

## **CGSTPOL014 - HEALTH AND SAFETY POLICY**

### **Introduction**

This is a statement of policy by Cenergist Limited (Cenergist) about its intentions, organisational arrangements for ensuring the health and safety at work of its employees, visitors and consultants.

Cenergist will:

- Operate its health and safety management in accordance with the expectations set out in the applicable legislation and regulations.
- Operate a Health and Safety Committee to oversee its Health and Safety responsibilities, whilst reviewing the general practices adopted by Cenergist in respect of any health and safety risks arising from their operations.
- Operate a confidential reporting of serious concerns procedure, allowing employees to report health and safety issues and concerns in confidence.
- Ensure that effective arrangements are in place across the company to consult with employee on health and safety matters to meet applicable legislation and to ensure effective employee engagement.
- Provide its senior management team and board of directors with timely, reliable health and safety information to meet reporting requirements, to support legislative and regulatory compliance and to assist management with decision making.
- Operate and maintains its information systems to record health and safety incident information in accordance with internal company reporting requirements and applicable UK health and safety laws and regulations.
- Develop and delivers health and safety action plans to improve performance and achieve the Company's zero harm ambition.

### **Statement of Intent**

It is the policy of Cenergist to ensure, so far as reasonably practicable, the health, safety, and welfare of its employees while they are at work and of others who may be affected by their undertakings and comply with the Health and Safety at Work Act and all other allied relevant legislation as appropriate.

### **Objectives**

In order to achieve compliance with the statement of policy, Cenergist has the following objectives:

- To set and maintain high standards for health and safety in its premises.
- To identify risks and set in place programmes to remove or reduce these risks.
- To ensure that these standards are communicated to all employees.
- To ensure that all personnel are given the necessary information, instruction, and training to enable them to work in a safe manner.
- To ensure the dissemination and discussion of relevant information on safety and health issues.
- To monitor its operation in all areas of its premises.

## **Responsibilities**

To ensure the prevention of ill health and the avoidance of accidents, and the promotion of safe and healthy workplace, the following responsibilities have been defined:

**Mitesh Dhanak, Managing Director.** The Managing Director has established the overall Health and Safety Policy. The Managing Director has responsibility for implementing and monitoring the Policy, principally through the Health and Safety Manager allocated responsibility for directing Health and Safety within the company.

**Alex Brown, Health and Safety Manager.** The Health and Safety Manager is responsible for:

- Keeping the Company Health and Safety Policy under review and ensuring that it is updated as and when necessary.
- Holding periodic review meetings and issuing minutes.
- Monitoring the Policy's implementation, and setting targets or objectives where appropriate.
- Reporting progress to the Managing Director.
- Bringing to the Managing Director's attention any faults or areas of weakness in the Policy or its implementation.
- Ensuring the relevant resources are made available to enable the policy to be implemented.

**Line Managers** All line managers are responsible for:

- The practical implementation of the Health and Safety policy, the Health and Safety at Work Act 1974 and other relevant legislation.
- Ensuring that the operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities.
- Ensuring that their area of responsibility is subject to risk assessment, regular inspections, and audits.
- Ensuring that all accidents, incidents, and near misses, within the area of responsibility are reported, reviewing all such reports, and ensuring that a full investigation is carried out, with appropriate remedial action taken, where necessary.

**Individual Responsibilities** All employees are required to:

- Co-operate in implementing the requirements of all Health and Safety legislation, related codes of practice and safety instructions.
- Refrain from doing anything which constitutes a danger to themselves or others.
- Immediately bring to the attention of their line management/supervisor any situations or practices that are noted which may lead to injuries or ill health.
- Ensure that any equipment issued to them, or for which they are responsible, is correctly used and properly stored.
- Be responsible for good housekeeping in the area in which they are working.
- Report all accidents, incidents, dangerous occurrences, and near misses, in accordance with Cenergist guidance.

### Health & Safety Committee

The Health and Safety Committee (SHEQ) is the forum for the co-ordination of all health and safety matters within Cenergist. The committee has responsibility for:

- Identifying all areas of health and safety which have policy implications, including health and safety legislation, with regard to employees, visitors, and contractors while on the premises of Cenergist.
- Evaluating implications of these issues to the Company, and their prioritisation with regard to resources and implementation.
- To advise the organisation on all matters concerning health and safety.

### Communication

The names of the Manager designated with the responsibility for health and safety and the Company Safety Representatives are to be prominently displayed for the information of all employees.

### Consultation & Training

The Managing Director is committed to involving employees at all levels in the maintenance of Health and Safety standards and to provide them with adequate information, instruction and training. External Health and Safety consultants will be used to provide professional health, safety, and occupational advice, as required.

### Implementing the Policy

A key duty in our role as principal contractor is to have in place the necessary arrangements, as set out in the Company's 'Safety Management System' manual and the appendix to this policy, to properly plan, manage and co-ordinate work during all aspects of our work in order to ensure that risks are properly controlled.

The success of the implementation of the policy depends upon the co-operation of Management, staff and employees who must be familiar with, and observe its contents and take appropriate action when necessary.

### Policy Review

The effectiveness of general policy statement and other specific policies in use throughout the Company will be regularly reviewed and revised as and when necessary.

Signed		Date	11 August 2022
Name	<b>Mitesh Dhanak</b>	Position	<b>Managing Director</b>

**HEALTH & SAFETY POLICY – IMPLEMENTATION ARRANGEMENTS.**

The following arrangements have been put in place to ensure compliance with our Health & Safety policy and to provide clear guidance and the tools for employees and those working on our behalf to ensure that we operate in a correct and safe manner. These are in the form of narrative instructions below or individual policies and guidance that are available in the Cenergist 'Safety Management System' manual and forms cabinet.

**ARRANGEMENTS**

- A1 Emergency Plans**
- A2 Treatment, reporting and investigation of accidents.**
- A3 Medical and first aid facilities**
- A4 Legal compliance**
- A5 Personal protective equipment**
- A6 Hazard control (COSHH)**
- A7 Manual handling**
- A8 Electrical safety portable electrical equipment**
- A9 Work equipment**
- A10 Fire**
- A11 Disciplinary procedures**
- A12 ASBESTOS**
- A13 Risk assessments & method statements (RAMS)**
- A14 Safety inspections monitoring**
- A15 RIDDOR information**
- A16 Management of sub-contractors**

**For internal users the following information can be obtained from Cenergist Central Intranet**

- 1. Register of Company Policies
- 2. Register of Company Forms

**A1. EMERGENCY ACTION****What to do if you discover a fire.**

If you discover a fire on company premises, it is essential for your safety and the safety of others that you take the following actions in order of priority given below.

The reason that reporting a fire must be your first priority stems from the following. If you discover a fire and attempt firefighting or any other action before making a report, the fire could get out of control and trap people, including yourself. This could lead to severe injuries or deaths.

Having reported the fire, endeavour to extinguish it using the first strike firefighting equipment, but only if it is safe to do so.

**REMEMBER**

- i) Lives are more important than property.**

- ii) **Prompt action with firefighting equipment will deal with most outbreaks of fire and can save lives, company assets and, ultimately, jobs.**

When an evacuation becomes necessary, follow the instructions given and obey the evacuation drill. Fire Wardens are based in all offices.

**Raise the Fire Alarm, Get out, Get the Fire Brigade out, Stay out**

**ALL FIRE ESCAPE ROUTES MUST BE KEPT CLEAR AT ALL TIMES.**

**Evacuation**

What you must know in the event of an evacuation.

**It is the duty of every employee to read and understand the fire and evacuation posters displayed throughout company premises.**

**Fire actions**

The assembly area on evacuation will be the **car park area at the front and to the side of the building by the main road.**

In case of fire on site: - follow the Site, Emergency Arrangements which are issued at Induction for each project.

***Additional Information, Guidance & Forms***

*Cenergist Safety Management System*

*CGSTPOL025 Employee Induction Policy, Guidance and Checklist*

*CGSTPOL032 Fire Safety Management*

*CGSTFORM033 Fire Risk Assessment*

**A2. TREATMENT, REPORTING AND INVESTIGATION OF ACCIDENTS**

The term, 'accident', is to be defined as any unplanned event that may cause personal injury and/or property damage and/or interruption to the work process. It will include 'near misses'.

The company will provide and maintain first aid facilities for the treatment of injuries.

It is important that ALL accidents involving injury, damage to health, property, plant, or equipment, and all near misses, are reported to Site Supervisor without delay. It is equally important that all defined accidents and dangerous occurrences are reported to the enforcing authorities. This will be done through the Health and Safety Managers.

All accidents must be recorded in the Accident Book which is held in all offices.

All accidents/ near misses will be internally investigated; a written report will be prepared by the Health and safety Managers; other employees will be notified and asked to implement safety procedures highlighted as a result of the accident / near miss.

The Health and Safety Site Manager will ensure all Accident report forms are completed by both victim and witness(es) as soon as possible after the appropriate First Aid treatment has been given and will ensure accidents reportable to the HSE are reported in the proper way.

All Reportable Accidents under the RIDDOR Regulations must be subjected to a thorough and meaningful investigation. We believe that the prime purpose of this investigation is the initiation of positive action to prevent a recurrence.

RIDDOR Reportable accidents that may occur to employees working within the United Kingdom

Shall be reported to the HSE within 3 working days as per the regulations. If any employee suffers a RIDDOR Reportable accident while working anywhere else in Great Britain the accident shall be reported to the HSE within 7 working days as per the regulations.

Other workers will be notified of the accident and the procedures put in place to avoid a recurrence.

Regular analysis of accidents by type and cause will take place to identify and correct adverse trends.

***Additional Information, Guidance & Forms***

*Cenergist Safety Management System*

*Section A15 Below - RIDDOR INFORMATION*

**A.3 MEDICAL AND FIRST AID FACILITIES**

First aid facilities have been provided in accordance with the statutory requirements. Training will be provided to ensure Site Supervisors are trained in First Aid at Work.

Office Staff have the names of the First Aid Appointed person(s) indicated on the noticeboard and First Aid equipment is available in the Offices which is checked monthly.

Site Staff also have a First Aid Appointed persons including all Site Managers and First Aid equipment to be checked with weekly site inspections.

***Additional Information, Guidance & Forms***

*Cenergist Safety Management System*

**A4. LEGAL COMPLIANCE**

The company has an up-to-date register of all current health & safety legislation that affects the company. This current annual register is reviewed every six months by the Health and Safety Manager who reports the findings to the Managing Director.

The company keep up to date with any changes in legislation that may affect their works by receiving weekly HSE Safety Bulletins, checking the HSE website on a weekly basis as well as receiving monthly publications Health & Safety - Tips & Advice, Health & Safety Adviser & Safety and Health Practitioner.

Legislation forms part of the agenda for health & safety committee meetings.

**A5. PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment (PPE) is issued by the company where the health and safety of people cannot adequately be protected by other means.

The company supplies any protective equipment that is necessary. Whilst the equipment remains the property of the company, it is provided as a personal issue. Employees are not to lend it to anyone else and are required to wear/use it when applicable, not to misuse or willfully mistreat it, keep it in a clean condition and report any defect, loss, or damage to the Site Supervisor.

A wide variety of PPE is available for personal protection. Information about the most appropriate type of protection to be used for any particular type of risk can be obtained from the Health and Safety Manager. Office Manager and/or Site Supervisor.

PPE will be supplied by the Health and Safety Manager. Office Manager and/or Site Manager and/or Supervisor who can provide advice and arrange the supply of additional PPE where necessary.

Non-compliance with instruction for the wearing of designated PPE as set out by the company can result in disciplinary procedures and may lead to dismissal.

***Additional Information, Guidance & Forms***

*Cenergist Safety Management System*

*CGSTPOL30 Risk Assessment & Method Statement (RAMS)*

**A6. HAZZARD CONTROL - COSHH (Control of Substances Hazardous to Health)**

To ensure that the company complies with the COSHH Regulations, the company has created COSHH assessments for all substances in use. Material safety Data Sheets (MSDS) are also held for each substance.

A COSHH File is held at head office and at each site containing COSHH Assessments and MSDS.

A COSHH Register is held on the company's IT server which contains COSHH Assessments and MSDS on all materials used.

These are updated as required when new substances are used.

The company asks all employees to co-operate with management and ensure that a COSHH assessment has been completed on all substances or new processes prior to its introduction into the working environment. All workplace instructions must be complied with at all times.

***Additional Information, Guidance & Forms***

*Cenergist Safety Management System*

*CGSTFORM 027 COSHH Assessment*

**A7. MANUAL HANDLING**

Cenergist Limited will control the risks to employees and/or persons working on our behalf (personnel) arising from handling activities and how we will meet the requirements of the Manual Handling Operations Regulations 1992.

The work conducted by Cenergist Limited has the potential to expose all personnel to risks associated with manual handling operations. We recognise this fact and will:

- ensure all handling risks are covered by risk assessment.
- provide mechanical handling aids if appropriate to the task.
- develop work schedules to minimise instances of manual handling.
- provide manual handling training for those staff identified as requiring it.
- ensure that Contractors have the appropriate training before undertaking work on our behalf.

Once trained it is expected that all personnel will follow the correct techniques for all manual handling activities.

The term 'manual handling' is used to denote any job or task where human effort is needed to move an object, including lifting, lowering, pushing, pulling, etc.

***Additional Information, Guidance & Forms***

*CGSTPOL029 Manual Handling Policy & Procedure*

*CGSTPOL30 Risk Assessment & Method Statement (RAMS)*

*CGSTFORM 027 COSHH Assessment*

## **A8. ELECTRICAL SAFETY - Portable Equipment**

Electrical accidents cause damage to plant and buildings, serious injury and, sometimes, death. The Electricity at Work Regulations 1989 require installations to be of proper construction, conductors to be insulated, or other precautions taken and there must be a means of isolating the supply.

However, there is less risk from fixed electrical installations compared to portable electrical appliances, which are subject to more wear and tear.

Portable electrical appliances are defined as any equipment that is powered by a flexible lead and plug. These portable electrical appliances will be subject to routine inspection and testing in accordance with the Electricity at Work Regulations 1989 which require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. If there are any signs of damage, the equipment must be fixed by a qualified electrician, re-tested and re-certified before it can be re-used.

The Health and Safety Manager will ensure that arrangements are made for the above tests to take place. All new portable items introduced into sites must be reported to the Health and Safety Manager for inclusion in the appropriate register of appliances.

### **Electrical Accidents**

Typically, electrical accidents are caused by:-

- Apparatus which is unsuitable for the duty and conditions of use.
- Inadequate maintenance or misuse.
- The use of defective apparatus.

### **Electricity can cause:**

- Burns.
- Electric shock – results in muscle contraction and can disrupt breathing and the heart. A very low current across the heart can be fatal in a fraction of a second.
- Ignition source
- A fall from height if the person gets a shock and jumps backwards.

### **Precautions**

- We all can help minimise the risk of injury by observing the following precautions.
- The first consideration for protecting people is whether a low voltage system can be used (e.g., battery or 110v). This significantly reduces the potential for harm but remember that even these low volts can still act as a source of ignition.

Other safety precautions include:

- Use of double insulated equipment – extra layers to prevent contact with live conductors.
- Fuses that “blow” if excess current flows
- Circuit breakers
- Earthing conducting parts so they cannot become live.
- Always use the right equipment for the job
- Ensure electrical equipment is in good condition.
- Cables are in good condition and plugs are not damaged - simply use your powers of observation.
- Only equipment designed to be used in harsh conditions (e.g., in damp, dust or vapors) should be used in these environments.

- Never attempt to repair electrical equipment yourself – always get a competent electrician to carry out repairs and maintenance work.

If you have any concerns about the safety of electrical equipment, take it out of service and have it checked by an electrician before using it again. Never interfere or attempt to modify electrical fixtures and equipment.

Periodically, all staff must check electrical fixtures and equipment for: -

#### **Damage to Plugs and Sockets**

- Unserviceable equipment should be reported to your Site Supervisor for remedial action.
- If there is a smell of burning, turn off the appliance and have it checked before using it again.
- It is not recommended that multi plug adapters be fitted to a single socket outlet.
- Do not put foreign objects into socket ports.

#### **Damage to Cables**

- Cables should be kept as short as possible and where an item of equipment is fixed, it should be permanently wired.
- Examine cables to ensure that there are no splits or cracks. This is especially important where cables are used in areas particularly vulnerable to damage and where cables are connected to plugs and sockets.
- Damaged cables should always be replaced.
- Taped joint repairs are not acceptable.

#### **Damage to Apparatus**

- Most electrical apparatus is safe and will not cause electrical shock because live parts are enclosed. However, through use, and sometimes misuse, the casing and controls of apparatus can become damaged.
- A visual inspection of electrical apparatus should be made frequently to ensure that the casing has not been broken or damaged and that all safety features are operative.
- Electrical apparatus should not be carried by its lead as this is likely to loosen internal connections and can result in the apparatus becoming unsafe.
- Do not take the covers off electrical equipment unless authorised to do so.

#### **Environmental Conditions**

Electrical apparatus is safe when properly selected for use. It is important, however, that the environmental conditions are considered carefully. A portable tool that might be safe for use in one situation may become lethal in another:

- Portable electrical equipment, unless of an intrinsically safe design, must not be used in an area where flammable vapors are present.
- Electrical and water do not mix. Portable electrical equipment and its cables should not be used where working conditions are wet or damp unless the apparatus and its connections are properly designed for use under such conditions.

### **Personal Equipment**

No personal electrical equipment is permitted to be brought into work areas unless.

- The Manager responsible for the areas has approved it.
- The equipment has been checked by a competent electrician.

### **First Aid following electrocution**

The following procedure should be carried out if someone is electrocuted, **with the steps carried out in this order:**

1. Summon help (999)
2. Isolate supply
3. If it is not possible to isolate, move the casualty using non-conducting pole or similar.
4. Once the person has been detached from the supply, treat as per symptoms (breathing, heart)

### ***Additional Information, Guidance & Forms***

*Cenergist Safety Management System*

*CGSTPOL30 Risk Assessment & Method Statement (RAMS)*

## **A9. WORK EQUIPMENT**

### **Lifting Equipment & Accessories**

Where there is a requirement to contract in lifting equipment and or services only trained and certified operators, properly tested and marked lifting equipment & accessories must be used as per relevant statutory provisions and specifically LOLER Regs 1998.

### **Welding Equipment**

All electric welding sets must be connected to earth terminal pads. Wires used for the purpose of earthing welding sets must be the same size as the supply and return wires.

If any problems arise regarding the earthing of welding equipment, the Company must be consulted before the equipment is put into operation.

The area around the workplace must be clear of inflammable materials. Screens or mats must be used to prevent sparks, etc. from falling below or on to adjacent equipment. If possible, screens will be provided to protect persons from exposure to electric arcs.

Welding rods must be kept in suitable containers. Welding equipment must be isolated at the end of each work period.

### **Compressed Air Equipment**

Compressed air equipment is used to power tools and other equipment.

Compressed air equipment, including air receivers, needs to be examined regularly by a competent person (often employed by an insurance company) who will advise on the frequency and type of examination required.

Injuries, occasionally fatal, can be caused by accidental or deliberate injection of material and/or compressed air either through the skin, or into a body orifice. Internal organs rupture at lower pressures compared with those of compressed air lines. Ordinary working clothes do not significantly restrict the penetration of compressed air into the body.

Care should be taken to avoid accidental injection when using compressed air equipment, particularly in awkward or confined situations and when clearing or cleaning guns.

Horseplay involving people and compressed air equipment should be strictly forbidden.

Because the degree of injury is not always immediately apparent, medical advice should always be sought after compressed air penetration occurs or is suspected.

## **Confined Spaces**

The hazards of working in a confined space are well documented. Regulations and guidance exist informing management of the actions necessary to eliminate, reduce or control the risks.

The main considerations are the identifications of a confined space, some are obvious, a vessel tank, pit, sewer etc. Others are not, especially in the fabrication of component parts. Size and configuration, although meaningful do not on their own decide what is or is not a confined space.

Natural ventilation is the key - if natural ventilation is stopped or restricted then the area must be considered a confined space.

Other considerations must be the process being carried out e.g., chemical, burning, welding, pre-heating, painting etc. – each process adding its own hazard.

Once the confined space has been identified, then precautions must be taken in a permit to work system.

Training will be provided for those entering confined spaces.

## **Permit to Work**

A permit to work system is a safety procedure designed to protect personnel working in specific hazardous areas.

A Permit to work system performs a number of key functions:

- It ensures work does not start until all necessary preparations have been completed.
- It communicates information about hazards and controls to the operatives.
- It defines what can and cannot be done whilst performing the task.
- It makes sure that people normally in charge of the plant, equipment and/or the area know when hazardous work is being carried out.
- It records the location of where people are working in case of an emergency.
- It provides a formal hand-back when work is suspended or completed so that there is no ambiguity about who is in control of the plant, equipment, or area at any time.

A permit to work does not, in itself, make the job safe but is a guide, dependent for its effectiveness upon the observance of the set procedures by those involved in the work activity.

The types of work typically covered by a permit to work system include:

- Hot works
- Confined space entry
- Electrical work

- Excavations
- Pressure testing

The company and its employees will conform to the Project Permit to Work System as instructed by the Project Management on individual contract or when Cenergist Ltd believe Permit to Work Systems are appropriate.

### ***Additional Information, Guidance & Forms***

*CGSTFORM 026 Hot Work Permit*

### **Working at Heights**

The new working at height regulations requires that all working at height activities are risk assessed. The following hierarchy of risk applies:-

- Avoid if reasonably practicable.
- Use working platforms with guard rails and toe boards.
- Use collective fall arrest such as nets and air bags.
- Use personal fall protection such as harnesses and rope access.
- Use ladders and step ladders.

Temporary working platforms may be used provided they are erected by trained and competent personnel in accordance with the correct procedures and with the manufacturer's instructions.

Temporary scaffolding (e.g., Tubes and Fittings) shall only be erected or dismantled by trained, competent and authorised personnel. All those working at height shall be competent to do so.

### **Safe Access/Scaffolds**

All scaffolds and/or working platforms must be erected by trained and competent personnel and have a safe means of access and egress.

They should be examined and tagged by a competent person before first use and should only be moved and/or re-erected by competent, authorised personnel.

Scaffolds/ working platforms should be visually examined daily before persons mount the structure to ensure all crossbars, toe-boards and other safety measures are in place.

A written weekly inspection report should be prepared by the Site Supervisor where the scaffold/ working platform remains in position for that length of time.

### **Ladders / Steps**

Ladders and steps should only be used for short durations, for light work and in inaccessible places where it is impossible to erect working platforms.

Necessary safety precautions when working with ladders – They should:

- Be correctly secured/lashed.
- Extend 1.05 m above the landing stage.
- Be so placed as to provide a secure foothold.
- Be placed on firm and level ground.
- Where a ladder cannot be secured to prevent slipping, it must be footed at the base.
- Be inspected regularly and, if damaged, taken out of use
- Not be lashed together.

**Additional Information, Guidance & Forms****CGSTPOL30 Risk Assessment & Method Statement (RAMS)****A10. FIRE SAFETY****Responsibility for Fire Safety:**

As with wider health and safety, overall responsibility for fire safety rests with the senior management of Cenergist Ltd. Responsibility for the implementation and operation of the fire safety arrangements rests jointly with the Managing Director and the Health and Safety Manager.

The MANAGING DIRECTOR has ultimate responsibility for Health and Safety within Cenergist Ltd. He is responsible for overseeing the effective implementation of the Cenergist Ltd Health & Safety Policy, Organisation and Arrangements and shall ensure that arrangements are in place to ensure that Health, Safety and welfare issues are adequately assigned, and accountability understood and accepted by all.

The Health and Safety Manager holds responsibility for the alarm, provision of fire extinguishers and appointment of competent engineers to undertake the installations and routine service requirements. He is responsible for ensuring that all sites/departments are given the requisite information to enable the business to protect its staff, visitors and property. The Health and Safety Manager will ensure that written plans exist for all sites, that training is given as needed, that this training is suitable and that any additional support required is provided.

**Risk Assessment:**

Cenergist Ltd will ensure fire risk assessments are conducted on all properties/sites occupied by it for the purposes of its business.

Risk assessments will be conducted by the Health and Safety Manager.

Risk assessments will be reviewed annually, and the significant findings discussed between all relevant parties.

Specific site Fire Risk Assessments will also be carried out where this is deemed as necessary by Cenergist's Health and Safety Manager.

**General Precautions:**

**Housekeeping.** Individuals will take reasonable steps to minimise the accumulation of combustible materials such as paper wastes. The Health and Safety Manager and site Supervisors will maintain a constant vigilance for inappropriately stored materials. Waste materials are removed and disposed of at regular intervals, minimising build-up.

Burning of rubbish is not permitted on site.

**Smoking.** In accordance with the Smoking (Northern Ireland) Order 2006 and similar other UK legislation, smoking is prohibited everywhere at company offices, vehicles, workshops, and sites except within designated areas.

**Portable Heaters**

Portable electric heaters may be used. If required, checks must be made that they are turned off when not in use and that they are not placed under desks, tables, or in any other location where they may pose an ignition risk.

## **Fire Records**

This policy, including instructions and records, will be made available to any Fire Authority or Health and Safety Executive inspector.

Also associated with this document but not held within it are:

- Staff training records
- Fire risk assessments
- Layout plans / drawings
- Annual fire extinguisher service reports

## ***Additional Information, Guidance & Forms***

*Cenergist Safety Management System*

*CGSTPOL025 Employee Induction Policy, Guidance and Checklist*

*CGSTPOL032 Fire Safety Management*

*CGSTFORM033 Fire Risk Assessment*

## **A11. DISCIPLINARY PROCEDURE – In relation to health and safety litigation**

### **Introduction**

Our working environment, like any society, must have accepted standards of efficiency and conduct that must be observed by everyone in the interests of all. The object of the disciplinary procedure is to ensure that all employees subject to the procedure are dealt with in a fair and consistent manner.

### **Incapability**

If an employee is considered incapable of performing their duties to the satisfaction of management, they will be given a written warning by a Director. The warning will state the nature of the incapability or performance shortfall and will give a reasonable period for the employee to reach the desired standard.

If the desired standard of performance has not been achieved by the employee by the date stated on the warning, the employee will be given a final warning.

If the desired standard of performance has not been achieved by the employee by the date stated on a final written warning, the employee will be dismissed.

### **Minor Misconduct**

If an employee is considered guilty of minor misconduct, the employee will be given at least one written warning by a Director. The number of warnings will depend upon the nature of the misconduct and other circumstances. If an employee is considered guilty of similar misconduct to that for which the employee has received a final written warning within the previous six months, the employee will be dismissed.

### **Examples of minor misconduct** (This is not an exhaustive list)

- a) Failing to use personal protective equipment as instructed.
- b) Damaging PPE issued to you by the company.
- c) Careless or negligent acts which may cause an incident or accident resulting in injury or damage.
- d) Non-compliance with safety instructions as set out by the company.

- e) Non-attendance at any training course selected by the company for you to participate in.

**Major Misconduct** (This is not an exhaustive list)

A final written warning will be issued for:

- a) Dangerous physical horseplay
- b) Failure to report damage or defects to a company vehicle or property in your care.
- c) Serious neglect of safety/security rules
- d) Behaving in a manner likely to endanger yourself, colleagues or members of the public.
- e) Reckless behaviour which could result in injury or damage to property/persons.
- f) Willful disobedience or insolence.
- g) Willful neglect of safety rules or procedures.

**Gross Misconduct**

If an employee is considered guilty of gross misconduct, the employee may be suspended by a Director pending investigation by the Company. If it is decided that the employee should be dismissed, the employee will be dismissed without notice. Gross misconduct includes but is not limited to;

- a) Physically violent behaviour
- b) Deliberately ignoring safety/security rules thereby endangering one's own, or another's physical well-being or safety.
- c) Failure to report an accident occurring during work hours or involving company property.
- d) Fraud Incl. falsely claiming accidents.
- e) Consuming intoxicants during working hours or bringing intoxicants into the premises without permission.
- f) Intoxication induced by alcohol or drugs.

***Additional Information, Guidance & Forms***

*Cenergist Safety Management System*

*CGSTPOL010 Disciplinary Policy*

*CGSTPOL024 Drugs & Alcohol Policy*

*CGSTPOL025 Employee Induction Policy, Guidance and Checklist*

**A12. ASBESTOS**

The long-term dangers of diseases and health risks associated with asbestos in the work area are now more widely accepted than they were years ago. The company shall ensure they follow all procedures under the Control of Asbestos Regulations 2012.

It is Management's aim not to expose our workers, or those working on our behalf, to any such dangers. Therefore, we will endeavor to gather pre-construction information from projects where the likelihood of the presence of asbestos is high and ensure that any such danger is eradicated before our workers go to site.

We will also train our operatives in recognising the different types of asbestos by the use of Toolbox talks, Asbestos Awareness Training and visual aids.

We will advise our operatives that, if they suspect the presence of asbestos, to immediately stop work in that area and report their suspicions to their supervisor who will then refer to Management requesting further clarification.

All operatives who are required to work on site will receive Asbestos Awareness Training.

#### ***Additional Information, Guidance & Forms***

*Cenergist Safety Management System*

*CGSTPOL028 Asbestos Policy*

*CGSTFORM 031 Asbestos Risk Assessment*

### **A13. RISK ASSESSMENTS & METHOD STATEMENTS (RAMS)**

#### **Risk Assessments:**

Risk Assessments will be carried out to identify hazards in the workplace and assess the risk to employees who may be exposed to such hazards. Where hazards are identified, the Company will, where practicable, eliminate or reduce the risk. Prior to the start of established Projects, a Site-Specific Risk Assessment shall be produced by the Health and Safety Manager. The Site Supervisors shall complete risk assessments on an ongoing basis throughout the Project updating employees on new hazards which have arisen during the course of the Project.

Cenergist applies the Five Steps to Risk Assessment:

1. Hazard identification
2. Decide who might be harmed and how.
3. Assess the risks.
4. Record assessment findings
5. Assessment review

The risk assessment process shall be practical and take account of the views of those who will have practical knowledge to contribute.

#### **Specific Risk Assessments**

The following is a selection of regulations that require a specific formal assessment.

- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work 2005
- Manual Handling Operations Regulations 1992 (as amended 2002)
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)
- Personal Protective Equipment at Work Regulations 1992
- Working at Height Regulations 2005

This is not a complete list and current regulations should be consulted.

**Generic Risk Assessments** are created for various generic risks.

When developing risk assessments, a hierarchy of controls will be applied in order as follows:

1. Elimination. If possible, avoid a risk altogether, e.g., do the work in a different way, taking care not to introduce new hazards.
2. Substitution. Replace the material or process with a less hazardous one ensuring the alternative is safer than the original.
3. Engineering Controls. Consider separating the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment.

4. Administrative Controls. Identifying and implementing procedures needed to work safely e.g., supervision, instruction and training.
5. PPE. As a last resort PPE compliance to be managed closely to ensure proper use. Due to its least effectiveness, workers must be trained in the function and limitation of each item of PPE.

All risk assessments will be reviewed annually and following any incident.

### **Method Statements**

The Company is committed to ensuring Safe Systems of Work are introduced into its operations. Therefore, where complex or potentially hazardous activities are identified, method statements will be produced.

Method statements are initiated at the planning stage by the Health and Safety Manager and subject to approval by the Client, or Safety Manager.

Any changes in procedure, departure from the method statement or revision will be notified to the originator, and any revision to the method statement will be subject to approvals as above.

### ***Additional Information, Guidance & Forms***

CGSTPOL30 Risk Assessment & Method Statement (RAMS)

## **A14. SAFETY INSPECTIONS MONITORING**

All Managers and Supervisors are responsible for the monitoring of all activities and to ensure that, so far as is reasonably practicable, all such operations and activities are safe and without risk to health.

The Health and Safety Manager and Health and Site Supervisors/Managers will carry out Site Audits regularly and prepare written reports for Management.

## **A15. RIDDOR INFORMATION**

### **Accident Reporting Requirement:**

#### **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 unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

#### **Over-three-day incapacitation**

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

**Accident** - In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work. Injuries themselves, e.g., 'feeling a sharp twinge', are not accidents. There must be an identifiable external event that causes the injury, e.g., a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (e.g., repetitive lifting), are not classed as 'accidents' under RIDDOR.

**Work Related** - RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out.
- any machinery, plant, substances or equipment used for the work or;
- the condition of the site or premises where the accident happened.

Relevant online report forms will be completed and returned by the companies Health and Safety manager. Copies will be held on file.

#### **A16. MANAGEMENT OF SUB-CONTRACTORS INTRODUCTION**

Cenergist (the Company) is committed to operating the highest standards of compliance when assessing and selecting Contractors and/or Sub-contractors to work on our behalf.

To assess potential contractors before approving them we will include the following checks:-

- Insurances must have as a minimum Employer Liability cover of £10,000,000, Public/Products Liability of £5,000,000 and in relation to Design/Consultancy services Professional Indemnity of £1,000,000.
- Competence to include work related, quality, environmental and health and safety training completed.
- Evidence of experience in the same type of work.
- References from previous clients which are checkable.
- Accident/ill health statistics.
- Evidence of qualifications, skills and ongoing training.
- Evidence of health and safety training.
- Risk assessments and method statements for the work to be carried out.
- A statement of their criteria for selecting sub-contractors.
- History of any prohibition or improvement orders, from the Health & Safety Executive (HSE) or from an Environmental Agency.
- Assessment of their HSEQ policies and procedures.
- Sub-contractors will complete a HSEQ questionnaire as part of the initial assessment and then annually when approved.

When approved by the H&S manager, the following controls will remain in place:-

- Each sub-contractors' details will be held on record for review.
- Ensure that there is co-operation and co-ordination at all times between company staff and the contractors/subcontractors.
- Make the contractors/subcontractors aware of company health and safety procedures and policies.
- Provide management and supervision to ensure the safety of contractors/subcontractors.
- Ensure sub-contractors' plant / tools/ equipment is maintained and fit for purpose.

- Where sub-contractors are working to our direction, to ensure they are fully aware of all relevant method statements and risk assessments.
- Where sub-contractors provide their own method statements and risk assessments, ensure these are adequate.
- Give information on emergency procedures, site rules and welfare facilities.
- Co-ordinate and control the work and ensure all parties are aware of their responsibilities.
- Maintain regular communication with all parties to ensure everyone has up to date information.
- Make company employees aware of hazards created by contract activity.
- Monitor health and safety performance.

#### **Duties of Sub-contractors:**

- All contractors undertaking work for Cenergist Ltd have a duty to comply with all statutory and company requirements in respect of health, safety and welfare at all times.
- Ensure that the company rules and preliminary undertakings are fulfilled prior to the commencement of work at the site.
- Ensure that effective communications are maintained and that all procedures are fully complied with.
- Provide details of work to be undertaken and any hazardous substances or materials being brought to site,
- Provide site-specific risk assessments and method statements as appropriate prior to commencement of operations on site.
- Ensure that the site emergency procedures are understood and if required demonstrated prior to work being undertaken.
- Advise the Site Manager immediately in the event of an accident/incident or ill health arising during the undertaking.
- Co-operate fully with Cenergist Ltd in the event of an investigation being undertaken following any incident on site.
- At all times ensure that persons brought to site are competent, adequately supervised and conduct their activities in a responsible manner.
- Comply with all permits to work and safe systems of work requirements detailed in either statutory duties or the Construction Phase Health and Safety Plan.
- Advise the Site Manager immediately of any unforeseen hazards which arise during the undertaking and if necessary, cease all activities until the hazard has been removed or controlled.
- Ensure that a representative attends all Site Safety meetings, and that effective reporting occurs.

#### ***Additional Information, Guidance & Forms***

*Cenergist Safety Management System  
CGSTPOL027 Contractor Selection Policy  
CGSTFORM030 Contractor Onboarding*