



DENTON

Health & Safety Policy

DENTON POLICIES

HEALTH AND SAFETY POLICY

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REVISION 28

UPDATED MAY 2024

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Updates to Health and safety policy

1.	First Issue
2.	CDM and Smoking Update
3.	Corporate Manslaughter and Corporate Homicide Act Site Waste Management Plans Regulations
4.	Introduction added, Reference to legislation added, arrangements for Contractors added, COSHH added, Policy Statement amended and CDM amended
5.	Updating of Contractor PQQ
6, 7 & 8	Revise layout of Policy
9	Changes to signature on Policy Statement and Organisation Chart.
10	Organisation Chart and First Aid Guidance changes
11	Changes to Accident Guidance on reporting under RIDDOR
12	Additional Joint Director added
13	Accident Guidance update to RIDDOR 2013. First Aid Guidance removes HSE trainer approval.
14	Revision of employee responsibilities
15	Responsibilities of Health and Safety Manager added
16	Legislation update, including CDM 2015.
17	Revise Policy – update structure and responsibilities
18	Revise Policy – update structure and responsibilities
19	Revise Policy logo and addresses update due to office move.
20	Change in structure, addition of Director and some amendments to responsibilities. Addition of Policies on confined space working and work-related stress.
21	Amendment to Structure, addition of Policy on Covid 19 & annual review
22	Amendment to Structure, and updated First Aider/Fire Marshal for Offices
23	Amendment to Board of Directors and First Aider
24	Amendment to First Aider/Fire Marshal for Offices
25	Update to London office address
26	Update of office first aiders and fire wardens
27	Removal of Covid-19 legislation
28	Update of structure, making responsibilities clearer, removal of first aider

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INTRODUCTION

Our Health and Safety Policy provides us with the means to manage health and safety in an efficient and effective way, to ensure we meet the requirements of the law and safeguard the health and safety of our employees and others affected by our activities.

In our Health and Safety Policy we declare how we will manage health and safety, stating our policy on a range of issues that affect us. We support these stated intentions with internal arrangements such as the procedures to be followed, training requirements and records to be kept.

We identify our organisation for managing health and safety and designate individual responsibilities at all levels, to ensure we are all aware of the duties that we hold to create and maintain a safe working environment.

We expect our contractors to comply with their own duties under health and safety legislation. However, we have procedures in place to ensure we only place contracts with competent contractors and we monitor the performance of our contractors to confirm this competence.

This document should provide the information you require to put our policy into practice.

If you have any problems understanding what is required of you then in the first instance you should speak to your manager.

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HEALTH AND SAFETY POLICY STATEMENT

The Board of Directors acknowledge their overall responsibility for Health and Safety for the company.

As one of the Joint Directors I will ensure arrangements are in place to:

Establish and implement a Health and Safety Management System to manage the risks associated with our premises and activities.

Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.

Actively promote an open attitude to Health and Safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.

Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.

Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.

Ensure that responsibilities for Health and Safety are allocated, understood, monitored, and fulfilled.

Employ only competent contractors to work on our behalf, and to monitor their competency.

Retain access to competent advice and assistance through our internal Health and Safety Manager thereby ensuring that we are aware of relevant changes in legislation and 'Good Practice'.

It is the duty of all of us when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do.
- To co-operate with each other so that we can all comply with our legal duties.
- To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

SIGNED



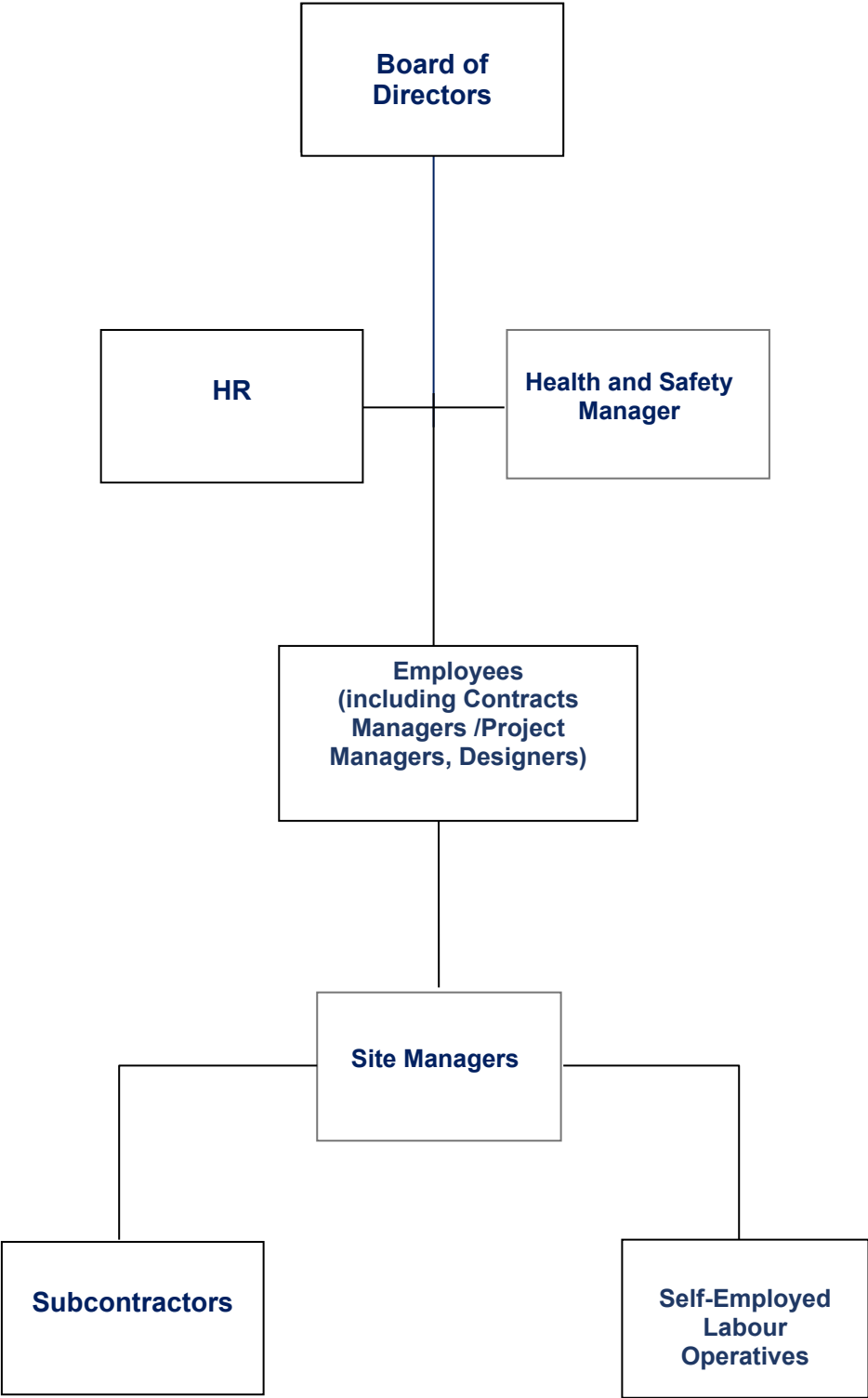
MARTIN ARLETT
BOARD DIRECTOR

DATE: MAY 2024

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ORGANISATION

In order to put the company’s health and safety policy into effect, an organisation for health and safety has been established (see below).



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HEALTH AND SAFETY RESPONSIBILITIES – BOARD OF DIRECTORS

The Directors are jointly responsible within Denton for ensuring that:

The company's Health and Safety policy documentation and Health and Safety Management System are developed, implemented, monitored, communicated effectively, reviewed, and amended as required.

Make certain that sufficient funds are available to provide adequate welfare facilities, safe systems of work and suitable equipment in the execution of the Company's activities, to avoid injury, ill health, and damage.

Employees understand their responsibilities for health and safety as defined in this policy and are encouraged to report hazards and raise health and safety concerns.

There is adequate communication and consultation with staff on health and safety issues.

Employees receive sufficient training to ensure they are competent to carry out their work in a safe manner.

When required, meetings are held where health and safety issues can be discussed, progress made against objectives, plans monitored, and actions decided.

Accidents, ill health and 'near miss' incidents at work are investigated, recorded, and reported.

Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.

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HEALTH AND SAFETY RESPONSIBILITIES – DESIGNERS

Designers within Denton are responsible for ensuring they understand and implement their duties, (along with those of the Principal Designer where required) as defined in the Construction (Design and Management) Regulations 2015.

Designers will ensure that:

Foreseeable health and safety risks are eliminated, considering the health and safety of those who carry out the construction work (or those who could be affected by the works), maintaining, and cleaning the completed fit-out and using the premises as a place of work. Or where foreseeable risks cannot be eliminated, take steps to reduce or control the risks that cannot be eliminated.

The Principles of Prevention are applied.

Their designs take account of the Workplace (Health, Safety and Welfare) Regulations 1992.

They co-operate with others involved in the project, including external designers and contractors.

That all prospective external designers (including consultants and sub-contractors) are competent and resourced to undertake the proposed work activities prior to being appointed or employed by Denton.

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HEALTH AND SAFETY RESPONSIBILITIES – CONTRACTS/PROJECT MANAGERS

Contracts Managers and Project Managers are responsible within Denton for ensuring that:

To read and understand the company Health and Safety Policy and undertake their work in accordance with its requirements.

All projects are designed, planned, developed, and implemented in accordance with the law and are safe.

There is co-operation and co-ordination between all designers and contractors working on the project.

A Refurbishment Asbestos Survey is undertaken (where required) and that the survey findings are communicated to the project team, subcontractors, and operatives on site.

A suitable and sufficient Construction Phase Plan is developed and available on site prior to site set up commencing, is issued out to the site team and all subcontractors appointed to carry out the works, is fully implemented, reviewed and updated throughout the Construction Phase.

Suitable and sufficient welfare facilities are provided on site in accordance with Schedule 2 of the Construction (Design and Management) Regulations 2019 prior to construction works commencing and that these are maintained until the end of the project.

That suitable and sufficient risk assessments and method statements are prepared and submitted for works on site.

That personal protective equipment is provided on site.

Site set up is suitable and sufficient to enable construction works to commence.

Regular visits to sites are made to ensure health and safety is properly controlled.

Regular reports are made to the Project team.

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HEALTH AND SAFETY RESPONSIBILITIES – SITE MANAGERS

Site Managers are responsible within Denton for ensuring that:

To read and understand the company Health and Safety Policy and undertake their work in accordance with its requirements.

Health and safety on site are properly controlled and that the Construction Phase Plan is being effectively implemented, reviewed and updated.

Site induction training is provided to operatives and visitors.

All the other necessary documentation is securely held on site and is either displayed or kept readily available.

Sites are safe and free from risks to health and safety.

There is co-operation between contractors, and that they are engaged in ensuring their health and safety.

Site security is adequate and there is safe access and egress to and from the sites.

There are appropriate precautions on sites with respect to fire, for detecting fires, raising the alarm, firefighting, evacuation, and assembly.

Toilets and any other welfare facilities are maintained in a safe, clean, and hygienic condition.

All the necessary personal protective equipment is used.

All near misses, incidents and accidents are reported and recorded, and these are notified to the Project Manager and Health and Safety Manager.

All plant and equipment used on site is safe, used and stored safely.

Where appropriate, electrical equipment is PAT tested and records are submitted.

As appropriate, statutory inspection certificates are current and available.

First Aid arrangements are adequate.

Regular reports are made to the Project Manager.

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HEALTH AND SAFETY RESPONSIBILITIES – HEALTH AND SAFETY MANAGER

The Health and Safety Manager fulfils the role of 'Competent Person', providing advice and assistance on Health and Safety issues in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations. Where the Health and Safety Manager is absent, the Directors of the company will seek advice from external competent persons.

Health and Safety responsibilities include:

Understanding and where required, implementing the requirements of the Principal Designer duties, under the Construction (Design and Management) Regulations 2015, and explained in the Guidance on the Regulations 'Managing Health and Safety in Construction' (L153).

Developing and updating the company Health and Safety Policy.

Undertaking incident and accident investigations and report their occurrence to the Board of Directors.

Providing and organising Health and Safety training, as required.

Conducting or organising site inspections as required.

Assess and continually review subcontractor's and subconsultant's Health and Safety credentials and procedures.

Ensure health and safety procedures and documentation is provided for all office and site-specific operations.

Updating the Directors and employees on relevant changes to Health and Safety Legislation.

Producing monthly Health and Safety reports for the Board of Directors.

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HEALTH AND SAFETY RESPONSIBILITIES – HR

The HR Manager is responsible for:

Providing guidance to employees and managers on work-related stress.

Ensuring support is provided to employees who have been off sick with stress and advise them and management on planned return to work.

Acting as Mental Health First Aider for the office.

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HEALTH AND SAFETY RESPONSIBILITIES – EMPLOYEES

All employees within Denton hold the following Health and Safety responsibilities:

- To read and understand the company Health and Safety Policy and undertake their work in accordance with its requirements.
- Follow the training received when using any work provided by the Company.
- To report any defects in equipment immediately.
- To know what action to take in the event of a fire and follow evacuation procedures.
- To report all accidents, however minor.
- To take reasonable care of their own safety.
- To ensure that corridors, office floors, doorways etc. are kept clear and free from obstruction and to ensure that fire precautions are observed.
- To take reasonable care of the safety of others affected by what they do or fail to do.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.
- To co-operate so that they and the company can fulfil our legal duties e.g., comply with the law.
- To set a good personal example in relation to health and safety
- To report any obvious health and safety risks in the workplace.

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HEALTH AND SAFETY RESPONSIBILITIES – SUBCONTRACTORS

Subcontractors appointed by Denton hold the following Health and Safety responsibilities:

To provide copies of their Health and Safety Policy and any other Health and Safety documentation that may be requested by the Company.

To comply with the requirements of the company's Health and Safety Policy.

To undertake works in accordance with statutory requirements, considering the safety of other persons on site and the general public.

To comply with the company's safety rules and safety instructions given by our representative.

To provide written instruction through risk assessment and safe systems of work to establish safe working methods, explain the sequence of operations, outline potential hazards and implementation of suitable risk controls.

To ensure all equipment used is safe, regularly maintained, inspected, and is accompanied by necessary certification.

To ensure all of their workforce are trained to safely undertake their tasks, including the safe use and inspection of working equipment.

To ensure any materials which have health, safety or fire risk are used and stored in accordance with Regulations, current recommendations and information is provided in advance to the company representative and any other person who may be affected.

To ensure all workplaces are kept clean and tidy, and that debris and waste is cleared away as work proceeds.

To report to the company representative any near miss, injury suffered, or damage incident caused by their employees or subcontractors, and ensure that the company are also provided with copies of investigation reports.

To ensure workers are adequately supervised, especially where these are young persons.

To attend safety meetings, as requested by the company.

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HEALTH AND SAFETY RESPONSIBILITIES – LABOUR ONLY OPERATIVES

For the purpose of this Health and Safety Policy, Labour Only Operatives are self-employed, or agency labourers appointed on Denton Construction sites.

Labour only operatives appointed by Denton hold the following Health and Safety responsibilities:

To provide copies of Health and Safety documentation that may be requested by the Company.

To comply with the requirements of the company's Health and Safety Policy.

To take reasonable care of their own safety.

To undertake works in accordance with statutory requirements, considering the safety of other persons on site and the general public.

To comply with the company's safety rules and safety instructions given by our representative.

To read, understand and comply with the risk assessment and safe systems of work put in place by the company.

To ensure all equipment used is safe, regularly maintained, inspected, and is accompanied by necessary certification.

To ensure their workplace is clean and tidy, and that debris and waste produced from their works are cleared away as work proceeds.

To report any near misses, incidents, or accidents to the company representative so that these can be investigated by the Agency and/or the company.

To attend training and safety meetings, as requested by the company.

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HEALTH AND SAFETY ARRANGEMENTS

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THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015 (CDM2015)

Denton will comply with the Construction (Design and Management) Regulations 2015.

Denton as an organisation will fulfil the roles of Principal Designer, Designer and Principal Contractor, where appointed by the Client.

WHEN APPOINTED AT PRINCIPAL DESIGNER BY THE CLIENT, THE COMPANY WILL DISCHARGE THE FOLLOWING DUTIES IN COMPLIANCE WITH THE REGULATIONS:

ENSURE THAT THE CLIENT IS AWARE OF THEIR DUTIES UNDER THE REGULATIONS.

Plan, manage, monitor and co-ordinate the “pre-construction phase” and co-ordinate matters relating to health and safety.

Assist the client in identifying, obtaining, and collating the Pre-Construction Information and issue this to appointed designers and contractors including those tendering.

Take into account the principals of prevention.

Eliminate foreseeable risks associated with design elements.

Reduce any remaining risks; or control them, to an acceptable level. The focus will be on those design elements where there is a significant risk of injury or ill-health which could affect the health and safety of those:

- Carrying out or liable to be affected by construction work.
- Maintaining or cleaning the completed premises.
- Using the completed premises.

Provide information about the design to other project team members (including other designers and contractors) on elements of the design which present significant risks that cannot be eliminated.

Ensure any designers appointed have the skills, knowledge, and experience to deliver their work.

Ensure designers comply with their duties and co-operate with each other.

Pass information such as Pre-Construction Information and information obtained from designers to the Principal Contractor (where Denton is not undertaking this role).

Co-operate with the wider project team.

Prepare the Health and Safety File or update an existing File.

Where Denton is not appointed Principal Designer by the Client, the company will still act as a Designer on the proposed works and will discharge these duties in compliance with the Regulations.

As Designer, Denton will:

Ensure the client is aware of their duties before starting design work.

Cooperate with other duty holders.

Co-ordinate designs with others to improve the way risks are managed and controlled i.e., with other designers/contractors.

Take account of Pre-Construction Information i.e., asbestos surveys, structural surveys, access routes into the building.

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When preparing or modifying designs, eliminate foreseeable risks to anyone who may be affected by your design or, if that is not possible, to take steps to reduce or control the risks to an acceptable level.

Provide information about remaining risks to the project team.

Ensure that designs comply with the Workplace (Health, Safety and Welfare) Regulations 1992

Ensure information is included in the Health and Safety File

Take account of the Principles of Prevention.

As Principal Contractor, Denton will:

Ensure that the construction phase of the project is planned, managed, and monitored to ensure, that so far as is reasonably practicable, construction work is carried out without risk to health and safety.

Take account of the Principles of Prevention in planning the sequence and duration of works.

Ensure that a Construction Phase Plan is produced, developed prior to works commencing on site, implemented, and updated as the works progress on site. Implementation of the Construction Phase Plan will be ensured through monitoring by the Site Manager or Site Supervisor, the Project Manager and the Health and Safety Manager

Ensure that suitable welfare facilities are available on site prior to construction works commencing until completion of the project on site.

Ensure only competent contractors are appointed, and that they are provided with relevant parts of the Construction Phase Plan.

Prevent unauthorised access to the Construction Site.

Liaise with the Principal Designer (where Denton is not appointed as such by the Client)

Ensure all workers receive site induction training and any further information required for their works.

Ensure that the F10 Notification is displayed in the Site Office (where required).

Ensure that site rules are displayed on site.

Ensure all contractors co-operate with each other.

Consult with workers and their representatives and make health and safety information on site available to them.

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ACCIDENTS

RECORDING, INVESTIGATING AND REPORTING

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents and their causes. There are also legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

It is our policy to:

Select and manage our contractors such that injury accidents are avoided.

Provide an Accident Book at our office and at each of our sites. The Accident Book at the office is kept by Georgia Plumb, Office Manager.

To regularly view the Accident Reports with a view to identifying trends, avoiding further accidents, and establishing contractor performance.

Require our self-employed operatives and subcontractors to immediately inform the Site Manager or Project Manager of accidents, dangerous occurrences, or occupational diseases reportable under RIDDOR.

Require our contractors to make the RIDDOR reports for their workers. Denton will make the reports for any self-employed persons working on our sites who are not represented by an Agency as their employer.

Require our contractors to investigate accidents to their employees and provide a copy of the Investigation report to the Project Manager. Denton reserves the right to investigate site accidents.

Investigate accidents, incidents and ill-health to our own employees and self-employed persons.

Keep records of all near misses/accidents/incidents/ill health involving employees and non-employees, ensuring the details of their status e.g., visitor, contractor etc. is recorded. Storage will be strictly in accordance with the Data Protection Act as detailed on the Accident Book. All near miss/accident/incident/ill health reports are to be returned to the Health and Safety Manager at the Head Office at 2nd Floor, One Crown Court, 66 Cheapside, London EC2V 6LR. All accident investigation reports will be copied to the Board of Directors.

NEAR MISS

A near miss is an unplanned event that did not result in injury, illness, or damage - but had the potential to do so. The term "near miss" has no basis in law but is a term frequently used in safety management. Enforcing authorities do not need to be notified of near misses. However, a full investigation will be carried out for any reported near misses and the company will encourage subcontractors, labour-only operatives, and site management to ensure near misses are recorded.

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ASBESTOS

Denton has responsibilities under the law to protect any person who could be affected by the company's undertakings, from harmful asbestos exposure.

It is our policy:

To make active enquiries of our clients to establish the likelihood of asbestos materials being present on site, i.e., obtain a copy of the Asbestos Register, surveys, drawings etc.

Where required, to call in competent surveyors to undertake a Pre-Refurbishment & Demolition Asbestos Survey of the premises and advise on what needs to be done. Competent surveyors can be found on Denton Approved Subcontractor Database.

To include, where appropriate, the presence of asbestos in the Pre-Construction Information.

To ensure contractors and anyone working on Denton sites are provided with a copy of the Asbestos Survey and notified of any areas found to contain asbestos containing materials.

If asbestos is to be removed, to engage a competent licensed contractor to carry out this work and make reasonable enquiries as to their competency (License, training etc).

If scaffolding is to be used as part of the removal process, then only asbestos licensed scaffolding contractors will be used. Reasonable enquiries as to their competency (License, training etc) will be made.

To monitor compliance with any safety precautions necessary to ensure avoidance of asbestos exposure.

To ensure our contractors have policies in place for managing asbestos discovered during the progress of the work, and they provide asbestos awareness training for their workers.

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COMMUNICATION AND CONSULTATION POLICY

Denton recognize the value of effective methods of communication and consultation in achieving a positive health and safety culture in our business, to ensure not only that up to date information is available when required, but also that our employees are fully involved with our management of health and safety.

It is our policy to:

Establish effective lines of communication with our own employees and contractors.

Involve and consult with employees on issues affecting their health and safety at work and to take account of their views on these matters.

Consult with employees when changes to processes, equipment, work methods etc. are introduced into the workplace that may affect their health and safety at work.

Provide information on lessons learned from incidents, plans, standards, procedures, and systems etc.

We will display the following:

- The 'Health and Safety Law - What You Should Know' poster. **This is displayed in the Copier Area at One Crown Court London office, and within the tea point area at Fabric, Manchester Office.**
- Our current Certificate of Employers' Liability Insurance. **This is displayed in the Copier Area at One Crown Court London office, and within the tea point area at Fabric, Manchester Office.**
- Our Health and Safety Policy Statement of Intent. **This is displayed in the Copier Area at One Crown Court London office, and within the tea point area at Fabric, Manchester Office.**

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SUBCONTRACTOR APPROVAL PROCESS

In choosing contractors and sub-contractors, our usual stringent selection procedures will apply. This will be based on a combination of our knowledge and experience of the contractors and evidence the contractor can produce to prove that they have training and policies and procedures in place to support the work they are to do on our behalf. This will form part of our contract tendering and placing process.

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WORKING IN CONFINED SPACES

A confined space is defined in the Regulations as ‘any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk” i.e. serious injury to any person at work arising from fire or explosion, the loss or consciousness of any person at work arising from an increase in body temperature, the loss or consciousness or asphyxiation of any person at work arising from gas, fume, vapour or lack of oxygen, the drowning of any person at work arising from an increase in the level of liquid, or the asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid’.

If work in confined spaces cannot be avoided, then the company will take reasonable steps to secure the health and safety of employees or contractors required to enter the confined space.

No confined space work will be undertaken unless there are emergency plans in place for the rescue of persons in an emergency. Account needs to be taken not only of accidents arising out of specified risks, but also any other accident in which a person may need to be recovered.

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HAZARDOUS SUBSTANCES

Some substances used as part of your work may be hazardous. They can enter the body by breathing in dusts and fumes, ingestion, or contact with the skin and cause harm.

Any substance which is hazardous has a workplace exposure limit (WEL) which should not be exceeded. Workplace Exposure Limits (WEL's) are listed in **EH40**.

It is the policy of Denton that its contractors use the safest possible substances consistent with doing the work. Where practicable the safest possible substances, considering use, maintenance etc. will be specified in the design.

Where hazardous substances are to be used then Safety Data Sheets will be obtained. The data contained in the sheets is used to assess the risks associated with use of the product – these are COSHH assessments. COSHH assessments (required under the Control of Substances Hazardous to Health) will be carried out by the Health and Safety Manager if an employee or labour only operative should need to use a hazardous substance, or by contractors.

Employees and labour only operatives are responsible for using substances in accordance with the instructions for use and taking the precautions detailed in the risk assessment.

The adequacy of COSHH assessments etc. will be checked by Denton as part of its responsibilities towards health and safety. The storage of substances on site will be checked and monitored by the Site Manager.

The last line of defence against hazardous substances is personal protective equipment (PPE). The instructions for use, the Safety Data Sheets and the contractors COSHH assessment must detail the PPE required when relevant.

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DISPLAY SCREEN EQUIPMENT (DSE)

We recognise that incorrect use of display screen equipment may result in ill health such as pains in the arms, neck, elbows, wrists, hands and fingers, temporary eyestrain and headaches, fatigue and stress.

It is our policy to:

Identify 'Users' of DSE as defined under current legislation. In general, we interpret 'users' as staff who use this equipment continually for at least an hour or more at a time, or more or less daily.

Carry out a specific risk assessment of each workstation, considering the DSE, the furniture, the working environment and the user.

Take the necessary measures identified in the assessment to reduce risks to the lowest reasonably practicable extent.

Ensure that risk assessments are regularly reviewed.

Advise staff of the findings of the assessment on their own workstation.

Advise "Users" of the opportunity for free eye and eyesight tests and the purchase of any corrective lenses, at our expense, when they are required specifically for using our DSE.

Ensure the software we use is suitable for our tasks.

Provide information and training for staff on the risks to health from using DSE and how to avoid them.

IF YOU DO WORK AT HOME ON A COMPUTER (INCLUDING LAPTOPS), THE DISPLAY SCREEN EQUIPMENT REGULATIONS APPLY, AND YOU SHOULD UNDERTAKE AN ASSESSMENT OF YOUR WORKSTATION TO MAKE SURE IT DOES NOT CONSTITUTE A HEALTH AND SAFETY HAZARD. AS IN THE OFFICE, FREQUENT BREAKS AWAY FROM THE SCREEN SHOULD BE TAKEN THROUGHOUT THE WORKING DAY.

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ELECTRICAL SAFETY

Denton recognise the potential for injury or death arising from work on electrical systems or from coming into contact with electricity by the use of electrical equipment.

Current legislation relating to electricity in the workplace imposes health and safety requirements upon employers, employees and the self-employed.

For our activities, the danger can arise from the equipment we use and the power supplies from whence the power is derived.

For site activities, we will be responsible for the safety of the design of the fixed electrical installation. Our contractors are responsible for the safe supply and use of equipment brought onto site.

Portable Electrical Appliances owned by Denton.

All portable electrical appliances, that is to say all items powered electrically and supplied via a lead and plug, will be maintained in safe condition. We will ensure this by having a competent person carry out inspections and tests at regular intervals. In addition, we will also provide for frequent visual checks by the user of the equipment. Where items are found to be damaged or faulty, a label will be attached securely to the item. The label will clearly show "Faulty Do Not Use" and the fault or damage written upon it. The item will then be removed to prevent use.

The frequency of testing of portable electrical appliances depends on the type of appliance and where it is used. For example, those on construction sites require more frequent testing (every 3 months) than those in offices (annually)

Portable Electrical Appliances owned by Contractors.

Portable electrical appliances used on site should be either battery operated or 110 volts. Electrical appliances, including hired appliances, should be accompanied with a current test and inspection certificate. Our contractors will be required to demonstrate the safety of the electrical equipment they bring onto our sites.

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EMERGENCIES

Within the context of our offices, emergencies could occur by way of:

- A personal injury accident to a member of staff or a visitor.
- Fire.

FIRE

In addition, Fire Safety Notices are displayed about the premises indicating the action to take in case of fire, or on hearing the alarm.

Employees of Denton will abide by the Landlords fire safety arrangements and ensure these are incorporated into the company fire safety arrangements.

The Fire Wardens for the head office are:

Claire Hamersley

Cody Headland

The Fire Wardens for the Manchester office are:

Dean Cuthbert

FIRST AID

The arrangements for First Aid are indicated on the First Aid Notices displayed about the premises. This includes the names and locations of First Aid Personnel and First Aid Kits.

Fire Safety and First Aid Arrangements will be included in induction training for new employees.

SITE WORK

As Principal Contractor, Denton will prepare an Emergency Plan for each site and ensure that this is brought to the attention of all site workers. This Emergency Plan will be reviewed and as necessary amended as the construction work proceeds. Fire Safety and First Aid Arrangements will be included in site induction training.

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FIRE SAFETY

OFFICES

The fire safety arrangements for our office building are under the control of our Landlord. However, we can conduct our day to day activities such the risks posed by fire are minimised. Therefore, we will:

- Include fire safety in induction training.
- Observe the No Smoking policy.
- Never move fire extinguishers out of position.
- Never obstruct fire exit routes or fire escape doors.
- Make ourselves aware of the information on the Fire Safety Notices.
- Promptly respond to the fire alarm by leaving the building by the nearest available fire exit and assemble in the designated assembly point.
- Never overload electrical outlets or leads.
- Have our portable electrical appliances regularly tested and inspected.

SITES

A site Fire Risk Assessment will be completed for each site before work commences.

All sites will have procedures in place to minimise the risk of fires, an effective means of raising the alarm and unobstructed escape routes. In addition, access for emergency services will be maintained at all times.

In occupied buildings, there will be compliance with the existing fire safety arrangements.

The site fire safety arrangements will either be organised by Denton or its contractors.

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FIRST AID

We recognise that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our staff, we may reduce the immediate impact of any accident.

OFFICES

It is our policy to:

- Have available a suitable number of first aid personnel.
- Provide and maintain suitable and sufficient first aid facilities.
- Ensure that first aid facilities, equipment and personnel are readily available.
- Provide training for first aid personnel, as necessary.

Details of the First Aid arrangements are displayed on the First Aid Notices.

The First Aiders for the London office are:

Claire Hamersley, Head of Operations

Cody Headland, Office Manager

The first aid box is located in the teapoint.

The first aiders for the Manchester Office are:

Dean Cuthbert, Senior Technical Designer

The first aid box is located in the teapoint.

SITES

We will require our contractors to ensure that there are adequate arrangements for first aid on site. Denton will generally provide a suitable First Aid Kit. The Site Manager, Foreman or Labourer will be trained First Aiders. Details of First Aiders will be displayed on site.

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HAZARD REPORTING

We recognise that employees have an invaluable monitoring role within the workplace in identifying hazards before they lead to an injury.

Therefore, it is our policy to:

Have an effective system for the reporting of hazards found by employees both in our offices and on site.

Ensure all reported hazards are dealt with effectively and efficiently.

Check that action has been taken following receipt of a hazard report.

Hazards could include, but not be limited to:

Damaged or ineffective personal protective equipment or clothing

Faulty equipment that cannot be operated safely.

Damage to flooring, racking or any other part of the building fabric.

Insufficient training or information to carry out your work safely.

Insufficient information on the use and handling of a hazardous substance

Spillage of a hazardous substance

Any dangerous occurrence

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LEAD

Lead as a toxic dust or fume arises from such demolition jobs as the cutting and burning of steelwork covered with lead-based paint.

Where construction work in buildings involve working with lead or lead based paint, the Company will assess the nature and degree of any possible exposure to lead and to take appropriate measures to control such exposure, in accordance with the requirements of the Control of Lead at Work Regulations 2002 and Approved Code of Practice and Guidance.

This includes:

Identifying any lead paint or material with a lead content before operations begin. If adequate information is not readily available a sample of the paint or material shall be analysed to determine the lead content.

Liaising with competent contractors on site controls to reduce exposure below the lead-in-air standard.

Where persons are likely to be exposed to concentrations above the lead-in-air standard, ensuring suitable approved respiratory protective equipment is provided and used.

Ensuring air monitoring is carried out, where there is still a risk to other persons in the vicinity.

Providing Instruction, information, and training on the risks from lead to employees and ensure only competent contractors who are trained and aware are appointed to carry out such work.

Ensuring suitable protective clothing is provided and worn.

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LIFTING OPERATIONS

'Lifting equipment' as defined in the Lifting Operations and Lifting Equipment Regulations (LOLER) defines a lifting operation as 'an operation concerned with the lifting or lowering of a load'. A 'load' is the item or items being lifted, which includes a person or people. 'Lifting equipment' means work equipment for lifting and lowering loads. This includes lifting accessories and attachments used for anchoring, fixing or supporting the equipment (examples of [lifting equipment](#)).

For lifting operations, Denton will ensure that:

- Suitable equipment is chosen for the operation, is safe and fit for purpose.
- All lifting equipment, including accessories must be clearly marked to indicate their 'safe working load'.
- Where the equipment is used to lift people, this will be marked to indicate the number of people that can be lifted in addition to the safe working load of the equipment.
- The lifting operation will be planned, appropriately supervised and carried out in a safe manner.
- A suitable and sufficient risk assessment will be undertaken, and safe system of work followed.
- Any lifting equipment has current thorough examination certification and operators of equipment are trained and competent.
- Pre-use checks and regular inspections of the lifting equipment are undertaken in accordance with statutory requirements and best practice.

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MANUAL HANDLING OPERATIONS

We recognise that manual handling causes a third of all accidents and injuries to persons at work and that these injuries may result in both temporary and permanent disability.

Therefore, it is our policy to:

Avoid, so far as is reasonably practicable, the need for members of staff to carry out any manual handling tasks that involve a risk of being injured.

Carry out an assessment of manual handling activities which cannot be avoided.

Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries.

Inform members of staff of their duties.

Train members of staff as appropriate.

Design to avoid or reduce manual handling activities on construction sites and ensure risk assessments are carried out for any manual handling tasks which cannot be avoided.

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MONITORING AND CHECKING

We recognise the importance of carrying out monitoring and checking to ensure that our performance standards and specified objectives are met. Where they are not met, corrective action is taken to ensure that accidents and incidents do not occur as a result.

We also recognise that for the monitoring system to be effective both active and reactive monitoring must be carried out. Active monitoring and checking will be used to ensure any potential problems are identified and dealt with before they result in an accident, ill health or injury. Reactive monitoring will be carried out in the event of such an incident occurring. The matter will be investigated fully so that steps can be taken to prevent recurrences.

Therefore, it is our policy to:

Carry out monitoring and checking as part of our health and safety arrangements at agreed frequencies, i.e., active monitoring. This will apply both to our offices and sites through regular inspections.

Carry out reactive monitoring following an accident, ill health, or incident to ensure lessons are learnt from the event.

Designate key employees to undertake monitoring and checking activities.

Provide training and support to those employees undertaking monitoring and checking activities.

Implement any required corrective actions identified by the monitoring and checking as soon as is reasonably practicable.

Keep records of the monitoring and checking.

Require our contractors to operate a system of checking their work activities on site.

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

The requirement for provision of Personal Protective Equipment (PPE) is determined by risk assessment. PPE is only used as a last resort where risks to health and safety cannot be controlled adequately by other means.

It is our policy to:

Ensure all workers and management on site are wearing site safety shoes and high-vis as a minimum.

Ensure all workers and management on site are wearing hard hats where any there is a risk of falling objects, or risk of collision.

Hand, eye and face protection will be worn to carry out tasks as identified in risk assessments, and as required by site management.

Provide personal protective equipment that conforms to relevant British and European standards.

Supervise and monitor staff to ensure the personal protective equipment is being used correctly.

Defective or damaged PPE must be reported immediately to the Health and Safety Manager so the item can be replaced.

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RISK ASSESSMENT

We recognise that risk assessments are the most important part of effective health and safety management. Risk assessments help us to prevent accidents and ill health by considering the hazards that exist and how we manage them.

It is our policy to:

Carry out suitable and sufficient risk assessments of our activities.

Identify and carry out those specific risk assessments we are legally required to carry out.

Implement control measures and further actions required to reduce risk identified in the assessments.

Bring the significant findings of the risk assessments to the attention of those affected.

Amend our risk assessments when changes occur and review them regularly to ensure they are kept up to date.

Train staff on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risk.

Require our contractors to carry out risk assessments of their work activities on a site-specific basis and submit these to the Site Manager for review in advance of their works commencing on site.

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SMOKING AT WORK

It is our policy to:

Prohibit smoking throughout the workplace.

Ensure our employees and contractors comply with smoking prohibition on site.

Ensure visitors to our offices and sites will observe the no smoking policy.

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DRUGS AND ALCOHOL

Denton is committed to providing a safe and healthy working environment for employees, and subcontractors, agency, and self-employed workers, as well as complying with its legal obligations.

Therefore, it is our Policy:

To ensure that substance misuse (which includes alcohol, drugs, and other substances) is dealt with effectively and consistently so that workers are protected and those affected are encouraged to seek help.

Ensure that everyone is aware of acceptable standards.

Provide employees, subcontractors, agency, and self-employed workers with general information about the effects of alcohol and drugs on health and safety.

Ensure that anyone suspected of being impaired due to the misuse of substances is treated in a fair and consistent manner.

Ensure that any employee who advises their line manager that they have a substance related problem is given the necessary support to resolve their problems.

Maintain strict confidentiality, within the constraints of the law, on the substance problems of individual employees.

Prohibit possession of alcohol or illegal drugs in the workplace, including dealing of such substances.

Ensure appropriate action is taken in accordance with the relevant disciplinary procedure when warranted.

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TRAINING

Training is a vital part of our strategy to effectively manage health and safety issues within our business. When carried out effectively, it can change our employees' perception of risk and result in significant improvements in health and safety performance. It is also a general factor in ensuring that employees are competent and confident when carrying out their work. It is our legal responsibility to provide adequate Health and Safety training.

Therefore, it is our policy to:

Identify the health and safety training needs associated with our work activities.

Provide the following health and safety training for our staff:

Induction training for new starters

Training on our Health and Safety Policies and Procedures

Work activity training relevant to the employee (and self-employed Site Managers, Supervisors, and labourers), including the use of any equipment.

Training required by specific legislation.

Training on Fire and Emergency procedures including alarm raising.

Awareness training for Management

Refresher training were identified in our training needs analysis.

We will also:

Keep records of all employee training and related documents.

Ensure staff are aware of their legal obligation to co-operate and to put into practice any new instruction or guidance given.

Require our contractors to confirm the competency of the employees they use on site.

As Principal Contractor we will provide initial site induction training and/or require our contractors to ensure their employees receive this training.

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VISITORS

As an employer and occupier of premises, we have a duty of care towards all visitors including contractors, and we need to have regard to their health and safety, particularly as they may be unfamiliar with our premises.

Therefore, it is our policy to:

Ensure, as far as is reasonably practicable, the health, safety, and welfare of all visitors to our premises.

Control the access of visitors, including contractors, to ensure the health, safety, and security of our staff.

Accompany visitors on sites wherever possible or, if unaccompanied, warn them of any foreseeable risks.

Take or direct visitors to the fire assembly point in the event of an evacuation of the premises.

Record all injuries to visitors in the Accident Book and carry out a thorough investigation.

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WELFARE

It is the policy of Denton to ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase, at all its sites in accordance with Regulations and the guidance for the Regulations. This includes:

- Suitable and sufficient sanitary conveniences.
- Suitable and sufficient washing facilities.
- An adequate supply of wholesome drinking water.
- When necessary, suitable and sufficient changing rooms, and
- Suitable and sufficient rest rooms or rest areas.

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WORK AT HEIGHT

GENERAL

Work at height is covered by the Work at Height Regulations.

Work at height is defined as:

- Work in any place, including a place at or below ground level.
- Obtaining access to or egress from such a place while at work, except by a staircase in a permanent building
- Where, if measures were not taken, a person could fall a distance liable to cause personal injury.

It is our policy to ensure that our contractors comply with these regulations.

In general, we will expect our contractors to demonstrate due regard to the hierarchy of controls as follows:

- work is not carried out at height where it is reasonably practicable to carry out the work safely other than at height.
- where work is carried out at height there will be suitable and sufficient measures in place to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

Work at height will only be carried out when necessary and will be properly planned, appropriately supervised and carried out in a manner that is, so far as is reasonably practicable, safe.

The above will equally apply to our own employees required to work at height e.g. for the purpose of carrying out inspections etc.

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WORK EQUIPMENT

We recognise that work equipment can present hazards and risks to all our staff, not just those using it. We will therefore introduce the necessary controls to ensure that the risks associated with the use of work equipment are minimised.

It is our policy to:

Provide work equipment for staff that is suitable and safe for the tasks intended.

Ensure that all work equipment is maintained, inspected and tested as required.

Provide information, instruction, and training where appropriate to all staff who use work equipment.

Provide suitable environmental conditions for the safe use of work equipment.

Ensure all necessary markings and warnings are in place.

Require suppliers to supply work equipment that is fit for purpose, safe to use, and that is regularly maintained and thoroughly inspected. Certification will be provided with the equipment supplied to confirm this.

Require our contractors to provide work equipment that is fit for purpose, safe to use, that is regularly maintained and inspected and that they have been trained in the safe use of.

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WORK RELATED STRESS

HSE defines stress as “the adverse reaction people have to excessive pressure or other types of demands placed on them. This makes an important distinction between pressure, which can be positive if managed correctly, and stress which can be detrimental to health.

We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. The aim is to prevent stress-related problems from occurring where possible but also to state what is to be done in the event that employees experience problems.

We are committed to promoting a supportive climate and a culture of openness where stress is not seen as a personal weakness and where employees under stress can access appropriate support.

Employees should report any concerns regarding stress to managers. Lack of skills in a new role, for example, can cause stress and employees should not hesitate to approach managers to discuss training and development needs at any time.

Managers will ensure good communication and consultation with employees, being aware of employees’ training requirements, monitoring workloads, ensuring that bullying is not tolerated, offering additional support to a member of staff who is experiencing stress outside work e.g., bereavement or separation and developing individual action plans for employees suffering from stress. Managers are advised to seek advice from human resources (HR) if in any doubt.

Employees can also approach HR for advice on work stress-related problems or any health matter.

Employees are also encouraged to talk to their GP where appropriate.

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EMPLOYMENT OF YOUNG PERSONS (UNDER 18 YEARS)

A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.

A young person is defined as someone who has reached minimum school leaving age but has not attained the age of 18.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience.

Should the company employ any young persons, the following will apply:

Assess risks to young persons before they start work.

Consider their lack of awareness of existing or potential risks, immaturity and inexperience.

Address particular issues raised by the risk assessment.

Provide them with information about the risks and control measures.

Decide if the young person should be prohibited from certain work.

Ensure risks are reduced so far as is reasonably practicable.

Provide proper and sufficient supervision by a competent person.

Where a child is offered a work experience with the company, a separate risk assessment will be carried out prior to them starting the placement, and a schedule of suitable tasks and close supervision put into place. The company policy prohibits any child from being employed on a construction site.

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NEW OR EXPECTANT MOTHERS

The Health and Safety Manager will undertake a Risk Assessment for new or expectant mothers in accordance with the requirements of Management of Health and Safety at Work Regulations 1999. Risk assessments must be recorded and reviewed when deemed necessary to make sure they remain effective and relevant or when the assumptions on which they are based change.

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