



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

# LINDUM GROUP

## Health and Safety Policy

### 2020-2021



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

### Health & Safety Policy - Amendments

Date	Reason for Change	Comments
Jan 2017	Individual Responsibilities expanded categorised better.	
Feb 2017	T. Sub-contractors removed to be included in individual responsibilities.	
Feb 2017	Group Statement of Intent points 7 and 8 added	
Feb 2017	Organisation Chart updated	
Feb 2017	Drug and Alcohol procedures updated	
September 2017	Organisation Chart and Group Statement of Intent	
February 2018	Organisational Chart and Group Statement of Intent	
Dec 2018	Organisational Chart updated	
March 2019	Group Statement of Intent review	
July 2019	Organisational Chart updated	
December 2019	Organisation Chart updated	
December 2019	PAT inspection	
March 2020	Organisational chart updated	



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

# Lindum Group Ltd

## Health & Safety Policy

### Contents

---

#### SECTION 1

##### Group Statement of Intent

#### SECTION 2

##### Individual Responsibilities

1. Chairman
2. Executive Board
3. Managing Director/General Manager
4. Members of the Management Team for each Division
5. Construction Directors
6. Contract/ Construction Managers
7. Site Managers/ Foremen and Supervisors
8. Commercial Managers and Quantity Surveyors
9. Estimators
10. Site Operatives Employees/ Sub-Contractors
11. Company Secretary
12. Facilities Manager
13. Office Workers
14. Safety Advisors
15. Group Transport Manager
16. Sub- Contractors

#### SECTION 3

##### General Arrangements

- A. Emergency Procedures for Accident or Fire
  - B. Risk Assessment
  - C. Control of Substances Hazardous to Health (COSHH)
  - D. Personal Protective Equipment
  - E. Work Equipment
  - F. Construction (Design and Management Regulations)
  - G. Manual Handling
  - H. Lifting Operations
  - I. Office Safety
  - J. Electrical
  - K. Storage and use of Flammable Liquids and Gases
  - L. Health and Safety Training
  - M. Consultation with Employees
-



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

- N. Alcohol, Drug and Solvent Abuse
  - O. Asbestos
  - P. Noise
  - Q. Vibration
  - R. Monitoring, Audit and Review
  - S. Safety Signs
  - T. First Aid
  - U. Visitors
  - V. Health Surveillance
  - W. Environmental
  - X. Waste
  - Y. Work at Height
-



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

## SECTION 1

### Group Statement of Intent

---

In order to ensure the prevention of risk, accidents and ill health and the promotion of a safe working environment, the Lindum Group Policy seeks to ensure a very high standard of Health and Safety at all levels of its operation and we aim to implement it into all that we do in all parts of the Group's activities. The company will ensure that health and safety will never be compromised for other objectives.

The Group Policy applies to every operating division and as such, is to be implemented by each one in its particular work activities.

Each Division is to:-

1. Observe and comply with current health and safety legislation and to meet the obligations required under it.
2. Ensure that, as far as is reasonably practicable, the health, safety and welfare of all its employees are paramount.
3. That persons other than the Group's employees are protected from risks to their health and safety arising from the Group's operations.
4. Provide systems to ensure a satisfactory level of competence amongst employees to their level of responsibility including adequate training to carry out their duties.
5. Implement procedures for effective joint consultation in health and safety matters.
6. Promote and encourage all employees to be aware of their responsibilities for health and safety, both for themselves and others who might be affected by their acts or omissions. People are our most valuable asset.
7. Take reasonable steps to prevent work related ill health and to support the general well-being of their employees.
8. Remind all employees that they have a legal duty not only to work in a safe manner, but also co-operate with efforts to create a safe and healthy working environment.

The Managing Director/General Manager of each Division shall implement this Policy and monitor its compliance.

The Health and Safety Policy will be reviewed annually and monitored to ensure compliance with current and any future legal requirements are achieved.

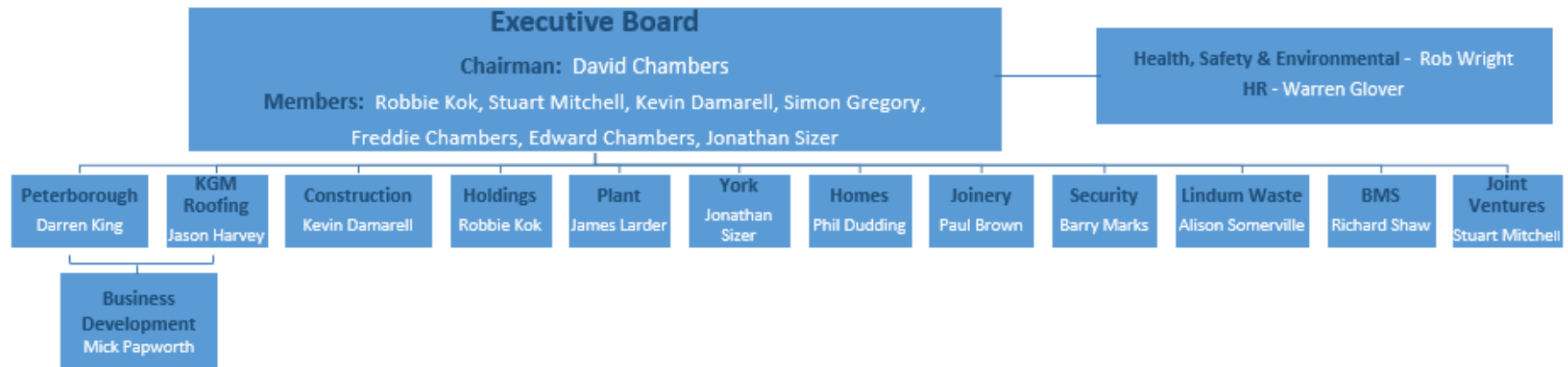
DC Chambers  
Chairman



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

## SECTION 2 Organisational Arrangements

The Group organisation for the implementation of health, safety and welfare of all employees has been identified and individual responsibilities are outlined below.





Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

## SECTION 2

### Individual Responsibilities

---

#### 1. Chairman

The Chairman is ultimately accountable for all the health, safety and welfare for the Group.

#### 2. Executive Board

The Executive Board consists of Directors of Divisions, the Chairman and Company Secretary. One Director of the board will have the responsibility for reporting to the Board on Health and Safety matters. The Executive Board will:

1. Ensure that adequate resources are available for arranging, providing and maintaining healthy working conditions and safe systems of work.
2. Promote a positive health and safety culture for all employees.
3. Demonstrate their commitment to health and safety by their actions.

#### 3. Managing Director/General Manager

The Managing Director, Director or General Manager for each Division has the overall responsibility and accountability for health, safety and welfare for their Division. They will ensure that the health and safety responsibilities are properly assigned and accepted at all levels and will:

1. Ensure that an effective Health and Safety Policy and arrangements are maintained within the Division and are duly appraised.
2. Ensure that adequate funds and facilities are allocated for the implementation of the Division's Health and Safety Policy.
3. Ensure that the contents of the Policy are notified as appropriate to all employees.
4. Support at all times the intent of the Health and Safety Policy and implement any advice of the Group's Health and Safety Manager, Safety Consultants and Enforcement Officers in relation to risks of employees and members of the public.
5. Measure the Division's performance in health and safety by internal audits and bring into effect any changes which are considered necessary.
6. Ensure that the responsibilities are properly assigned and accepted at all levels.
7. Set a good personal example to demonstrate their commitment to health and safety by their actions.

#### 4. Members of the Management Team for Each Division

The responsibilities of the Management Team are to:-

1. Check that the Group Health and Safety Policy arrangements are met.
2. Have reported to them on a regular basis items relevant to health and safety in relation to each Division.
3. Assign adequate time and resources to fulfil the health and safety requirements.
4. Review health and safety matters at every monthly Management meeting.
5. Set a good personal example.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

## 5. Construction Directors

Construction Directors are to:-

1. Be aware and observe the requirements of the Group's Health and Safety Policy.
2. Ensure that the Principal Contractor's responsibilities under the CDM Regulations are carried out.
3. Know the requirements of Construction Safety Legislation
4. Identify the training needs for the employees in their division and implement the training where necessary with the training department.
5. Demonstrate their commitment to health and safety by their actions.
6. Appoint a Temporary Works Coordinator and supervisor in writing for each of their projects.
7. Carry out regular site inspections of operations under their control with particular reference to safety procedures and arrange for any remedial or improvement work to be carried out without delay.
8. Where appropriate, initiate disciplinary action against employees at all levels who have failed to comply with their duties defined in the Health and Safety Policy or under statutory requirements.

## 6. Contract/Construction Managers

Contract and Construction managers are to:-

1. Ensure that the Group Health and Safety Policy, arrangements and safe systems of work are applied effectively within their part of the organisation.
2. Comply with relevant areas of the Construction Design Management Regulations and any other statute which apply to them.
3. Protect personnel under their control from any undue risks.
4. Produce a Construction Phase Health and Safety Plan for their projects and review them on a regular basis.
5. Carry out monthly safety inspections of their projects.
6. Take an active and positive role in promoting health and safety.
7. Ensure that the duties of the Principal Contractor's Role are carried out.
8. Provide information to the Principal Designer as required by the Construction (Design and Management) Regulations.
9. Investigate any accident, dangerous occurrence along with the Health and Safety Department.
10. Ensure that the management, staff and employees on site have sufficient knowledge, experience and training to carry out the tasks allocated to them.
11. Ensure that adequate welfare facilities, including toilets, washing facilities and drinking water are available from the start of the contract and that they are maintained clean and operational.
12. Liaise with the Health and Safety Department regarding the project from the estimating stage and through the construction phase.
13. Set a personal example and encourage others to do the same.

## 7. Site Managers/Foremen and Supervisors

Site Managers, Foremen and Supervisors are to:-

1. Ensure that their sites are safe for Lindum Staff, sub-contractors and visitors.
2. Comply with relevant areas of the Construction Design Management Regulations and any other statute which apply to them.
3. Organise the project to fully comply with the Group's Health and Safety Policy.





Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

4. Control all contractors in order to ensure safe and healthy systems of work.
5. Always consider the safety of other persons working on the site, visitors to site and members of the public when issuing any instruction.
6. Ensure that the integrity of the site is maintained through good security systems.
7. Accompany visiting inspectors from the Health and Safety Executive and other enforcement bodies whilst on site, act on their recommendations and notify the Group's Health and Safety department immediately of the visit.
8. Provide an adequate and suitable supply of personal protective equipment and ensure it is used correctly.
9. Ensure all personnel working on the project have been inducted and signed on to their risk assessments and method statement.
10. Enforce the site rules which may include client's rules and procedures.
11. Maintain all statutory and Group policy records, inspection registers and safety reports.
12. Encourage a planned and tidy work place.
13. Report any accidents, dangerous occurrences and safety observations to the Group's Health and Safety department.
14. Encourage the regular completion of safety observations whether positive or negative to be able to share best practice and trend analysis.
15. Provide adequate supervision where younger or inexperienced personnel are involved.
16. Identify training needs and deficiencies and liaise with the Group's Health and Safety department and the Training Manager.
17. Comply with relevant areas of the Construction Design Management Regulations and any other statute which apply to them
18. Set a good personal example.

## 8. Commercial Managers and Quantity Surveyors

Commercial Managers and Quantity Surveyors are to:-

1. Understand the Group's Health and Safety Policy.
2. Issue to sub-contractors all the necessary health and safety documentation relating to the project prior to awarding any contracts.
3. Ensure sub-contractors are on the Group's approved list of contractors.
4. Arrange for the receipt of the sub-contractor's health and safety information in adequate time prior to the commencement of their works.
5. Set a good personal example.

## 9. Estimators

Estimators are to:-

1. Make themselves aware of and understand the Group's Health and Safety Policy and if in doubt ask their Line Manager for assistance.
2. Ensure that adequate provisions for health and safety issues are made within the tender.
3. Advise the site team of all the health and safety issues that have been raised during the tender period, at the handover meeting.

## 10. Site Operatives Employees

Site Operatives and Employees:-

1. Make themselves aware of and understand the general rules of the Lindum Group Health and Safety Policy and if in doubt ask their Line Manager/Supervisor for assistance.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

2. Observe procedures and safe systems of work at all times.
3. Where policy dictates and when potential hazards are present, wear safety equipment and clothing. Failure to do so may lead to disciplinary action and legal action by the Health and Safety Executive.
4. Take an active and positive role to ensure good health and safety procedures on site are employed. Any constructive suggestions to improve health and safety will be welcomed by the Group and should be given to the appropriate supervisor.
5. Immediately report all dangerous occurrences and accidents to their Supervisor.
6. Report any safety observations immediately to their Supervisor before continuing operations.
7. Not change, repair or operate any plant or equipment unless they have been trained and authorised to do so.
8. Consider others, including the public, who may be affected by their actions and act responsibly.
9. Be 'Fire Aware' and not allow materials and substances to be a fire risk.
10. Advise new starters of known hazards.
11. Prior to their initial work on site, they must report to the Senior Company Representatives to be given an Induction as to the requirements of the contract and confirm their awareness of their own safe procedures while undertaking their work on site and, where required, produce relevant documentation.
12. Maintain a clean and tidy workplace because accidents can be caused as a direct result of untidiness.
13. Set a good personal example

### 11. Company Secretary

The Company Secretary is to:-

1. Know and fully understand the requirements of the Group Health and Safety Policy.
2. Ensure that Group premises are adequate and free from undue risk with suitable equipment provided for work tasks.
3. Ensure that procedures for reporting injuries, damage and/or dangerous occurrences are in place and relevant records held.
4. Set a good personal example.

### 12. Facilities Manager

The Facilities Manager is to:-

1. Understand the requirements of current Health and Safety Legislation as it effects their duties.
2. Ensure that all Lindum Group facilities are operated and maintained in accordance with current workplace legislation and are in a safe state of repair.
3. Ensure Fire risk assessments have been carried out for every Lindum Group building.
4. Ensure that a Fire Safety Log is maintained and that firefighting equipment is inspected and serviced on schedule.
5. Makes sure Fire evacuation tests take place and the results are recorded in the Fire Log.
6. Ensure that all fire escape routes are kept clear at all times and are identified clearly with the correct signage.
7. Provide contractors who work in Group premises with health and safety information and our procedures prior to the award of orders.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

8. Ensure that all lifts in the buildings are in good working order, serviced and have a thorough examination every six months.
9. Seek advice on Health and Safety matters if necessary from the Group's Health and Safety department.
10. Set a good example.

### 13. Office Workers

Office Workers are to:-

1. Be familiar with the Fire/Emergency Action Plan procedures, escape routes, appropriate assembly points and the location and use of fire extinguishers.
2. Comply with Group no smoking policy within the offices.
3. Ensure office furniture, cables etc do not obstruct access routes, corridors and fire escape doors.
4. Practice good housekeeping, clearing away waste into proper receptacles.
5. Seek assistance when lifting awkward, heavy items or when items are beyond your own personal ability.
6. Record any accidents involving personal injury in the Accident Book in their department.

### 14. Safety Advisers

1. A Group Health and Safety Manager has been appointed to give advice on Health and Safety matters, as required by Regulation 7 of The Management of Health and Safety at Work Regulations. The Manager will be supported in their role by advisors, internal and if necessary external.
2. The Health and Safety Manager will:
  - a. Report directly to the Executive Board and maintain strong communication links with Directors, Managers, Staff and Employees.
  - b. Advise on the application and maintenance of the Group's Health and Safety Policy and Arrangements.
  - c. Advise on all matters of health and safety to all levels across the Group.
  - d. Monitor, by visits to sites and offices, operating sites compliance with the law and the Group policy and procedures.
  - e. Investigate and report on accidents and dangerous occurrences and recommend means of prevention.
  - f. Liaise with the Health and Safety Executive, Inspectors and other relevant departments and personnel.
  - g. Maintain an up to date knowledge in matters of Legislation, Regulations and Codes of Practice as they affect the Group and its Health and Safety Policy and Procedures.
  - h. Participate in encouraging a high profile for health and safety within the Group at all levels, and review health and safety recommendations received from the workplace.
  - i. Advise Managers on the training needs for employees to ensure that they are competent to carry out tasks within the scope of safety legislation.
  - j. Ensure that Managers arrange that all new employees are aware of and understand the Lindum Groups' Safety Policy, arrangements and procedures.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

- k. Chair the Group's Health and Safety Meetings.
- l. Review site observation reports and identify actions necessary to close out the observations.
- m. Generate a positive attitude and culture to help promote better health and safety working practices.
- n. Set a good personal example.

### 15. Group Transport Manager

The Group Transport Manager has the responsibility to ensure that the legal requirements for Road Haulage are met. The transport manager shall be accountable for the following:

1. Make arrangements to ensure that drivers comply with driver's hours and tachograph rules and speed limits.
2. Make arrangements to ensure that the vehicles are properly maintained (see Plant policy for the full list)
3. Set a good example.

### 16. Sub Contractors

Sub-contractors are selected from an approved list of specialists who have either recognised quality or safety accreditation or who have a history of carrying out satisfactory work for the Group. When sub-contractors are not on the Group's approved list then a pre-qualification assessment will be carried out by the Health & Safety Department.

Sub-contractors working on Lindum Group sites are required to comply with current Health and Safety Legislation. They will be made aware of the safety standards by way of a pre-commencement meeting and on-site induction. All sub-contract personnel are required to inform Lindum of any accidents, injury, near misses or dangerous occurrences that may occur whilst working for the Group.

Prior to their initial work on site they must report to the Lindum Site Management to be given an induction as per the requirements of the content, and confirm their awareness of their own methods of working and safe procedures while undertaking their work and produce any relevant documentation.

Sub-contractors when used by the Group must:

1. Comply with the provisions of this Policy and comply with the conditions of the Construction Phase Health and Safety Plan and the Site Rules
2. Ensure that their operatives are competent to carry out the work operations.
3. Provide Safety Documentation e.g. Risk Assessments, Method Statements and COSHH Assessments fourteen days before commencement on site.
4. Must adhere to the agreed method of working for their works and not deviate from it.
5. Not work in such a way to compromise the health and safety of Lindum staff, other sub-contractors, visitors to site and general public.
6. Comply with any Statutory Provision which relates to their work activities.
7. Report accidents and incidents that caused or has the potential to cause, injury or damage.
8. Provide and ensure the use of all personal protective equipment identified under either COSHH or risk assessments for the tasks they are carrying out.
9. Keep all their work areas clean and tidy and free from obvious hazards.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

## SECTION 3 General Arrangements

---

### A. Emergency Procedures for Accident or Fire

#### 1. Accident Reporting

The Company will ensure that adequate first aid cover is in place in the offices, workshops and sites, following an assessment based on the work activities and the level of risk identified.

All accidents involving injury shall have first aid treatment and be recorded in the Accident Book. This must be completed by the injured party or a bona fide person acting on their behalf in the presence of the first aider or immediate supervisor. The accident report forms must be returned to the Company Secretary and will be kept for at least 3 years.

If the injury comes under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) the following procedures must be carried out:

If the injury is deemed under the Regulations to be a Major:-

- Death
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Permanent loss or reduction in sight
- Serious burns including scalding which covers more than 10% of the body
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injuries or asphyxia

Information will be passed on to the Enforcing Authority by the quickest practicable means.

#### 2. Over seven day incapacitation of a worker

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

#### 3. Non fatal accidents to non workers (e.g. MEMBERS OF THE GENERAL PUBLIC)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for that injury. Examinations and diagnostic tests do not constitute treatment in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

**4. Accident Investigation**

Every accident reportable under RIDDOR will be investigated. This process will be carried out by a Senior Manager and the Group Health and Safety department or Safety Consultants. The investigation will look for the cause of the accident to prevent a reoccurrence.

Vehicle accident procedure – refer to Lindum Group Driving Policy.

**5. Fire**

It is vitally important that no person is at risk due to fire and that buildings, equipment and stock are safe guarded.

Fire risk assessments will be carried out for Lindum Group buildings. The Facilities Manager has overall responsibility that the fire risk assessments are in place and reviewed and that the evacuation arrangements are in place and tested on a regular basis.

When the fire alarm sounds, all personnel must stop work immediately, switch off any machinery and leave the building by the designated escape routes and report to their designated assembly point and await instructions.

All escape routes and fire exits must be conspicuously marked with fire safety signs compliant with the Safety Signs and Signal Regulations. These escape routes must be kept clear at all times.

Fire extinguishers will be installed in all Lindum Group buildings and sites. These fire points must be kept clear of obstructions. All fire extinguishers will be inspected every twelve months.

Designated Fire Marshalls will check their area of the buildings for any personnel and report to the Senior Person at their designated Assembly Point.

No smoking will be allowed inside Lindum Group buildings.

The fire evacuation procedure will be included in the induction for all new starters. Fire Drills will be carried out at least once a year.

Training will be provided for all staff appointed as Senior Fire Marshalls and Incident Officers.

Smoke detectors and fire alarms will be inspected

**B. Risk Assessment**

The Management of Health and Safety at Work Regulations require every employer and self-employed person to make a suitable and sufficient assessment of the health and safety risks to employees and others not in their employment through their work operations.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

Each Division of the Lindum Group will carry out risk assessments for their work tasks and require sub-contractors to provide risk assessments which are suitable and sufficient for their work operations before they start work on our projects.

The risk assessment must identify:

- The hazards identified with the operation or task
- Who might be harmed
- An evaluation of the risks and decision made as to whether the existing precautions, control measures are adequate or whether more should be done.

All risk assessments must be recorded and be revised if there is a significant change in the way the operations are being carried out.

### C. Control of Substances Hazardous to Health (COSHH)

The COSHH Regulations cover substances that are hazardous to health. Substances can take many forms and include:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases
- Biological agents

The COSHH Regulations require that no work which is liable to expose anyone to substances hazardous to health should be carried out unless an assessment has been made.

Assessments of the risks to employees and other persons who may be affected by such work will be carried out by a competent person

Data sheets will be required from product suppliers. The assessment will then be produced from the information contained in the data sheets.

Adequate control of exposure must be achieved by means other than the use of personal protective equipment as per the COSHH Hierarchy of Control:-

- Elimination
- Substitute with less hazardous substance
- Enclose the operation
- Isolate the person
- Control Measures
- The issue of PPE as the last result



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

Subcontractors will be required to supply the appropriate Division with COSHH assessments for any substance hazardous to health that they will use on Lindum sites or in Lindum buildings.

Health surveillance of employees will be undertaken where there is an identifiable disease or adverse health effect which may be related to the exposure.

Local exhaust ventilation systems installed in the Lindum Group workshops will be examined and tested by a specialist organisation every fourteen months as required by Regulation 9 of the COSHH Regulations.

Any PPE required as a result of the COSHH Assessment will be issued to the employee before they commence the operation.

#### **D. Personal Protective Equipment (PPE)**

Lindum Group Line managers have a duty to assess the risks arising from work activities within their control, and where necessary (as a last resort control measure) to ensure suitable PPE is provided and worn.

All subcontractors have a duty to ensure that operatives that they place on site or in a workshop are provided with PPE commensurate with the type of work they carry out.

An issue record must be kept which contains details of the PPE issued, the issue date and the person's name.

Any PPE that is selected for use at work must be compatible with other equipment, adjustable to fit the wearer. Any employee who has to wear Respiratory Protection will be face fitted by a competent person to ensure that the employee is fully protected.

Any PPE that is selected for use at work must comply with current BS or EN standards, and be compatible with other equipment, adjustable to fit the wearer and give maximum protection.

- Helmets
- Bump Caps
- Eye Protection
- Respiratory Protection
- Gloves

Employees issued with PPE have a responsibility to wear it and maintain it in accordance with the instructions provided. Employees must not alter, deface or otherwise misuse any safety equipment supplied to them.

#### **E. Work equipment**

Only persons who are competent and authorised will be allowed to operate machinery. All equipment purchased or hired in must be fit for purpose and maintained in good order.

Where certificates of test and examination are required by statutory regulation, a copy of the current certificate must be kept with each item of plant and available for inspection by interested parties.





Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

Maintenance records will be kept for all Lindum Group plant.

Scaffolding and scaffold towers must only be erected and dismantled by competent operatives, CISRS approved for scaffolding and PASMA certificated for towers.

Inspections required by the regulations must be carried out by competent persons and recorded e.g. scaffolding, lifting equipment.

Guards or safety devices must not be removed or tampered with. Only competent persons will be permitted to carry out any maintenance or repairs.

No person will be allowed to mount an abrasive wheel unless that person has been trained to do so and is authorised by the division.

**F. Construction (Design and Management) Regulations**

The Construction (Design and Management) Regulations place duties on various parties involved in the construction programme, from the client to the contractors. The Group shall fulfil the requirements of the Regulations related to its activities.

On contracts where the Lindum Group has a design responsibility the relevant hazards and risks shall be reduced, as far as is reasonably practicable, in the design process.

The Group shall carry out a survey of work tasks and the workplace in relation to health and safety and produce a Construction Phase Plan to minimise risks prior to works being undertaken.

Contractors shall be required to assist with the Construction Health and Safety Plan by submitting their own proposal to overcome potential high risk areas.

Specific advice shall be called upon from the Group Health and Safety department.

During the course of the project if a Division is appointed as Principal Contractor they will provide the Principal Designer promptly with any information relevant to the Health and Safety File.

**G. Manual Handling**

Whenever reasonably practicable, mechanical means shall be employed for moving, lifting and carrying materials. Where this cannot be undertaken and where there is a significant risk identified, a risk assessment will be carried out.

The assessment will consider the load involved, the capabilities of the individual carrying out the operation, the task itself and the environmental conditions.

Personal protective equipment will be issued if identified in the risk assessment having regard for the hazardous nature of the materials being handled.

Manual Handling training will be given to all employees of the Company.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

#### H. Lifting operations and lifting equipment

The requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) shall be followed in particular the planning of lifts.

The lifting operations will be carried out either in house or as a contract lift. In either case an Appointed Person will plan the lift. A lift supervisor and competent slinger/banksman will carry out the lifting operations.

Lifting equipment and accessories will be inspected, tested and thoroughly examined as required by the Regulations by a Competent Person and Certificates of Through Examination issued:-

- Every 12 months for lifting equipment
- Every 6 months for equipment to lift persons
- Test certificates for lifting accessories every 6 months
- A colour coding system applies for lifting accessories in the workshops and at the Waste Transfer Station.

#### I. Office safety

The main causes of injury in office environments are from incorrect lifting, falling over obstructions or on stairs. Cuts and bruises are sometimes the result of overcrowding or poor lighting e.g. knocking against tables, desks and chairs. Care should be taken to ensure that such risks are eliminated.

Display Screen Equipment (DSE) workstations shall comply with the Display Screen Equipment Regulations. Training and assessments will be carried out.

Maintenance and repairs to display screen equipment and other electrical office equipment will only be carried out by competent persons.

Identified users of DSE equipment will be entitled to an appropriate eye sight test by a Registered Optician.

All electrical installations in the Lindum Group's commercial buildings will be inspected every five years and for the industrial buildings every three years

Portable electrical appliances in Lindum Group's offices will be inspected and tested by a competent person every 24 months.

Every office will be risk rated to ensure that there is adequate first aid cover in place in all Divisions. The identities and contact details of first aiders in each Division will be displayed on the notice boards along with de-fib trained persons.

Fire risk assessments will be carried out for Lindum Group buildings. The Facilities Manager has overall responsibility that the fire risk assessments are in place, are reviewed, that the evacuation arrangements are in place and tested on a regular basis.

Fire extinguishers will be installed in all Lindum Group buildings. These fire points must be kept clear of obstructions. All fire extinguishers will be inspected every twelve months.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

No smoking will be allowed inside Lindum Group buildings, smoking shelters will be provided in the car parks.

Smoke Detectors and fire points will be inspected on a regular basis and a log kept of the results.

**J. Electrical**

Portable electrical appliances in the Lindum Group's buildings will be inspected and tested by a competent person every 24 months.

Temporary installations into cabins, offices and welfare units will be carried out by competent electricians and fully comply with the current IEE Regulations, an electrical test certificate must be issued to the Site Manager on completion of the work.

The installations to be retested quarterly.

All portable electrical tools used on site will be either 110 volt or battery operated.

Portable electrical tools and cables used on site must be tested every 6 months.

Staff are to report any defective equipment immediately to their line manager /foreman who will quarantine the defective equipment until it has been repaired, tested and certified fit for use by a competent person.

Any electrical equipment used in confined spaces e.g. sewers shall be intrinsically safe.

**K. Storage and use of flammable liquids and gases**

Where the aggregate quantity of flammable liquids stored does not exceed fifty litres, it should be stored in suitable closed vessels, kept in a suitably placed cupboard or bin which is a fire resisting structure, clearly marked 'Highly Flammable' and kept closed when not in use.

Gas cylinders will be stored outside in labelled cages, oxygen separated from acetylene and propane and segregated from oils, paints and chemicals.

Diesel storage in the plant area will be in a double bunded storage tank. A spill kit will be provided adjacent to the storage tank.

General ventilation may be sufficient where there is only a limited amount of flammable vapour present, otherwise local mechanical ventilation will be required.

No smoking will be allowed in any place in which highly flammable liquid is present.

**L. Health and Safety training G**

All employees will be given the necessary health and safety training appropriate for the work they do. The Lindum Group holds a central record of training achievement for all employees, the training plan is regularly reviewed to ensure it matches the Group's current requirements. Regular updates of these records will be issued before every training meeting to each Division by the Training Manager.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

The training plan is regularly reviewed to ensure it matches the Group's current requirements to ensure that all employees are able to carry out the duties assigned to them.

Only authorised and trained personnel holding a signed Certificate of Competence, e.g. CPCs, NPORS & IPAF will be permitted to use specified equipment.

Induction training will be given to all operational personnel, direct employees and sub-contractors on all contracts prior to their commencement on site. Non-operational staff receive induction training on their first day of employment with the Group.

**M. Consultation with employees**

Consultation on health and safety will be carried out at all levels. Throughout the Group Divisional Safety Meetings are held with employee participation quarterly, which feed in to the Group Safety Meetings. The Group meetings are attended by representatives from each Division along with the Safety Advisors. Site Safety Meetings invite subcontractor's representatives working on the project.

All meetings will be formal and minutes of these meetings circulated.

All new legislation introduced between reviews of the Safety Policy will be communicated to staff by either providing written details or arranging training courses as appropriate.

**N. Alcohol, drug and solvent abuse**

Alcohol and drug abuse and dependency can have a detrimental effect on an individual's health, work performance and behavior and this policy seeks to ensure that all employees and others engaged by the company are fit to carry out their roles safely and effectively. This policy is to ensure the safeguarding of the health, safety and wellbeing of all employees and others engaged by the company from the dangers of drug, alcohol and other substance misuse.

Where employees are working on sites, premises or other projects for external organisations (e.g. railway projects), Lindum Group requires them to comply with that external organisation's policies relating to drugs and alcohol, as well as this Lindum Group policy. Any breach of their policies may also result in disciplinary action up to and including dismissal.

**Searches**

Lindum Group reserves the right to conduct searches for alcohol and drugs including, but not limited to, company vehicles, lockers, filing cabinets, site cabins, desks and packages sent to our address and/or our sites/premises.

**Drink and/or Drug Driving**

All employees must comply with the Drink and Drug Driving legislation at all times. All drivers are responsible for making sure they comply with statutory obligations when driving on the highways. As with Drink Driving, when found to be over the legal limit, an employee can now also be prosecuted for Drug Driving.

**Prescription and Over-the-Counter Medication**

Workers should not drive, operate plant or machinery or undertake any tasks which may compromise their own safety and that of others, if impaired by any substance including legally prescribed or over-the-counter medicines. If in any doubt, the individual should check with their



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

GP or pharmacist and advise their Supervisor or Manager of any medication that they are taking that may affect their performance at work, including possible side effects.

### **Lindum Group Testing Programme**

All Lindum Group employees and all others engaged by Lindum Group are potentially subject to alcohol and drug testing as follows:

- Pre-employment - as part of the pre-employment selection.
- Post-Accident/Incident - where a serious accident or incident has occurred
- Within Reason - where there is suspicion of alcohol and/or drug misuse/abuse

### **Support and Rehabilitation**

Should an employee seek support or be advised to seek assistance and accept referral, Lindum Group will refer them to a qualified medical professional for assessment and recognition of the nature of the problem. If appropriate and the individual is willing to cooperate and receive treatment, support via rehabilitation and/or counselling service during an agreed period of treatment will be provided.

If the employee fails to remain cooperative throughout treatment or where treatment is not possible, drug and alcohol misuse will be dealt with under Lindum Group's disciplinary procedures, which may result in dismissal without notice. In other cases where treatment has been unsuccessful, termination of employment on the grounds of ill health may result.

### **Agency workers, Consultants and Contractors**

Agency workers, consultants and contractors are required to comply with this Lindum Group Drug and Alcohol Policy, including requirements for post incident/accident and for cause testing for their own employees, sub-contractors and agents. In the case of agency workers or contractors, services will be terminated immediately upon a breach of these rules and the employing organisation will be notified. Support outlined in this Policy is only available to employees.

## **O. Asbestos**

All work with asbestos containing materials will be carried out in accordance with the Control of Asbestos Regulations.

When licensable work has to be undertaken it must be carried out by a HSE licensed contractor, who must submit an ASB5 Notification to the HSE fourteen days before work commences.

The Lindum Group will carry out the duties defined under Regulation 4 of the Asbestos Regulations in regard to their premises in managing any asbestos containing materials.

Asbestos Awareness training is mandatory and will be provided for all staff who might come into contact with asbestos containing materials (ACM's) while carrying out their work duties in other organisations premises. This training as well as identifying the types of asbestos, products manufactured which contain asbestos, and where ACM might be located in buildings, it will also reinforce the procedure to be followed if a suspect material is found, that is:-

- Stop Work



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

- Notify Line Manager
- Await Instructions.

Emergency procedures are to be followed if asbestos material is disturbed.

Where non licensed work is being carried out, operatives must have a minimum qualification of UKATA B and have a current asbestos medical certificate.

#### **P. Noise**

The Group Divisions undertake many operations which are likely to expose employees and others to high noise levels, in recognising this the Group will:-

Carry out risk assessments to determine whether any employees are at risk from exposure to noise and what action may be necessary to prevent or adequately control that exposure.

- Take action to reduce noise exposure
- Ensure that the legal limits on noise exposure are not exceeded.

The action levels contained in the Control of Noise Regulations are as follows:

1. Lower action value for daily or weekly noise exposure is 80dB (A) peak sound pressure of 135Db (A).
2. Upper action value for daily or weekly noise exposure is 85dB (A), peak sound pressure of 137Db (A).

Exposure Limit Values (these are levels of exposure which must not be exceeded), daily or weekly exposure of 87dB (A), Peak Sound Pressure 140Db (A).

Risk assessments will be carried out to determine whether any employees are at risk from exposure to noise and what action may be necessary to prevent or adequately control that exposure.

Wherever possible noise levels will be reduced to a minimum by offering suppression, substitution of plant and using manufacturer's recommendations. Where employees are exposed between the lower and upper exposure values hearing protection will be provided when requested.

When the noise levels are identified at being 85dB (A) and above, hearing protection must be worn and hearing protection zones demarcated and signage displayed. No one should enter a hearing protection zone unless it is necessary to carry out their work and suitable hearing protection must be put on before entering the zone.

If employees are likely to be exposed at or about the upper exposure value hearing protection will be provided. Employees are under an absolute obligation to wear them.

The Group will carry out health surveillance where there is a risk to the employee's health.

#### **Q. Vibration**

Hand Arm Vibration (HAV) is a form of vibration that is transmitted into the hands and arms as a result of carrying out work tasks with hand held mechanical plant.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

Vibration rating of all hand held plant must be known. Employees will then be informed of the daily exposure time when they are in actual contact with the tool (or work process) whilst it is being operated. This is often called the trigger time.

Low vibration equipment will be used wherever possible. Where this is not reasonably practicable, an assessment shall be made and controls imposed to reduce the risk to personnel i.e. short time exposure or job rotation.

The individual use of vibrating equipment will be recorded.

Whole Body Vibration (WBV) can be experienced when operating plant, e.g. vibration passing through the seat.

**R. Monitoring, auditing and reviewing**

To ensure that health and safety performance meets predetermined plans and standards and to identify the need for remedial action, the company carried out monitoring activities as part of its management responsibility and their arrangements cover the whole range of health and safety performance standards which have been established.

Safety inspections and other activities to measure monitor and review health and safety performance and conduct audit effectiveness of health and safety management system. The policy shall be reviewed and kept up to date by the Director responsible for health and safety to take into account changes in legislation, reflect changes in the nature and range of activities carried out by the Group and take advantage of operational experience, negative and positive, as often as may be necessary.

**S. Safety signs**

All safety signs used in Lindum Group buildings and sites will conform to the Safety Signs and Signals Regulations.

**T. First Aid**

An assessment of the first aid requirements for the Lindum Group's buildings has been carried out and the number of trained first aiders has been identified. Each site will be assessed for its requirements in relation to the activities being carried out. The details and location of the first aiders are displayed in prominent positions in each department and site. First aid boxes will be checked by the first aiders on a regular basis to ensure that they are fully stocked.

Defibrillators are in Lindum Head Office, Peterborough, York and Saxilby.

**U. Visitors**

It is the duty of Lindum Group to ensure the safety of visitors to the Group premises and sites. The visitors will be inducted and should not be allowed to visit the works unaccompanied. Protective clothing shall be provided where necessary. If a visitor has an accident on Group premises, an entry shall be made in the accident book.



Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

**V. Health surveillance**

The Group will identify the potential risks arising from its work activities, provide health surveillance on a regular basis to detect the early signs of work related ill health among employees exposed to certain health risks and acts on the results.

Occupational health specialists will support the Group and carry out the monitoring of identified staff. Areas of health which have been identified as needing health surveillance are hearing loss, respiratory issues, dermatitis, hand arm vibration and exposure to biological hazards.

**W. Environmental**

The Lindum Group is committed to a positive and responsible approach to environmental matters throughout all our business activities.

The Lindum Group will employ systems and procedures to ensure compliance with all relevant laws and regulations relating to protection of the environment.

The Lindum Group will promote sustainable development to meet the needs of the present without compromising the ability of future generations to meet their own needs.

**X. Waste**

The policy of the Group in respect to waste is to

- Prevent the generation of waste
- Minimise waste produced unavoidably
- Re-use materials where practicable
- Dispose of waste correctly and cost effectively

As a group which produces, carries and treats waste, we will comply with the duty of care placed on duty holders as defined on the Environmental Protection Act.

**Y. Work at height**

In accordance with the Work at Height Regulations, Site Managers will ensure that all persons under their control, including sub-contractors, have adequate knowledge of this procedure and comply with it at all times. They must also ensure that all operatives under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height.

Employees/sub-contractors must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. Also they must not use any unauthorised access, incomplete working platform or improvised systems for access to height.

**Hierarchy of Control**

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

Collective protection is given priority over personal protection, within that, equipment that prevents falls from height, e.g. guardrails, must be given priority over equipment that arrests falls, e.g. netting.





Author	DJB	Form ID	Policy
Approved By	RW	Revision	11
Date	04/03/20	Document	Manual
Health, Safety & Environmental Management System			

#### **Work Equipment to Prevent Falls**

- Working platforms
- Scaffolding
- Mobile towers
- Stagings
- Powered access
- Mast climbers
- Low level access platforms
- Staircases
- Loading bay gates
- Guard rails/toe boards in all of the above products for edge protection.

#### **Work Equipment to Collectively arrest falls**

- Safety nets
- Soft landing systems

#### **Personal Fall Protection Equipment**

- Harness
- Lanyards
- Inertia reels

#### **Other Work Equipment**

- Ladders
- Steps

The prevention of falls is the best guarantee of safety when working at height. The equipment selected must give the maximum protection but not be out of proportion to the risk.