to lift heavy loads. If this is not possible, employees must split the load or request assistance from another person to help carry it. In house manual handling training instructors have been trained and manual handling training will be provided for all employees as required.

TOOLS & EQUIPMENT

CCPL has an obligation to ensure that all plant, machinery and equipment provided for use at work by employees is safe for its intended purpose in order to comply with the Provision and Use of Work Equipment Regulations. CCPL will therefore ensure that:

- All plant, machinery and equipment is safe for its intended use and properly maintained
- Control measures and procedures are in place to enable all plant, machinery and equipment to be operated safely
- Control measures and procedures are in place to enable maintenance and repair work to be carried out safely
- Adequate information, instruction, training and supervision is provided where appropriate
- All equipment is subjected to statutory and periodic inspections
- Pre-operational checks are carried out to ensure equipment is fit for purpose and safe to use prior to use

MOBILE PHONES/DEVICES

Employees with Company mobile telephones/similar devices must only use such devices when driving if they have the use of installed hands-free kits and comply with current government guidelines accordingly. Use of mobile phones when operating plant and machinery on site is strictly forbidden.

Creagh concrete employs a 'restricted mobile phone policy' on some construction and civil engineering sites. Where the policy applies, all personnel on site are required to take and make mobile phone calls and text messages only within the clearly signposted and designated 'mobile phone' areas within site confines. (This may be necessary for lone working policy). This policy also applies to Bluetooth earpiece devices.

For safety reasons, the use of MP3 players, iPods or similar devices on company sites and premises is prohibited.

WELDING, CUTTING AND CYLINDER HANDLING

- All welding/cutting operations and equipment used shall comply with the relevant regulation, codes and standards. When performing any welding, cutting, drilling, or any other operation producing heat or spark in a non sterile environment, a CCPL permit for 'Hot Work' must be raised when the works are not part of the operatives normal operations.
- Appropriate protective clothing, in the form of heat-resisting gloves (non-asbestos), fire-resistant overalls (not nylon) or aprons, fire-resistant footwear and welders spats all to approved designs, must be provided where necessary, and used at all times. Protective goggles or face shields, specially designed for welding work, are required for both the welder and any person assisting.
- All types of welding and brazing produce some degree of toxic fume and it is necessary to ensure adequate ventilation of each working area.
- Consideration must be given to specific fire precautions during welding or brazing operations. Such operations should never be undertaken close to areas containing flammable liquids, vapours or dusts. Before commencing any welding operations, make sure that an appropriate fire extinguisher is readily accessible.
- Welding should never be carried out inside confined spaces without a strict Permit to Work system, specifying ventilation requirements and standards of respiratory protective equipment to be employed, as well as appropriate physical precautions.
- Torches shall be inspected at the beginning of each working shift for leaking shut-off valves, hose couplings and tip connections. Defective torches shall be tagged 'out of service' and shall not be used.
- Compressed gas cylinders shall be secured in an upright position at all times except, if necessary, for a short period of time while cylinders are actually being hoisted or carried.
- Bulk storage of LPG cylinders shall be in accordance with the relevant code of practice.

MACHINE GUARDING

No employee/ contractor shall operate and/or cause to be operated any machinery without proper protective guards in place or modify/disable any protective guards on machinery without contacting the area supervisor for such. A Permit-to-work must be obtained for any such works by the area supervisor. Such guards shall be provided to protect the employees and others from hazards such as exposed belts, pulleys, sheaves, drive shafts, drive couplings, chains, rotating parts, flying chips and sparks etc.

Authority and Responsibility

Health and Safety Department is responsible for:

1. Reporting any questionable conditions that are discovered to the responsible department; and
2. Investigating injuries related to machine guarding.

Area supervisors are responsible for:

1. Contacting the Health and Safety Department for approval of alternative guarding methods;
2. Implementing engineering controls as deemed necessary;
3. Facilitating equipment specific training with regard to machine guarding;
4. Ensuring permitted employees who need to modify/disable any protective guards obtain a Permit-To-Work; and
5. Ensuring all "out of service" tools/equipment are replaced appropriately.

Employees are responsible for:

1. Complying with all aspects of this program;
2. Asking for a demonstration of a tool prior to use or reading the instructions;
3. Reporting all damaged or malfunctioning tools/equipment to their supervisor and removing or tagging such tools/equipment "out of service";
4. Contacting their immediate supervisor when alternative guarding methods are necessary; and
5. Following the Permit-To-Work system.

General Requirements

Guards shall be affixed to the machine where possible and secured elsewhere if for any reason attachment to the machine is not possible to prevent access to the hazard from all accessible directions including front, top, bottom and back side.

Machines shall be operated with guards in place. When a guard has to be removed the machine will be switched off following the documented procedure that ensures personnel protection. Such procedures may include those for repair or adjustment. Guards shall be replaced before the machine is put back in service.

Requirements for Safeguards

Safeguards shall meet these minimum general requirements:

- *Prevent contact:* The safeguard shall prevent hands, arms, and any other part of a worker's body from making contact with dangerous moving parts. An effective safeguarding system eliminates the possibility of the operator or another worker placing parts of their bodies near hazardous moving parts.
- *Secure:* Workers should not be able to easily remove or tamper with the safeguard. Guards and safety devices shall be made of durable material that will withstand the conditions of normal use. Guards shall be affixed to the machine where possible and secured elsewhere if for any reason attachment to the machine is not possible.
- *Protect from falling objects:* The safeguard shall ensure that no objects can fall into moving parts. A small tool which is dropped into a cycling machine could easily become a projectile that could strike and injure someone.
- *Create no new hazards:* A safeguard defeats its own purpose if it creates a hazard of its own such as a shear point, a jagged edge, or an unfinished surface which can cause a laceration. The edges of guards, for instance, should be rolled or bolted in such a way that they eliminate sharp edges.
- *Create no interference:* Any safeguard which impedes a worker from performing the job quickly and comfortably might soon be overridden or disregarded. Proper safeguarding can actually enhance efficiency since it can relieve the worker's apprehensions about injury.
- *Allow safe lubrication:* If possible, one should be able to lubricate the machine without removing the safeguards. Locating oil reservoirs outside the guard, with a line leading to the lubrication point, will reduce the need for the operator or maintenance worker to enter the hazardous area.

ELECTRICITY

The Electricity at Work Regulations apply wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

CCPL must identify and assess the significant electrical risks and explain the safeguards. The safeguards include ensuring the suitability, design, installation, maintenance and inspection of equipment and systems, and the competence of those involved in this work, or operating the equipment and systems.

Electrical equipment used externally must be suitable and safe for:

- a) Its intended use
- b) The people who will use it
- c) The operating voltage, current, and other equipment it is to be used with
- d) The environment — Will it get wet? Will vehicles drive over, or could they strike it? Could it be dug up? Could it be at risk from vandalism or damage from animals?

CCPL advocates the use of reduced low voltage portable electric tools and equipment only. e.g. 110V.

PAT Testing will be carried out as per risk assessments and at least on an annual basis by CCPL. As a minimum factory-based equipment should be carried out annually, office equipment should be tested every 36 months and sites should be carried out every quarter. The above should also be line with the manufacturers guidelines.

PERMIT TO WORK

What is a Permit to Work?

A Permit to Work is a formal assessment and authorisation for certain high hazard activities and their control.

When is a Permit to Work Required?

A Permit to Work is required for any activity where the work could expose persons to specific hazards, or where electrical isolation is not local, or there is more than one supply or where the isolation will have an impact on others.

When will it be issued?

See separate Permit to Work Policy.

A permit will only be issued where appropriate control measures have been identified.

The following activities require a permit

- Any work which involves digging / breaking into the ground
- Entry into a Confined Space
- All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding require a Hot Work permit.
- Access for maintenance / repair to Laboratories, Workshops and Plant rooms
- Access to a Roof or activities involving working at height
- Isolation of services other than electrical isolation
- Work in Electrical substations - for these please contact the Electrical Superintendent
- Plumbing

Close out of permits

Permits are issued by the relevant manager of the area. Permits must be closed out by the issuing manager within the timescale indicated on the permit.

LOCK OUT TAG OUT (LOTO)

Where maintenance requires that normal guarding is removed, or access is required inside existing guarding, then additional measures are needed to prevent danger from the mechanical, electrical and other hazards that may be exposed. All employees shall comply with the procedure.

LOTO requires that there should be isolation from the power source, the isolator should be locked in position, by using a padlock, and a sign shall be used to indicate that maintenance work is in progress. Any stored energy (hydraulic or pneumatic power) should also be dissipated before the work starts. If more than one member of maintenance is involved in the work, each of them should lock off the power with their own padlock. Each member of maintenance is required to have a set of their own padlocks.

Equipment LOTO to be used when maintenance is to be carried out

- Pneumatic systems
- Batching plants
- Electrical wiring systems (control panels)
- Switchgears
- Conveyors
- Crushers
- Cranes
- Removing any machine guarding (where practicable)

Lockout Procedure

1. Prepare

Includes identification and preparation of the isolation equipment involved in the task and any other areas of machinery. All isolation equipment which is necessary to isolate machinery, mobile and static plant, valves etc from energy sources and to perform necessary tasks has to be inspected prior to use and properly maintained in good working order. For every task requiring isolation there must be a PTW completed also (see PTW Procedure).

2. Notify

The effects of the isolation event shall be clearly understood and communicated to all affected personnel. Relevant individuals shall be advised to stay clear of and instructed not to operate the affected machinery or equipment.

3. Turn Off / Shutdown

Each energy source shall be turned off. An orderly shutdown shall be utilised to avoid any additional or increased hazard to individuals as a result of equipment stoppage.

4. Isolation

The equipment including adjacent and interfering equipment must be secured against restarting. The safety measures used to ensure the prevention of restarting by someone else will be unique key padlocks, Castell keys. The personnel using the equipment must only be held by the person using, duplicates of the keys are not permitted. Where additional switch mechanisms (second electrical feed supplies or generator back-up etc.) of the equipment exist, this equipment also must be secured against restart. For electrical isolation, the isolator must be clearly labelled. Where isolations must be made, individual locks must be utilised.

Isolation Equipment

Personal Padlocks



Castel Key



The key to the padlock shall be unique with no spare keys

There should be sufficient padlocks available to enable workers to perform proper equipment isolation processes.

5. Try-out

Before conducting any tasks, all relevant switch mechanisms of the equipment are to be checked to prove the integrity and effectiveness of the isolations.

Examples of Try-out include but are not limited to:

- Checking for the presence of voltage for electrical isolations
- Attempting to start the machine or equipment using the same method as in Turn Off / Shutdown.

6. Commence Work

Carry out the required work to complete the task as per the risk assessment and safe working practice requirements. Monitor the work area for new / additional hazards.

7. Complete Work

Ensure all work has been completed, including the fitment of guards (if applicable).

8. Inspect & Restore

- Verify that all individuals are clear of the work area around the affected equipment.
- Confirm equipment is safe to operate by visually inspecting the work area in and around the affected equipment to ensure all tools, material and debris have been removed and guards and other safety devices are in place.
- All locks and tags are to be removed by their owners.

- PTW should be signed off to confirm it is safe to re-energise.
- The equipment is to be restarted
- Proper operating conditions are to be checked

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WORKING AT HEIGHTS

Work at Height

The full provisions of the Work at Height Regulations are rigorously applied; indeed a strong emphasis on the principles of these Regulations is outlined on sites at induction stage and careful consideration is given to the proposed working at height activities that Sub Contractors are involved with as part of the review of their risk assessments findings and associated method statement controls.

Scaffolding

There is a statutory requirement for all scaffolds that are to be erected or substantially altered, added to, or dismantled, to be done so under the direct supervision of a competent person and be erected by persons trained and experienced in this type of work.

There is a statutory requirement for all scaffolds to be inspected by a competent person before being taken into use.

Further inspection by a competent person shall be made following any modifications, period without use, exposure to bad weather or seismic tremors or by any other circumstance which may have affected its stability, strength or integrity.

The initial inspection on erection completion and hand-over plus subsequent inspections including the weekly inspection shall be recorded. A scaff- tag system whereby a signed inspection tag is prominently situated shall be used. The tag shall be signed by a competent person.

Ladders

Great care must be used in the selection of the proper size and design of the ladder for use intended, and in the maintenance and proper use of all types of ladders.

Ladders must only be used where more suitable means of access cannot be used and working from ladders should be avoided where reasonably practicable.

Ladders must be:

- Of suitable and sufficient strength for their intended purpose
- So erected to avoid displacement
- Secured, so far as is practicable, and where not practicable, a person must be positioned at the foot of the ladder to prevent it slipping during use
- Where used as a means of access between places of work, sufficiently secured to prevent slipping and/or falling
- Checked thoroughly prior to use for defects
- Maintained in good condition

CRANES AND LIFTING EQUIPMENT

All items of lifting equipment (such as lifts, cranes, beams, pulley blocks, chains, ropes and slings etc.), must be inspected as per the LOLER 1998 regulations. Competent persons will examine each item of equipment as per LOLER regulations as a minimum. Notification of the addition or deletion of such items should be made to Health and Safety Department, noting details of the equipment (serial number, model, location, etc) and the contact name and telephone number of a person responsible for the equipment (e.g. Workshop Manager, etc). Notification of newly installed equipment is required before it is brought into use.

CCPL's 'examination scheme' is as follows:

6 months, for lifting equipment and any associated accessories used to lift people

6 months, for all lifting accessories

6 months, for all other lifting equipment

Additionally, CCPL will tag all lifting equipment accessories with a colour tag. This coloured tag will change at each examination interval. Accessories that do not have the correct coloured tag are not permitted to be used and must be removed from use at once and isolated so that it cannot be accessed freely.

Fork lift trucks must be operated only by fully trained staff and the safe working load (SWL), indicated. This must be clearly marked on each item of lifting equipment, and these limits must never be exceeded under any circumstances. No lifting equipment with visible defects should be used at any time. When lifting large weights, the load should be lifted initially only a few inches from the floor, to check the safe condition of the lifting apparatus and the security of slings, etc, before the full lifting operation is commenced. Lifting operations should be pre-planned, in writing and include but not limited to the following: make and model of crane, gross weight of crane, jib length, rigger loadings, maximum working radius, lifting equipment used including SWL, lifting diagram and conducted under the supervision of a single competent person.

Cranes and lifting equipment shall only be operated by competent persons and in accordance with LOLER 1998 and BS 7121. No person under the age of 18 years shall operate a lifting appliance or be employed to give signals to the operator of a lifting appliance.

When a crane arrives on the job, a competent person shall make a safety inspection of the crane to ensure validity of certification of statutory inspection and suitability for required work.

ELECTRICAL TESTING

Fixed Wiring Testing is a popular phrase used to describe an Electrical Installation Condition Report (EICR) new name from 2012 and formerly called Periodic Inspection Report. The reason for carrying out condition reports of electrical installations is to determine the current condition of electrical systems in terms of design and safety.

This is to ensure compliance with current electrical wiring regulations - by identifying failures or defects and making appropriate recommendations via a periodic inspection report.

An EICR is based on the condition of the electrical wiring, circuits, accessories and connections and is based on inspecting and testing entire electrical systems.

Each circuit's cable and accessories e.g. sockets, light switches, light fittings etc., will be inspected for visual damage, wear and tear etc. Then the wiring of each circuit will undergo a series of tests to make sure the wiring is safe and that the circuit is wired correctly.

The EICR will also determine if items such as earthing, bonding and incoming supply is sufficient. All this data will be contained in the EICR.

Any electrical installations will deteriorate with age and it is paramount that systems are maintained appropriately to safeguard households, tenants, members of staff and premises. The EICR will examine and evaluate not only the deterioration of the installation, but also its safety.

Legislation requires that electrical installations are kept in a safe condition. If regular inspection and testing is neglected - those responsible may be prosecuted under health and safety law.

Legislation requires fixed wiring testing be carried out every one to five years in most work places, in compliance with the Electricity at Work Regulations of 1989. Electrical Wiring Regulations also suggest time intervals for various electrical installations.

It is important to appreciate that the regular inspection and testing of all electrical installations is a requirement of the Electricity at Work Regulations. The time interval concerned will, of course, depend on the type of installation and on the way in which it is used. The following table shows the BS7671 recommended intervals between periodic tests and inspections.

BS7671 Electrical Regulations - Recommended intervals between periodic tests and inspections

<i>Type of Installation</i>	<i>Maximum period between inspections and testing as necessary</i>
Domestic premises (general)	change of occupancy/10 years
Commercial premises	change of occupancy/5 years
Industrial premises	3 years
Offices	5 years
Laboratories	5 years
Places of public entertainment	3 years
Restaurants and hotels	5 years
Fire alarms	1 year
Emergency lighting	3 years

All electrical testing will be completed as per the relevant British Standards or Quarry Regulations where applicable.

TEMPORARY WORKS MANAGEMENT

Legislation

The Construction (Design and Management) Regulations 2015 & 2016 (NI) and associated Approved Code of Practice (ACOP) are directly applicable to the design and management of temporary works. The definition of a structure in the regulations includes “any formwork, false work, scaffold or other structure designed or used to provide support or means of access during construction work.” In the ACOP, designers include “temporary works engineers, including those designing auxiliary structures, such as formwork, false work, façade retention schemes, scaffolding, and sheet piling.” Temporary works designers have the same designer duties as permanent works designers on CDM-notifiable projects.

Temporary Works Management

The correct design and execution of temporary works is an essential element of risk prevention and mitigation in construction. BS 5975:2008+A1:2011 provides recommendations and guidance on the procedural controls to be applied to all aspects of temporary works in the construction industry and on the design, specification, construction, use and dismantling of falsework. Background information on the impact of changes to the construction industry on temporary works management and the history of BS 5975 are set out in A

Temporary works procedures

Contractors should be able to demonstrate that they have in place effective arrangements for controlling risks arising from the use of temporary works. These are usually captured in a temporary works procedure which will contain most or all of the following elements:

- Appointment of a Temporary Works Co-ordinator (TWC)
- Preparation of an adequate design brief.
- Completion and maintenance of a temporary works register
- Production of a temporary works design (including a design risk assessment and a designer’s method statement where appropriate).
- Independent checking of the temporary works design.
- Issue of a design/design check certificate, if appropriate.
- Pre-erection inspection of the temporary works materials and components.
- Control and supervision of the erection, safe use, maintenance and dismantling of the temporary works – i.e., procedures to:
 - Check that the temporary works have been erected in accordance with the design, and issue a formal “permit to load” where necessary.

- Confirm when the permanent works have attained adequate strength to allow dismantling of the temporary works, and issue a formal “permit to dismantle” where necessary.
- The procedure should include measures to ensure that the design function, the role of TWC, and Temporary Works Supervisor(s) where appropriate, are carried out by competent individuals.
- Smaller contractors may not have the experience to operate their own temporary works procedure and may need to obtain external expertise. It is also common for large and medium contractors to outsource aspects of temporary works design and management.

CDM 2015 & CDM 2016 (NI) & TEMPORARY WORKS

The correct design and execution of temporary works is an essential element of risk prevention and mitigation in construction. BS 5975:2008+2011 provides recommendations and guidance on the procedural controls to be applied to all aspects of temporary works in the construction industry and on the design, specification, construction, use and dismantling of falsework. All temporary works are to be carried out in accordance with BS 5975:2008 and HSE guidance “The management of temporary works in the construction industry”.

Employees and contractors involved with the design, installation, inspection and / or removal of temporary works must comply with the control of Temporary Works’ arrangements and associated responsibilities outlined therein as relevant.

In addition to this Health and Safety Policy, Creagh Concrete operates a CDM policy for the management of its responsibilities under the CDM 2015 & CDM 2016 (NI) regulations and BS 5975.

MOBILE ELEVATING WORK PLATFORMS

Power operated mobile elevating work platforms (MEWPs) are known by a variety of names – scissors lifts, aerial work platforms, cherry pickers, tower wagons etc. They provide a means of access which in many instances is more suitable and safer than traditional methods such as ladders and should therefore be the preferred choice for access to heights where reasonably practicable.

The use of MEWPs on CCPL premises and sites must be the subject of a prior risk assessment. The person operating the equipment must be trained and competent. The platform must be provided with guardrails, toe boards or other suitable barriers to prevent falls. MEWPs must be in good condition and used on firm and level ground.

MEWPs must be maintained in accordance with the manufacturer's instructions and thoroughly examined at six monthly intervals by a competent person. Records of regular maintenance and thorough examination must be retained. Where such equipment is rented, or hired, current certificates of thorough examination within the last six months must be supplied with the plant.

Pre-operational safety checks must be carried out and recorded by a competent person daily when such equipment is being used, any defects discovered must be reported immediately to management and the equipment not used until repairs have been made.

Note: to include the use of harness and correct type lanyard at all times when the operator is in the MEWP

MOTOR VEHICLES AND HEAVY PLANT

All personnel involved in transport activities must be trained and authorised for the particular vehicle they are operating. All drivers should be in possession of current and valid licences. HGV drivers should have a current and valid licence for the class of vehicle they drive. As per good management practice there will be an inspection of licences annually.

No one under the age of 18 years shall drive or operate any mechanically propelled vehicle. Persons selected to drive shall be physically fit, with good eyesight and hearing. They should be mature and responsible with full licence.

Regular scheduled maintenance will be undertaken for all vehicles. Daily start-up checks appropriate to the vehicle class and type will be completed. Vehicle faults will be reported to the maintenance department, and where appropriate, the vehicle will be assessed for safety before it is operated again. All servicing and maintenance records are kept for all vehicles, along with any required taco graphs.

Roll over protection or safety cabs are fitted to FLT and similar plant. Such vehicles should be both seen and heard, incorporating a warning beacon and a reversing alarm. Seat belts are essential.

Any vehicles used in lifting operations must also undergo an annual statutory examination and testing of the lifting mechanism, as required by the Lifting Operations and Lifting Equipment Regulations. (6 monthly if required to lift persons). A competent examiner will carry out these examinations and the testing and examination certificates are retained centrally.

Drivers making deliveries to site should ensure that they:

- Follow site procedures and comply with all the site rules
- Do not drive at excessive speeds
- Follow established site traffic routes
- Do not reverse without checking behind the vehicle for pedestrians, obstructions or other vehicles and, where possible, ensure that reversing is carried out under the direction of a banksman

CONFINED SPACES

Prior to confined space entry, a safe working procedure shall be prepared and approved, and incorporate all the relevant elements from the risk assessment including emergency rescue procedures. Only persons who have received confined space entry training will carry out high risk confined space working.

Where specified by the risk assessment, a permit to work shall be prepared specifying all precautions taken, including isolation, draining, purging and ventilation. The permit to work will also specify what the recipient of the permit is required to ensure prior to the start of work and any specified periods or stages during the work. This may include receiving satisfactory air monitoring results, ventilation in service, temperature in limits etc.

YOUNG PERSONS

CCPL does not generally employ young persons (defined as someone less than 18 years of age) in the course of CCPL business. However, in the event that this should change, risk assessments will be carried out on any risks to young persons before they start work in accordance with legislation.

CCPL is aware of the statutory restrictions imposed upon work undertaken, by young persons, and will comply with these restrictions. Young persons will not be employed in activities where a significant risk to their health and safety is identified.

Operation of machinery, fixed and mobile will be prohibited, use of potentially harmful chemicals will be avoided and the young person will be suitably supervised and 'mentored' at all times. Following assessments, young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

TRAINING

It is the policy of CCPL to employ a trained and competent workforce and that our supply chain/sub-contractors are also suitably trained and competent in the activities they undertake. We do this by ensuring we have minimum standards of training for our construction and design teams work to a CCPL Minimum standard set out below. This training is managed and coordinated, in conjunction with the construction teams through the HSEQ department where training is held and managed on a central database.

Validity of training certificates/cards presented to Creagh Concrete is checked via www.citb.co.uk/cardcheck online platform. Only once the validity has been approved will the personnel be allowed to commence work and their details entered onto the Creagh database.

Creagh Training Standards

Managing Director	IOSH Directing Safety
Director Responsible for Safety	Diploma H&S management, IOSH Management and Co Ordination of Temporary Works. Min GradIOSH
Operations Directors	IOSH Directing Safety or CSCS Black Card for senior executives.
Health & Safety Advisor/ Officer	NEBOSH General Certificate in Occupational Health & safety. Min TechIOSH. Suitable experience and training.
Temporary Works Coordinator	CCPL Structural Design Eng., MSc & IOSH Management and Co Ordination of Temporary Works
Temporary Works Supervisor	SMSTS/SSSTS & IOSH Management and Co Ordination of Temporary Works
Project/Site Manager	SMSTS, CPCS Lift Supervisor, IOSH Management and Co-ordination of Temporary Works, IPAF MEWP Manager
Site Supervisor	SSSTS, CPCS Lift Supervisor, IOSH Management and Co-ordination of Temporary Works, IPAF MEWP Manager
Precast Installer (depending on requirements)	CPCS Slinger/Signaller, IPAF, PASMA, Work at heights, CITB 1 day H&S awareness, Abrasive Wheel training, Internal temporary works management training.
Factory Manager	3 day NEBOSH Certificate
Quarry Manager & Assistant quarry manager	NVQ Level 6 Diploma in Health, Safety and Environmental Management for the Extractive and Minerals Processing Industries 2 day MPQC Quarry Management qualification.

The information contained in this policy will be used in conjunction with CCPL integrated procedures. These key issues have been explained to the workforce and contractors and key elements detailed in the employee handbook.

POINT OF WORK RISK ASSESSMENT

CCPL have developed a Point of Work Risk Assessment template to be used when a full set of working RAMS are not required or when a role may involve risk assessments being required for non-routine activities.

The HSEQ Department is responsible for the identification of all health and safety hazards, for the assessment of risks associated with the hazards identified and the introduction of subsequent control measures. The Risk Assessment process should ensure that risks are controlled where possible by following the hierarchy of controls as follows;

- Elimination- removal of hazard
- Substitution- introduction of less hazardous substance or process
- Isolation/segregation- guarding and exposure restriction
- Reduction- exposure time and levels, safe systems of work
- Signage- provide warning signs/signals
- PPE- last resort when above have been exhausted

Where non-routine activities or work carried out by employees or sub-contractors takes place the HSEQ Department will ensure that a suitable and sufficient risk assessment is carried out in advance of the activity in conjunction with the relevant personnel/ activity manager.

Lone Working

Purpose

This policy is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks. This policy should be read in conjunction with the Health & Safety Policy.

Scope

This policy applies to all staff who may find their self-working alone at any time whilst undertaking duties for Creagh Concrete, including both direct and indirect staff.

Definition

Within this document, 'lone working' refers to situations where staff in the course of their duties work alone or are physically isolated from colleagues and without access to immediate assistance.

This last situation may also arise where there are other staff in the building but the nature of the building itself may essentially create isolated areas.

Mandatory Procedures

- Staff should avoid working alone whenever possible.
- Staff should have a telephone with them whenever they are lone working.
- Staff working alone must ensure they are familiar with the building's exits and alarms.
- In buildings where staff may be working in relative isolation, there should be an agreed system in place to alert colleagues in an emergency.
- Lone working staff must inform their line manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is completed.
- If a member of staff does not report in as expected, an agreed plan should be put into operation, initially to check on the situation and then to respond as appropriate.
 - Staff should take reasonable precautions when working alone
 - Staff should never work alone if they are concerned about risks to themselves or others in the situation.
- Should an incident occur, the reporting and de-briefing involving an identified person should follow as soon as possible after the incident and no later than 24 hours after such incident. Staff should report any incidents that place themselves or the others at risk.