

HEALTH AND SAFETY POLICY June 2016

COMPANY: SAS Special Projects Limited

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Health & Safety Policy – Statement of Intent

The Directors of SAS Special Projects Limited believe that industrial health and safety is of fundamental importance in the conduct of the company's operations. The declared policy of the company is to maintain a safe & healthy environment, to set and maintain high standards of health and safety practice and enlist the active support of all employees in achieving these ends.

At SAS Special Projects Limited we will ensure that we, so far as is reasonably practicable:

- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- Health and Safety will not be comprised for other objectives.
- Maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals.

These provisions will be implemented in accordance with the requirements of the Health and Safety at Work Act 1974 and associated legislation made under the Act.

The Directors accept that health and safety are management responsibilities, and will provide adequate resources to ensure that all legal obligations are met, but they depend on the co-operation of all employees to make the policy successful.

It is the duty of all employees and sub-contractors to comply with the safety policy at all times, and to act responsibly, and do everything that they can to prevent injury to themselves, other employees, and the public at large.

The Directors of the Company will monitor the operation of this policy. The organisation and arrangements of this policy will be displayed in the Company Office and work place for inspection by all employees.

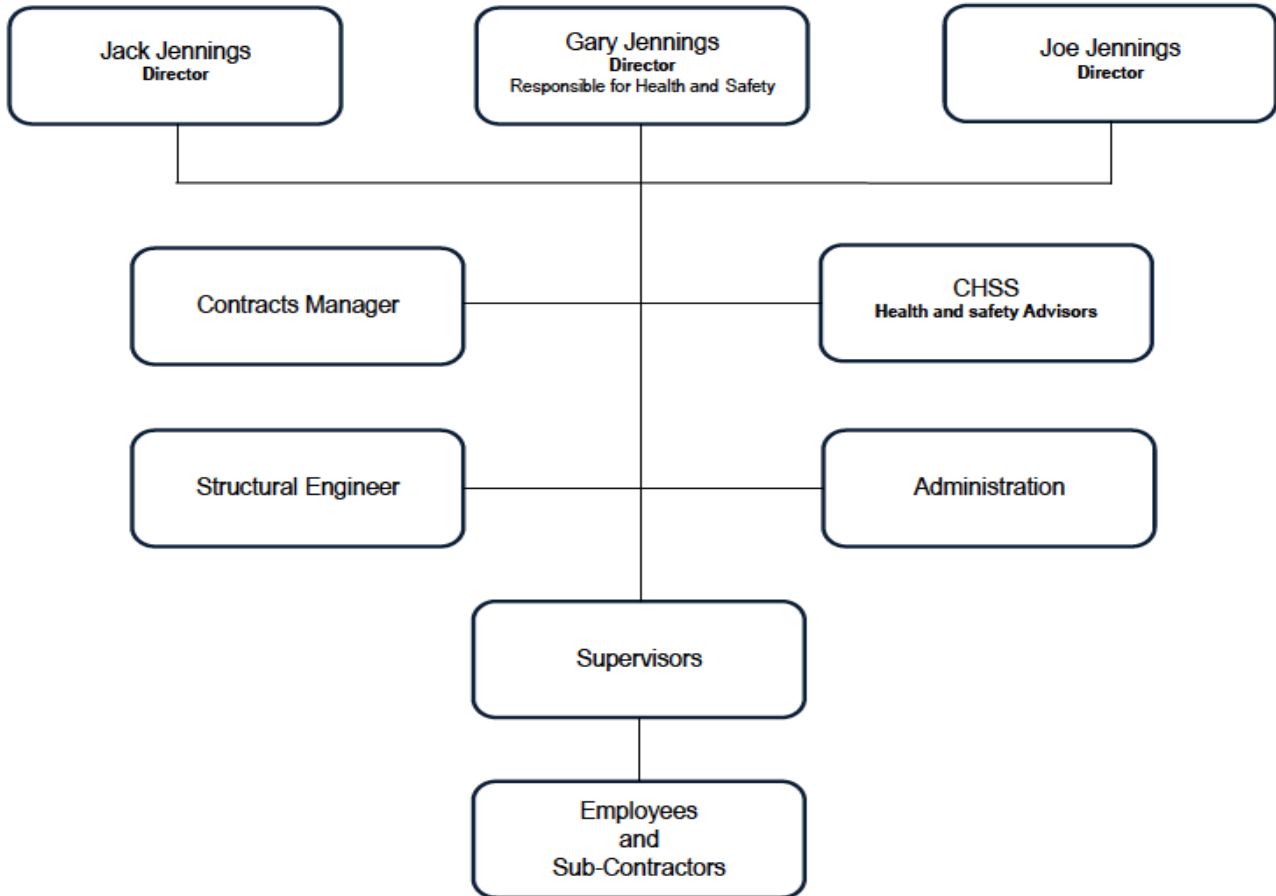
Signed _____ Dated _____

Statement of Intent review date: June 2017

Organisation – Duties, Roles and Responsibilities

Organisation Chart

SAS Special Projects Limited have identified and included specific responsibilities in relation to health and safety as they relate to each post in their organisation.



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Directors

The Directors have ultimate responsibility for ensuring that SAS Special Projects Limited fulfils its legal responsibilities, that policy objectives are achieved and that effective management is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

The Directors will also ensure that Company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

Principal Designers

Where SAS Special Projects Limited is appointed by the Client as a Principal Designer we will advise clients and domestic clients, as identified within CDM 2015 of their duties and the duties of other duty holders within the project, we will:

- Assist the client in identifying, obtaining and collating the pre-construction information.
- Provide pre construction information to designers, the principal contractor and contractors.
- Ensure that designers comply with their duties and co-operate with each other.
- Liaise with the principal contractor for the duration of the appointment.
- Deliver the health and safety file on completion of the project.

Designers

Where SAS Special Projects Limited is appointed by the Client as a designer, A designer shall not commence work in relation to a project unless any client for the project is aware of his duties under CDM 2015.T

- The duties shall be performed so far as is reasonably practicable, taking due account of other relevant design considerations.
- Every designer shall in preparing or modifying a design which may be used in construction work in Great Britain avoid foreseeable risks to the health and safety of any person:
 - Carrying out construction work.
 - Liable to be affected by such construction work.
 - Cleaning any window or any transparent or translucent wall, ceiling or roof in or on a structure.
 - Maintaining the permanent fixtures and fittings of a structure, or
 - Using a structure designed as a workplace.
- In discharging the duty in paragraph (b), the designer shall:
 - Eliminate hazards which may give rise to risks.
 - Reduce risks from any remaining hazards.
 - Give collective measures priority over individual measures.
- In designing any structure for use as a workplace the designer shall take account of the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 which relate to the design of, and materials used in, the structure.
- The designer shall take all reasonable steps to provide with his design sufficient information about aspects of the design of the structure or its construction or maintenance as will adequately assist clients, other designers and contractors to comply with their duties under these Regulations.

Contracts Manager

The Contracts Manager is responsible for implementing this Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties.

The Contracts Manager will:

- Ensure that necessary consideration is given at all times to the requirements of SAS Special Projects Limited Health and Safety Policy and, in particular, to the following:
 - Safe methods of working.
 - Induction training including health and safety matters.

- Welfare facilities.
 - Fire precautions.
 - Hazards arising from work activity.
 - Carrying out workplace inspections and advising as and where necessary to improve methods of working.
 - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
 - Advising and assisting with safety training of personnel.
- They know their own, and other persons', responsibility for implementing the Health and Safety Policy.
 - All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the Health and Safety Advisor.
 - Documented safe systems of work are implemented and are adhered to.
 - Documented safe systems of work are implemented and are adhered to.
 - They are aware of, and implement, all safe working practices and procedures.
 - All necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
 - All relevant statutory records are regularly maintained and inspected.
 - Ensuring that all activities carried out by Company employees will not create a risk or hazard to anyone (both employees and non-employees).
 - Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
 - Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
 - Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
 - Ensuring that all Company procedures are adhered to at all times.

Construction Health & Safety Solutions

SAS Special Projects Limited has appointed Construction Health and Safety Solutions Limited (CHSS) as their Health and Safety Adviser and Competent Person to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Health and Safety Adviser advises the Director on the day-to-day implementation of the Company's general health and safety policies, the established schedules and safe working practices, and for providing employees with information about precautions in general.

They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions.

Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work, and investigating accidents that occur in their area or to an employee who reports to them.

The Health and Safety Adviser has the responsibility to give advice on:

- Ensuring SAS Special Projects Limited is aware of statutory obligations and recommended Codes of Practice.
- Advising the Director of their responsibilities for accident prevention and avoidance of health and safety hazards.
- Interpreting and keeping the Director informed of new and developing legislation and other standards.
- Advising where improvements in health and safety standards or practices are appropriate.
- Regular health, safety, and housekeeping inspections which cover buildings, plant, equipment, services, and fire arrangements, to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the Company.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
- Overseeing and reviewing accident investigations and assist in preparing statistics to enable monitoring of health and safety performance.
- Identifying health and safety training needs and advising on suitable training programmes.
- The provision of first-aid, fire safety, and emergency procedures is suitable.

Employees and Sub Contactors

All Employees of SAS Special Projects Limited will ensure that:

- They are fully conversant with this Safety Policy.
- They co-operate with the Company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences, and near misses are immediately reported verbally to their Supervisor.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to their Supervisor.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their Supervisor either verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
- Arranged, provided and/or otherwise approved by the Company.
- Provided by the Principle Contractor(s) with specific authorisation that they may be used by employees of the Company.
- Provided for unrestricted use by members of the general public.

Arrangements and Procedures

Visitors and Third Parties

Company premises

Visitors to the company premises may not be aware of the risks associated with the site, therefore all visitors must:

- Proceed, on arrival to the reception/office area.
- Complete the visitor's book requirements.
- Be accompanied by the person they are visiting, who in turn is responsible for the visitor's safety and ensuring that visitors are aware of any hazardous process or situation they may be exposed to.

Site locations/work areas/premises

Any visitors to work location that are under the control of SAS Special Projects Limited may not be aware of the risks associated with the site, therefore all visitors must:

- Have authorisation from SAS Special Projects Limited to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic / pedestrian routes.
- Stay within the site area they have nominated or instructed to visit.

Safety Training

Preventing accidents and ill health caused by work is a key priority for everyone at SAS Special Projects Limited. The Directors recognise that competent employees are valuable and that providing health and safety information and training helps them to:

- Ensure their employees are not injured or made ill by the work they do.
- Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone;
- Find out how health and safety could be managed better;
- Meet legislative requirements.

SAS Special Projects Limited ensure that health and safety issues form an integral part of induction training and ongoing employee development. The Directors are aware that effective training will contribute towards making employees competent in health and safety and help avoid the distress that accidents and ill health cause.

A work based competency matrix will be established for all employees. This matrix will provide the Directors with sufficient information to create a rolling employee training and development plan. The competency matrix will be reviewed on an annual basis, as a minimum, by SAS Special Projects Limited Directors assisted by the appointed Health and Safety Advisor.

Records of all training will be included on the competency matrix and copies of attained certification kept on employee personnel files.

Health Surveillance

SAS Special Projects Limited will ensure that a risk assessment of all tasks is completed to determine the need to implement health surveillance. All risk assessments will be regularly reviewed against incidents of recorded ill health.

SAS Special Projects Limited will put into place a programme that adequately addresses the risks and potential ill-health effects that all employees may be exposed to.

General , health surveillance will involve employees checking themselves for signs or symptoms of ill health following a training session on what to look for and who to report symptoms to.

All (employees, self-employed, sub-contractors) will fill in a Medical History questionnaire and SAS Special Projects Limited will consult the records of absenteeism to identify any trends ill health.

Lone Working

SAS Special Projects Limited endeavour to avoid lone working whenever possible, however, employees do work alone which may involve work based activities at either the company premises or when visiting/working at clients premises. The company recognises and accepts that it is essential that they remain safe at all times whilst working on behalf of SAS Special Projects Limited employees are provided (where appropriate) with a mobile telephone (or they can use their own) which will enable communications between a lone worker and their appointed Supervisor.

All employees must:

- Ensure they are aware of this lone working procedure and any supporting information.
- Ensure they have read the outcomes of any specific risk assessments that have been compiled for the project they are working on.
- Ensure they adhere to any systems developed for their protection while working alone.
- Take personal responsibility for sharing information regarding their whereabouts (time out, location being visited, contact details, expected time of return).
- Report any incidents concerning lone working to enable systems to be reviewed and revised.
- If not returning to the base at the end of the last visit each employee member must notify their Supervisor to inform them they have left their client/location and they are okay or otherwise.

Alcohol, Drugs and Smoking

Anyone found under the influence of or in possession of alcohol or narcotics will be dismissed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences. Anyone found smoking in an area other than the designated "Smoking areas" will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures.

Employees are reminded that some prescription drugs may induce tiredness and lethargy etc. therefore it is the Policy of SAS Special Projects Limited that any person who is taking medication, prescribed or not is to inform their supervisor those drugs that could affect their performance while at work. Employees etc. are also requested to notify their supervisor of any illness that may affect their ability to undertake work activities in a safe manner. Employees are required to submit this information pursuant to the Health and Safety at Work etc. Act 1974 Section 7.

Protection of Young Persons

SAS Special Projects Limited will ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured; therefore a specific risk assessment will be undertaken before work commences as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to this assessment, it must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from use of the following equipment, unless attending approved training under the direction of a qualified and competent person:

1. Accessing scaffolding at all levels
2. Woodworking machinery
3. Mobile plant
4. Lifting appliances
5. Acting as slinger/banksman in lifting operations.

Refusal to work on the grounds of Health and Safety

SAS Special Projects Limited will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, sub-contractors) are aware that their continued employment will not be effected in the event of any invoking of this policy.

SAS Special Projects Limited will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and sub-contractors of SAS Special Projects Limited will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

It is a condition that all employees, self-employed and sub-contractors shall comply with the following:

- If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all their must immediately draw it to the attention of their direct supervisor so it can be investigated and resolved locally, if possible.
- If a Supervisor or a member of SAS Special Projects Limited cannot be immediately contacted then in a safe manner stop or do not commence working operations subject to the risks identified, and warn others in danger of the concerns you have.
- Double check that there are no instructions or information available locally to resolve the issue.
- If the Supervisor does not support the concern, a "second opinion" is to be sought to either verify the findings or support the concerns.
- Ensure that they are clear in describing what the concerns or issues are.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded then the employee will not be the subject of any detrimental action by the company.

This process is available to all employees and/or sub-contractors if appropriate.

Supervision of Employees.

SAS Special Projects Limited acknowledges its responsibilities for providing adequate supervision for employees and will appoint an individual on each site as Site Supervisor.

This person has a duty to ensure that work is undertaken in a safe manner, with due regard to the health and safety of employees and others, in accordance with the company Health and Safety Policy and safe systems of work.

When new employees commence work with the company, or following involvement in an accident or incident, supervision will be required to a greater degree to determine whether the individual is following company policy.

The Selection and Monitoring of Sub-Contractors.

During the project sub-contractors will need to be appointed.

Generally this will be by the appointing of sub-contractors who have previously worked with SAS Special Projects Limited and whose competences are known.

Where new contractors are to be appointed this will be preceded with a thorough review of the Health & Safety competences by means of a questionnaire, interview and references.

Monitoring of contractors will continue throughout the project to ensure the level of competence expected is maintained, continual monitoring will be completed.

Monitoring & Auditing.

SAS Special Projects Limited acknowledges its responsibility to ensure the arrangements in place remain adequate. This is undertaken through informal and formal monitoring including:

- Ongoing monitoring of works undertaken by the site supervisor.
- Review of accident statistics to identify any trends.
- Monthly site visits/inspections to monitor standards of health and safety on site.
- Monitoring of training records to identify refresher training requirements.
- Annual auditing of the company documentation and records by the Competent Person.

Health and Safety (First Aid) Regulations 1981

SAS Special Projects Limited will ensure that a sufficient number of employees are identified and trained to be appointed persons and/or first aiders. The identity and location of the first aid personnel will be included on notice boards and the specific first aid signage. First aid kits will be located throughout the company. The first aid personnel will ensure that the kits remain suitably stocked.

Dangerous Substances and Explosive Atmospheres Regulations 2002

SAS Special Projects Limited will ensure that where a dangerous substance is or is liable to be present a suitable and sufficient assessment of the risks will be completed by a competent person. The regulation imposes a duty to classify workplaces into hazardous and non-hazardous areas. These areas will be defined and signage indicating there location will be posted around the site. Where elimination of a substance cannot be achieved SAS Special Projects Limited will:

- Find out what dangerous substances are in their workplace and what the fire and explosion risks are;
- Put control measures in place to either remove those risks or, where this is not possible, control them;
- Put controls in place to reduce the effects of any incidents involving dangerous substances;
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances;
- Make sure employees are properly informed about and trained to control or deal with the risks from the dangerous substances;
- Identify and classify areas of the workplace where explosive atmospheres may occur and avoid ignition sources (from unprotected equipment, for example) in those areas.

The Construction (Design and Management) Regulations 2015

Where SAS Special Projects Limited is appointed by the Client as a Principal Designer, Principal Contractor or a Contractor by a Principal Contractor the following arrangements will be managed;

<p>Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • identifying, eliminating or controlling foreseeable risks; • Ensuring designers carry out their duties; • Prepare and provide relevant information to other duty holders; • Prepare and provide relevant information to other duty holders. <p>Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase. <i>See paragraphs 94-115 in L153 for more guidance.</i></p>
<p>Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • Construction; • The maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties. <i>See paragraphs 72-93 in L153 for more guidance.</i></p>
<p>Principal Contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor</p>	<p>Plan, manage, monitor and coordinate the construction phase of a project including:</p> <ul style="list-style-type: none"> • Liaising with the client and principal designer; • Preparing the construction phase plan; • Organising cooperation between contractors and coordinating their work. • Ensure that: <ul style="list-style-type: none"> ○ Suitable site inductions are provided; ○ Reasonable steps are taken to prevent unauthorised access; ○ Workers are consulted and engaged in securing their health and safety;
<p>Contractors are those who do the actual construction work and can be either an individual or company</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;</p> <p>For single-contractor projects, prepare a construction phase plan. <i>See paragraphs 147-179 in L153 for more guidance.</i></p>
<p>Workers are the people who work for or under the control of contractors on a construction site</p>	<p>They must:</p> <ul style="list-style-type: none"> • Be consulted about matters which affect their health, safety and welfare; • Take care of their own health and safety and others who may be affected by their actions; • Report anything they see which is likely to endanger either their own or others' health and safety; <p>Cooperate with their employer, fellow workers, contractors and other duty holders;</p>

Control of Asbestos Regulations 2012

The Control of Asbestos Regulations 2012 came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

In practice the changes are fairly limited. They mean that some types of non-licensed work with asbestos now have additional requirements, i.e. notification of work, medical surveillance and record keeping. **All other requirements remain unchanged.**

SAS Special Projects Limited does not undertake any form of work associated with asbestos. If during the course of our work activities we discover the presence of "ACM's" (Asbestos Containing Materials) that will have an impact on our work, we will make the workplace safe and cease work immediately.

The Site Supervisor, Site Manager or the office will be informed so that suitable arrangements will be introduced, if required a third party licensed contractor will be contacted to conduct assessments, sample testing and removal of any suspect materials in accordance with the HSE licensing procedure.

If working on a site under the control of a Principal Contractor, we will ensure that a member of the project team is notified immediately and a record is made of the incident.

SAS Special Projects Limited will not proceed with their work activity until confirmation can be given in writing that it is safe to carry on working.

The Manual Handling Operations Regulation 1992

SAS Special Projects Limited are aware of the requirements placed upon them as an employer by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity the company will:

- So far as is reasonably practicable, avoid the need for hazardous manual handling.
- Conduct a suitable risk assessment from any hazardous manual handling that can't be avoided.
- So far as is reasonably practicable, reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Health and Safety Advisor and will take into account:

- The task being completed and how the risk(s) can be reduced.
- The individual(s) conducting the task and any training requirement.
- The load involved in the activity and any method that could be used to reduce it to a more manageable size.
- The work environment where the activity will take place.

Employees of SAS Special Projects Limited are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

Follow any implemented safe systems of work.

- Use any supplied equipment in the manner they have been trained to do.
- Co-operate SAS Special Projects Limited on health and safety matters.
- Tell their line manager/supervisor if they identify hazardous handling activities.
- Make sure that their work activities do not put others at risk.

Electricity at Work Regulations 1989

SAS Special Projects Limited will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be by the user to spot early signs of damage or deterioration. The operator's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable

connector. Damaged cable will only be replaced with a new cable by a competent person.

- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of the equipment they are advised to stop it from being used and report the matter to their direct supervisor. The supervisor will arrange for a competent person to undertake a more thorough check.

Tools that use 110 V will be subjected to a thorough visual inspection on a weekly basis by the operator, a formal visual inspection by a competent person on a monthly basis and a combined inspection/test before use and at regular intervals thereafter.

Where site rules allow the use of 240v tools a suitable RCD MUST be used.

Tools that use 240v will be subject to a thorough visual inspection by the operator on a daily/every shift basis, a formal visual inspection by a competent person on a regular basis and a combined inspection/test before first use and then at regular intervals thereafter.

The Health and Safety (Display Screen Equipment) Regulation 1992

Employees who uses display screen equipment e.g. PC/laptop users, are required to complete a work station self-assessment form. Completed forms are reviewed by the Health and Safety Advisor and any issues or queries discussed with the DSE user. The assessments will consider factors such as the work station set-up, equipment (chair, keyboard, screen etc.), the environment (lighting, heating etc.) and types of work being completed. SAS Special Projects Limited ensure that free eyesight testing and correction is available for those employees identified as using DSE.

The Workplace (Health, Safety & Welfare) Regulations 1992

SAS Special Projects Limited ensures that the company premises meets the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Consideration has been given to the working environment ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

Welfare facilities are provided by the client when SAS Special Projects Limited employees are required to work away from the company premises. When these facilities are not available SAS Special Projects Limited ensure that suitable provision is made by either utilising facilities that are readily available to the public (where works are being completed within a 10hr period) or a purpose built mobile oasis unit comprising of sufficient number of toilet and washing facilities (where works are expected to exceed 10hrs).

The Personal Protective Equipment at Work Regulations (P.P.E) 1992

SAS Special Projects Limited recognises that this regulation clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. The company will ensure that there is sufficient supply of PPE when required and all employees are suitably trained in the safe storage and use of PPE.

All PPE issued must be stored as per the manufacturers specification.

It is the employees and sub-contractors duty to not misuse or interfere with any Health and Safety equipment including PPE supplied for their safety.

Health and Safety (Consultation with Employees) Regulations 1996

SAS Special Projects Limited consult with employees or their representatives on the following:

- The introduction of any work activity or issue which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work.
- The contact details on the person nominated as the company competent person in regards to health and safety.
- Information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- The planning/organisation for health and safety training.

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

SAS Special Projects Limited encourages employees to take part in the spirit of the regulations by taking part in discussions with their supervisor/line manager. Any required actions from the discussions are agreed with both parties and escalated to senior management level for opinion and rectification where necessary. Any action taken as a result of the information given by an employee will be communicated directly to them.

SAS Special Projects Limited fully involves, or will involve, non-English speaking employees including labour only. The company appointed Health and Safety Advisors utilise documents that are readily available on the HSE web site in different languages. These documents and any specific site instruction will be aided by pictograms and interpreters if required.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the company premises.

The company recognises their legal duties under RIDDOR that require them to report and record some work-related accidents by the quickest means possible.

SAS Special Projects Limited WILL report:

- Deaths.
- Specified injuries to workers.
- Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days (not counting the day of the accident).
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital.
- Some work-related diseases.
- Dangerous occurrences – where something happens that does not result in an injury, but could have done.

If an accident has occurred in a work situation the Directors will contact the Health and Safety Advisor to discuss the necessary, course of action. Relevant accidents/incidents will be reported via the Incident Contact Centre (ICC) when required.

The Health & Safety (Safety Signs & Signals) Regulations 1996

SAS Special Projects Limited will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g. by engineering controls and safe systems of work.

SAS Special Projects Limited will ensure:

- Where required or necessary, the use of road traffic signs within workplaces to regulate road traffic.
- Maintenance of any safety signs which have been provided by them.
- Unfamiliar signs are explained to their employees and tell them what they need to do when they see a safety sign.

The Provision of Use of Work Equipment Regulations (P.U.W.E.R) 1998

SAS Special Projects Limited Directors ensure suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of Company tools and equipment will be suitably trained in their use. Tools will be checked prior to use and will be maintained in good working order. SAS Special Projects Limited will carry out periodic inspection of tools and record details on a register.

On occasions SAS Special Projects Limited may need to hire in equipment due to specialised work or quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

SAS Special Projects Limited will ensure that lifting equipment will be subjected to an assessment to ensure the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely. i.e. the work is planned, organised and performed by competent people
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing or supporting it. A wide range of equipment is covered by these regulations including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc.

LOLER does not apply to escalators; these are covered by more specific legislation, i.e. the Workplace (Health, Safety, and Welfare) Regulations 1992.

Management of Health and Safety at Work Regulations 1999

SAS Special Projects Limited will make, and give effect to, appropriate arrangements for effective preventive or protective measures identified as a result of risk assessments. The Directors assisted by the Health & Safety Advisor will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation.
 - Change in control measures.
 - Significant change in work carried out.
 - Transfer to new technology.
 - Original assessment is no longer valid.
- Assessments are recorded and copies held in Health & Safety manual located at the company premises.
- The results of all such assessments are communicated to and available for inspection by all employees.
- All assessments identify necessary protective and preventive measures.
- A safe system of work (method statement) including a sequence of work will be produced using the control measures identified in the risk assessment.

SAS Special Projects Limited monitor safety performance on an informal daily basis by ensuring health and safety issues are discussed with the workforce during pre and post commencement meetings.

Company vehicles are subject to routine inspections following a set format ensuring that the required standard is achieved and maintained.

Periodical site inspections are carried out to monitor performance and ensure that all SAS Special Projects Limited site employees are aware of the standards that have been set and are required.

The company have appointed Construction Health and Safety Solutions Limited (CHSS) as their competent source for assistance and advice. The CHSS Advisor compiles a report following each visit detailing topics discussed and any actions required for completion.

Control of Substances Hazardous to Health (COSHH) Regulations 2002

SAS Special Projects Limited will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
 1. *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
 2. *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
 3. *Control exposure by measures that are proportionate to the health risk.*

4. *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
 5. *Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.*
 6. *Check and review regularly all elements of control measures for their continuing effectiveness.*
 7. *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
 8. *Ensure that the introduction of control measures does not increase the overall risk to health and safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded
 - Ensuring that exposure to substances that can cause occupational asthma, cancer or damage to genes that can be passed from one generation to another; is reduced as low as is reasonably practicable.

Control of Lead at Work Regulations 2002

SAS Special Projects Limited will ensure no work liable to result in exposure to lead will start until the company has made a suitable and sufficient assessment to determine whether exposure is liable to be **significant**. The company will either prevent exposure to lead or where not reasonably practicable make sure exposure is adequately controlled by means other than PPE so far as is reasonably practicable. The company will provide medical surveillance where exposure is or is liable to be **significant** medical surveillance including biological or monitoring which will occur at frequencies between six months and annually.

Control of Noise at Work Regulations 2005

SAS Special Projects Limited fully accepts the requirements placed upon them by these regulations. To enable SAS Special Projects Limited to fulfil the obligations placed upon them they will:

- Assess the risks to our employees from noise at work
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if noise exposure cannot be reduced enough by other methods.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction, and training.
- Carry out health surveillance where there is a risk to health.

It is SAS Special Projects Limited policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

The Control of Vibration at Work Regulations 2005

SAS Special Projects Limited will ensure a suitable risk assessment is carried out by the Health & Safety Advisor to assess the risk of both hand arm and whole body vibration to its employees.

The risk assessment will identify the control measures that SAS Special Projects Limited need to implement to ensure that exposure levels are reduced to an acceptable level to both Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration Syndrome (WBVS).

As a minimum SAS Special Projects Limited will ensure that:

- Suitable tools with vibration reduction features are used.
- Ensure working patterns are established to rotate and limit the time spent using vibratory tools.
- Supply and train employees in the correct use and storage of personal protective equipment (anti-vibration gloves).
- Check for and encourage employees to report any signs or symptoms of HAVS/WBVS.
- Provide information and training to avoid unnecessary exposure to vibrations.

Work at Height Regulations 2005 (amended 2007)

SAS Special Projects Limited will avoid working at heights wherever possible. However, if working at height is unavoidable a specific risk assessment for working at height to identify specific hazards and the degree of risk present will be carried out.

They will ensure that:

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed.
- Appropriate work equipment is identified, selected, and used.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained by a competent person(s).
- Personnel that work at height will be trained in the use of equipment.
- The hierarchy of controls are adhered to
- The Principal Contractors Rules and Requirements are met.

The Regulatory Reform (Fire Safety) Order 2005

SAS Special Projects Limited will make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. A risk assessment will be reviewed regularly by the SAS Special Projects Limited to keep it up to date, valid and to reflect any significant changes that may have taken place.

The fire procedures will be under the control of the SAS Special Projects Limited management, assisted by the Health and Safety Advisor. The company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems is completed. The Health and Safety Advisor will conduct regular fire assessments and through the management structure implement control measures to reduce the risk. The Fire Evacuation Procedure will be published on the office notice board.

Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.

The Environmental Policy Statement of Intent

SAS Special Projects Limited is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment. The clear objective of SAS Special Projects Limited is to minimise any impact on the environment by:

- Preventing pollution, reducing waste and ensuring that, wherever practical, measures are implemented to protect and preserve natural habitats, flora and fauna.
- Considering the effects that our operations may have on the local community.
- Taking action to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts.
- Promoting environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures.
- Seeking to work in partnership with the community and behaving in a considerate and socially responsible manner.
- Ensuring effective and expedient incident control, investigation and reporting.

Management and supervisory employees have responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

SAS Special Projects Limited will fully comply with the duties placed upon it within the requirements of Statutory Legislation, utilising as a matter of best practice the requirements and duties set out within Approved Guidance as issued by the Environmental Agency and other organisations.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others, or the environment. This includes co-operating with management on any environmental-related matter.

SAS Special Projects Limited will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventative and control measures are implemented. All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfil the requirements of this policy.

The Directors have overall responsibility for all environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities. This policy has been endorsed by the Directors who give their full support to the implementation of the policy.

Signed _____ Dated _____

Environmental Policy - Statement of Intent review date _____

The Responsibilities of the Directors

The Directors have ultimate responsibility for ensuring that all SAS Special Projects Limited employees understand their role, accountability and involvement in contributing to meeting the aims and objectives of the company's Environmental Policy.

Further responsibilities:

- To ensure that an Environmental Policy has been prepared and to update the Policy at regular intervals.
- To ensure that the organisations vision and direction in relation to environmental aspects is consistent with current social-economic factors.
- To agree and endorse the Environmental Policy and objectives.
- To develop policy commitments, review action plans and environmental targets.
- To ensure that the organisation complies with all statutory legal requirements.
- To monitor environmental performance, management systems and internal procedures.
- To develop targets for the procurement and requirements of stakeholders, Contractors and Suppliers.
- To ensure regulatory compliance and continual improvement in all environmental aspects.
- To identify employee training needs and maintain an environmentally aware workforce.

The Responsibilities of Consultants

- To provide SAS Special Projects Limited with the professional advice and support on environmental issues, aspects and legislation.
- To develop, when requested, environmental procedures, programmes and achievable targets.
- To monitor environmental performance, management procedures and systems within the company.
- To review overall environmental performance, identify weaknesses and make appropriate recommendations to the Directors.
- To inform the Directors of any relevant changes to Environmental legislation and industry guidance.

The Responsibilities of Managers

- To comply with all internal Company procedures, work to achieve compliance with environmental legislation and to strive for continual improvement.
- To promote the Company's Environmental Policy and general awareness of the adverse environmental Impacts.
- To ensure employees undertake work processes in accordance with the Company Policy and any training received.
- Collect and submit data and results of environmental performance.

The Responsibilities of Employees and Sub Contractors

- To comply with all internal Company procedures, work to achieve compliance with environmental legislation and to strive for continual improvement.
- To promote the Company's Environmental Policy and general awareness of the adverse environmental impacts.
- To ensure work processes are undertaken in accordance with the Company's Environmental Policy and any training received.
- To inform the Company of any areas of environmental management that may give rise to concern.

Objectives

In accordance with its stated Policy, SAS Special Projects Limited has produced the following guidelines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:

- Compliance with government legislation and local government regulations.
- Swift response to accidents or incidents that have a potential to threaten the environment.
- The provision of advice on the safe handling of company products, or their transportation and their final disposal to customers, contractors, etc.
- Disposal of any waste products in ways that show concern for the environment.
- To encourage the developments of products, processes and equipment with concern for the future of the environment.
- To communicate freely on environmental matters with government officials, employees, customers and members of the public.
- The provision of training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the environment.
- To carry out environmental audits when required.
- To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of the public.
- In implementing this formal Environmental Policy, SAS Special Projects Limited will focus on action to conserve resources and energy, to minimise emission to air, water, and land and increase recycling rates.
- SAS Special Projects Limited will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business.

Monitoring of the Policy

To ensure the Company Safety Policy and the various statutory requirements are being implemented, the Company Directors or contracted Safety advisor may make regular visits to the sites to carry out Safety inspections and to ensure that any shortcomings are rectified immediately.

The Company Health, Safety and Environment Policy and administrative procedures are constantly under review to ensure their meaning remains relevant to any changes in procedures or law.

Details of accidents are closely examined and data collated to detect any trends and ensure resources are directed to those areas to endeavour to prevent recurrences.

Employees are encouraged to bring to the attention of the Directors, areas which in their opinion this policy appears inadequate. All such comments will be passed to our independent Safety Advisors for their consideration and review.

HEALTH AND SAFETY POLICY DOCUMENTATION REVIEW				
To ensure that we comply with the requirements imposed by the Health and safety at Work etc. Act 1974, our Health and safety Policy Statement and documentation will be reviewed annually.				
DATE OF REVIEW	REVIEWED BY	REVISION NUMBER	BRIEF DESCRIPTION OF CHANGES	NEXT REVIEW DATE
			The inclusion of provision for the Gas Safety Regulations 1998.	