



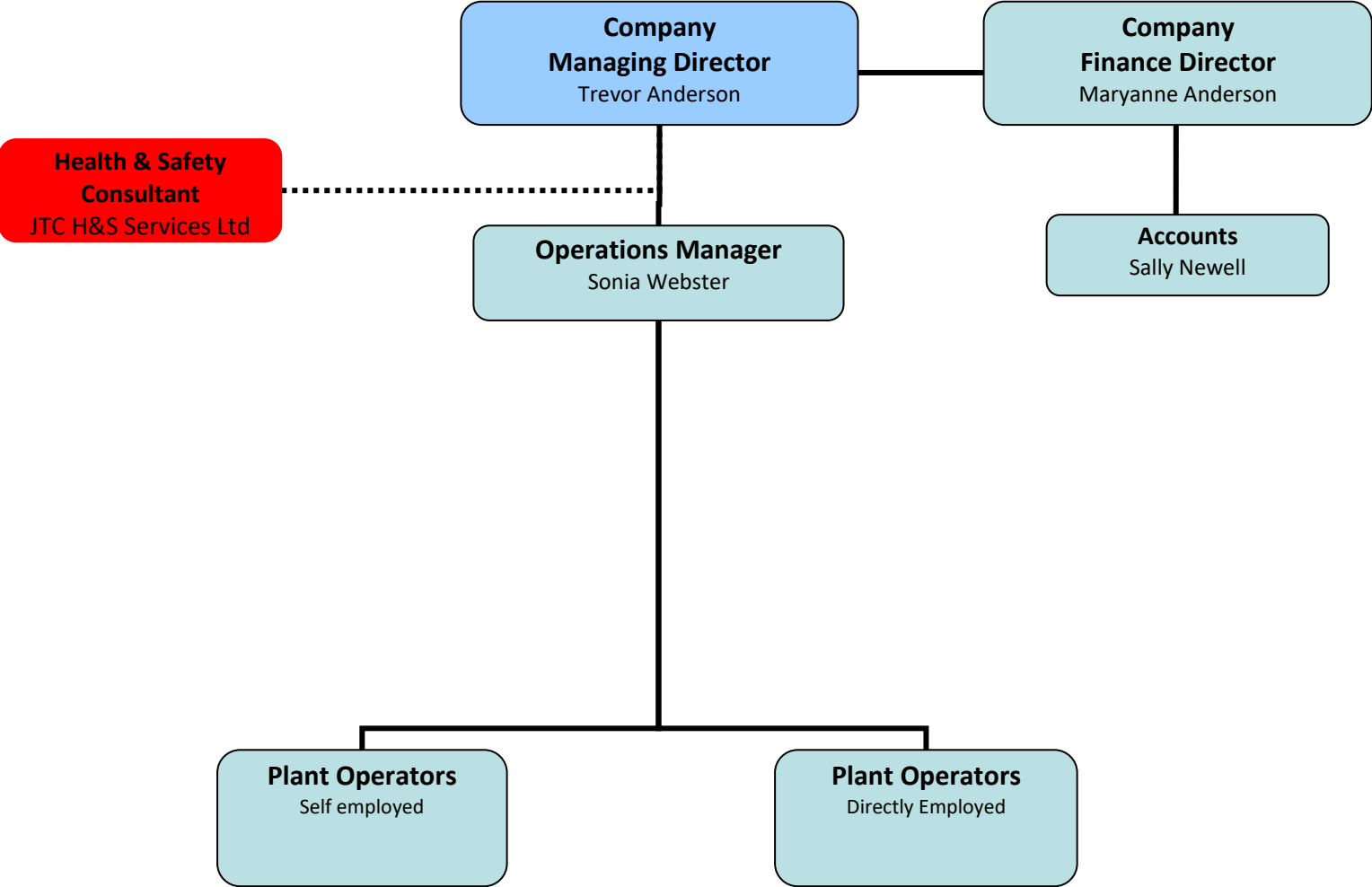
FLAMINIA
CONTRACT PERSONNEL

Health, Safety & Environmental Policy

Reviewed October 2017

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HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

Flaminia Ltd passionately believes that delivering quality, health and safety, and environmental best practice is the key to the success of our business.

We maintain our high standards of performance and professionalism by promoting a culture of best practice throughout the organisation, with strong leadership, encouragement and enthusiasm.

We continue to build upon our principles of high quality work, timely completion, value for money, and concern for our clients' interests. We are committed to eliminating injury, and minimising the risk to the health, safety and wellbeing of employees and others affected by our activities. We are equally committed to reducing the impact of our activities on the environment.

Resources - We provide suitable and sufficient resources to maintain our leading quality, safety and environmental performance.

Legal Requirements - We comply with the letter and spirit of safety and environmental legislation.

Client Satisfaction - We understand our clients' needs and provide a level of care that meets and wherever possible exceeds their expectations.

Culture - We achieve employee satisfaction within a culture that encourages individuals to take personal responsibility for delivering quality, safety and environmental best practice.

Health - We monitor our employees for health conditions that, due to the nature of their work, could put them or others at risk.

Pollution / Waste - We endeavour to identify and control the potential causes of pollution, reducing waste where practicable.

Training and Competency - We provide our employees with training to maintain their competency and skills, and update their quality, safety and environmental awareness. We employ only those subcontractors who are capable of meeting our high standards.

Emergency Preparedness - We put emergency arrangements in place, test them periodically, and respond competently to any incident.

Accidents and Incidents - We strive to minimise injuries and dangerous occurrences, and maintain our excellent safety and environmental record.

Non-conformances and Complaints - We take timely action to identify and correct any nonconforming work, and deal promptly and fairly with any complaint.

Communication - We keep employees, clients and interested parties informed of this policy and our activities through clear lines of communication. We consult with employees on matters affecting their health, safety and wellbeing.

Objectives and Targets - We set realistic objectives and targets, monitor their achievement, and regularly review their continued significance.

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Continual Improvement - We strive to continually improve the effectiveness of our quality, safety and environmental performance.

Policy Review - We review this policy regularly to ensure it remains relevant and appropriate.

Quality, safety and environmental management are fully integrated into our normal business practice.

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Signed: *TJ Anderson*

Date: 28th October 2017

Trevor Anderson, Managing Director

Application

Details for the company's organisation, responsibilities and arrangements for health and safety, is addressed within the operating procedures, where applicable.

All subcontractors and self-employed persons working for or on behalf of the company are required to comply with this Health and Safety Policy.

All employees and subcontractors working on customer's premises must additionally comply with the requirements of the client's site specific health and safety policies and procedures that are in force locally.

Acts or omissions that present a risk to employees, subcontractors of the company, or other persons, must immediately be reported verbally and subsequently confirmed in writing to the operations manager and whoever is responsible for the site or premises concerned. If necessary the issue should be resolved by referring it to the Managing Director.

Remote sites

By the nature of the business carried out by the company, all operational work (on behalf of clients) is carried out away from the company own premises. Therefore in accordance with company/hire terms and conditions, the control and/or supervision of work at remote client sites, including safe working practices, is the responsibility of the client (and/or site manager or supervisor). Flaminia employees will effectively be the agents and servants of the client.

The responsibility for the suitability of all working plant and associated attachments and/or accessories remains with client at all times.

The directors of Flaminia cannot delegate his own responsibility for health, safety and welfare at remote sites and ensures random monitoring to ensure the health, safety and welfare of Flaminia employees are not put at risk whilst under the instruction of clients.

Clients are advised in the terms and conditions of contract, that it is their responsibility to ensure suitable, sufficient and effective safe systems of work; including method statements and risk assessments and that the Flaminia employee is fully made aware of site specific safe systems of work. It remains the responsibility of the Flaminia employee to follow these safe systems of work.

Should a Flaminia employee at a remote site find that the prescribed safe system of work etc. is impractical, or local circumstances make such a system unsafe, then he /she is to bring his concerns to the attention of the client. If the employee is still concerned with the situation he /she is to suspend work and contact Flaminia Operations Manager for advice.

1. Directors' Responsibilities

Within this policy Flaminia has delegated certain functions to particular individuals; however the Managing Director takes ultimate responsibility for safety throughout the company in order to protect the health, safety and welfare of employees and of others who may be affected by Flaminia's activities.

Directors shall:

- Take all reasonable steps to be familiar with the hazards and risks associated with Flaminia's activities, and implement the measures required to eliminate or control those risks assisting managers to review and update risk assessments as required;
- Initiate and, in the event of significant changes, review this Health and Safety Policy and ensure it is promoted to all employees and others working for Flaminia;
- Ensure employees and others satisfactorily discharge the health and safety responsibilities allocated to them;
- Be familiar with the broad requirements of the relevant legislation and codes of practice that apply to Flaminia's activities;
- Ensure there is competent advice available for health and safety matters;
- Ensure the necessary health and safety information and training is provided to cover all Flaminia's activities;
- Ensure Managers are adequately trained and competent to carry out their health and safety duties effectively;
- Take into account the health and safety competency of employees and others in respect of the tasks entrusted to them;
- Promote proper consultation on health and safety matters;
- Ensure personal protective equipment (PPE) is provided to and used by employees and others, as identified by risk assessments;
- Ensure a fire risk assessment is carried out for all places of work under Flaminia's control;
- Ensure procedures are in place for actions to be taken in the event of a fire or other emergency;
- Ensure key personnel are provided with basic training in the use of fire fighting and other emergency equipment, and records maintained;
- Ensure appropriate fire extinguishers are provided and regularly serviced, as recommended by the manufacturer, and records maintained;
- Ensure all work equipment is suitable and sufficient for required tasks and that inspection and maintenance(including electrical PAT testing) is carried out and recorded in accordance with relevant legislation and manufacturers guidance
- Set a personal example in health and safety matters at all times.

2. Health and Safety Consultant

A H&S consultant is employed to give specialist advice to the Directors and to assist the company safety advisor. The appointment of a H&S consultant in no way abrogates the directors from personal responsibility for matters of H&S. The consultant is however responsible for the quality of advice given to the company

Where required the Health and Safety Consultant shall assist the Directors in their duties by:

- Conducting a review of this Health and Safety Policy annually, or at any time that significant changes take place within the organisation;
- Advising Directors on compliance with current Health and Safety legislation;
- Assisting Directors in developing and managing Occupational Health and Safety (OHS) management systems and assisting in effective implementation of the OHS management system;
- Providing reports on safety performance and assisting management to review and to identify possible improvements;
- Assisting in producing, reviewing and updating health and safety plans, risk assessments and method statements;
- Dealing with Health and Safety issues on behalf of the company at the request of the Managing Director or his representatives;
- Liaise with local Authorities or HSE on Health and Safety matters as necessary (including reporting notifiable incidents in accordance with RIDDOR);
- Carrying out incident, (accident near miss and dangerous occurrences) investigations and maintain statistics;
- Assisting in the development and delivery of specific health and safety training requirements where practicable, and maintaining training and competency records.

3. Operations Managers' Responsibilities

The Operations Manager is responsible to the Directors for the implementation of this policy on within their area of works.

The Operations Manager shall:

- Take all reasonable steps to be familiar with the hazards and risks associated with company operations, and implement the measures required to eliminate or control those risks assisting directors to review and update risk assessments as required;
- Ensure all others, including new employees visitors of particular known hazards and risks;
- Be familiar with the broad requirements of the relevant legislation and codes of practice, ensuring these requirements are implemented and observed;
- Monitor the safety performance of their area of responsibility and take action when necessary to remedy any identified deficiencies;
- Seek competent advice where necessary and ensure recommendations are followed;

- Ensure operations are effectively planned to take into account the known and foreseeable health, safety and environmental hazards;
- Advise prospective subcontractors to cater for all foreseeable health and safety requirements;
- Liaise with (and advise) clients of their responsibility in respect of all local health and safety arrangements including safe methods of work together with adequate welfare facilities, first aid, fire and emergency arrangements;
- Set a personal example in health and safety matters at all times.

4. **Individual Responsibilities (including Sub contractors)**

Operatives and subcontractors shall:

- Be familiar with health and safety requirements set out in this policy and co-operate fully in its implementation including client site specific H&S inductions
- Work in a safe manner at all times;
- Not take any risks and wherever possible remove hazards or report them to the Client representative /Operations Manager;
- Not use plant or equipment without authorisation, if not trained or competent to do so or for any purpose for which it is not intended;
- Report to the Operations Manager any injury resulting from an accident at work, (even if it does not prevent them from working), along with any incident that could have resulted in injury or damage;
- Abide by the codes of practice, staff handbooks and all other documents issued for their health and safety.

This policy cannot operate without the full co-operation of all personnel and places a high priority on good health and accident prevention. Management, and employees must work together to identify, record and monitor those situations that could be a hazard to health or lead to personal injury or injury to other employees, subcontractors, visitors and others who may be affected by Flaminia's activities.

Subcontractors working on behalf of Flaminia must meet the requirements of this Policy providing suitable evidence for Flaminia's Directors / Operations Manager to review their competency.

All subcontractors must be familiar with and abide by Flaminia's Health and Safety Policy in addition to clients local / site specific policies & procedures.

5. **General Arrangements**

Employees have a legal duty under the Health and Safety at Work Act to:

- Co-operate with Flaminia in pursuit of safety and familiarise themselves with this Health and Safety Policy;
- Take care of their own safety and the safety of others working with them;

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- Not interfere with anything that is provided by Flaminia to ensure a safe place of work and environment.

In addition employees must advise the company of any disability or medical condition that may affect their safety, e.g. vertigo, diabetes, etc.

A copy of this Health and Safety Policy is posted on the website and is freely available to all employees

Where applicable, employees are issued with a copy of the employee handbook and additional publications as required.

On-site induction training (where applicable) is undertaken for all persons prior to them being allowed to work on, or visit the site.

Alcohol and drugs

Flaminia is committed to preventing risks to employees and others from the misuse of alcohol and drugs.

No person shall undertake any work whilst under the influence of alcohol or drugs including abused substances (Prescribed or otherwise) that may affect their perception, alertness or physical abilities. No person shall consume any alcohol or drugs at work or drive a vehicle for work whilst in excess of the legal limit for alcohol.

All persons working in high or special risk areas shall comply with special requirements or controls identified for alcohol and drugs.

Any person, who is believed to be under the influence of alcohol or drugs or affected by medicines, will be removed from the workplace. Breach of this policy and failing a test constitutes gross misconduct and provides the grounds for summary dismissal.

Alcohol and drugs affect safety, performance, conduct and relationships at work. Any employee who voluntarily discloses an alcohol or drug problem to the Operations Manager / relevant company director will be treated both sympathetically and in strict confidence.

Public Safety

Flaminia is committed to ensuring the safety of all third parties's including other workers engaging work on the same premises or adjacent to the working area and to members of the public and visitors to site.

Operational areas are adequately and clearly signed and where applicable protected.

All visitors are required to 'sign in' and 'sign out' of Flaminia's sites and offices in the visitor's book provided and receive a briefing to make them aware of the relevant health and safety requirements, including fire / emergency evacuation procedures and other site rules.

Safety Training

Flaminia is committed to ensuring all employees (and sub-contractors) are competent by providing training for all employees in order that they can carry out their duties in a safe and proper manner. Training is ongoing and needs are reviewed on a regular basis. Records are kept at head office. The Directors are responsible for the day to day training issues.

Training currently undertaken includes:

- HSE approved courses for First Aid;
- CPCS / NPORS / IPAF or other approved training for plant operators;
- CSCS, and Industry / Occupationally related NVQ;
- Health and safety awareness courses, held periodically to cover changes in legislation;
- Site inductions, (which are carried out by clients) for all employees and subcontractors at the start of new contracts;
- Health and Safety Inductions for all new employees or those that significantly change role.

Consultation and Communication with Employees

Flaminia consults with employees in good time on matters relating to their health and safety at work, paying particular regard to:

- The introduction of any measure at the workplace that may substantially affect the health and safety of the employees;
- Communicating any statutory health and safety information that must be provided;
- Planning and organising any training that is necessary to meet good health and safety standards.

Flaminia consults with employees directly. However should any group of employees wish to elect representatives of employee safety (ROES), Flaminia will duly consider adopting this system of consultation at that time.

First Aid

In accordance with the Health & Safety (First Aid) regulations, a first aid risk assessment is undertaken to determine the first aid arrangements and level of first aid training appropriate for each site/office.

Details of first aid arrangements are prominently displayed to ensure all persons working in the offices are aware of the identity and location of First Aiders.

The names of First Aiders/Appointed Persons are displayed at strategic and personnel are informed of the first aid arrangements during their site / visitor inductions.

First Aiders are responsible for maintaining the first aid kits in a clean and tidy condition and replenishing the contents as necessary.

Display Screen Equipment

A risk assessment of workstations is conducted to ensure a safe working environment is provided for users.

Training is given to users in the safe use of display screen equipment and the need to maintain the safe ergonomics of their workstations.

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It is ensured that users understand the need to take regular breaks and organise their workload accordingly.

Display screen equipment is maintained, ensuring the screen image is stable and all functions are easily adjustable.

Road safety & Company Transport

In accordance with the road traffic act 1988 and the Road Vehicles (Construction and use) Regulations 1986, Flaminia ensures that all company vehicles are maintained in accordance with manufacturer's service schedule and that they are correctly insured and have (where applicable) current MOT certificate. Employees may only drive vehicles for which they hold a valid licence and are formally authorised to drive by a company director. The directors verify drivers entitlement to drive when joining the company and at regular intervals thereafter.

Jobs and tasks that involve driving (and associated tasks such as loading) are subject to risk assessments to ensure appropriateness of vehicles and that wherever practicable driving distances and time are reduced. Where identified further driving training / instruction will be given.

Drivers of company vehicles driving on behalf of the company must at all times:

- Drive in responsible and courteous manner in accordance with the highway code and company driver handbook at all times, observing speed limits ensuring their vehicles are loaded safely and do not contravene weight restrictions;
- Consider local traffic routes and restrictions (Site Traffic Management Plans) ensuring where applicable use of a banksman;
- Check vehicle road worthiness (oil, water, tyres, wipers, washers, lights, etc) before commencing journey immediately reporting any defects;
- Ensure vehicle is made available for scheduled servicing;
- Notify Operations Manager of road traffic accidents / traffic violations;
- Not drink alcohol or take medication which could affect driving ability before driving a vehicle;
- Not use hand held mobile phones whilst driving vehicles (including Plant).

Records

The following records are kept updated and held on site where applicable:

- Accidents and dangerous occurrences
- Inspections, examinations and special tests of lifting equipment
- Current plant / equipment inspection certificates

Notices

The following notices are displayed at the place of work:

- Health and Safety Law - What You Must Know poster

- Current Employers Compulsory Liability' Insurance Certificate
- Safety Bulletins / memos
- Emergency procedure

Where applicable the following notices will also be displayed:

- Site rules
- Traffic plan

References

Legislative documentation and guidance on best practice is available from the Operations Manager or from the Health and Safety Executive website: www.hse.gov.uk

Personal Protective Equipment

In accordance with the Personal Protective Equipment at Work regulations 1992 the use of personal protective equipment (PPE) must be subject to a risk assessment (and in accordance with local client site rules) to firstly identify the need and secondly ensure appropriate level of protection is provided. The emphasis must; however be that the use of PPE is regarded as a last resort whereby risk of harm cannot reasonably be engineered or manufactured out of the working process.

The Operations Manager is responsible for issuing and monitoring the use of PPE.

Flaminia provides PPE, to all direct employees, free of charge in all cases as required / identified by risk assessments. Where necessary, training / information will be given to users of PPE. Employees are required to use the PPE in accordance with manufacturer's instruction / guidance and must report any defects or failure of any PPE to the Operations manager.

PPE (including safety helmets and safety footwear) must be worn by all personnel, including subcontractors and visitors, where there is risk of injury except areas clearly designated as non-hazardous.

Welfare Facilities

Flaminia is committed to ensuring all staff are provided with welfare facilities as dictated by the Workplace (Health, Safety and Welfare) regulations 1992.

All Flaminia locations have access to adequate facilities with suitable and maintained toilet facilities. Hot and cold running water, including drinking water, is provided.

Small tools and other work equipment must not be stored in the welfare facilities.

Clients remain responsible for providing and maintaining welfare facilities on individual sites.

Emergencies / Fire Safety

In accordance with the Regulatory Reform (Fire Safety) Order 2006 a fire risk assessment, incorporating an emergency / fire plan is produced for each premises. (On site specific emergency/fire plans are produced by the client). The plan is amended as necessary as the

work proceeds. The Individual in charge of site is responsible for implementing and monitoring the local fire and emergency arrangements.

Employees working on customers / clients sites are required to familiarise themselves with local emergency procedures attending site specific inductions where applicable.

All hot works are monitored and where required a permit system is employed.

Incident Reporting and Investigation

In the event of an accident, near miss or dangerous occurrence Operations Manager/ Managing Director must be immediately notified and incident recorded in the site accident book. All incidents shall be investigated to determine root cause of incident and to identify any required improvements necessary to prevent a similar reoccurrence.

In accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, any over-7-day injury (i.e. the injured person is off work for more than seven consecutive days), major injury, fatality, specified illness or dangerous occurrence, the HSE must be notified using form F2508.

In the event of a serious accident, the Operations Manager must take appropriate and immediate action to ensure the safety of employees and third parties and must wherever practicable preserve site prior to investigation.

Risk Assessments

Risk assessments are undertaken by competent persons for all work prior to commencement, with particular consideration given to operations involving asbestos, lead, hazardous substances (COSHH) and manual handling.

Risk assessments for work carried out at Flaminia offices are issued by the Operations Manager who is responsible for making sure all personnel are aware of and understand their contents.

Site personnel must ensure that they understand the requirements of local site specific risk assessments and subsequent controls issued by clients before starting work.

Method Statements

Where work is subcontracted, method statements are obtained from the subcontractor for approval (where applicable) by Flaminia prior to work commencing.

Site personnel must ensure that they understand the requirements of the local site specific method statements and subsequent controls issued by clients before starting work.

Hazards on Site

All employees (including subcontractors) must attend local site specific inductions to ensure they are aware of and are fully acquainted with all hazards likely to be encountered in their place of work, particularly those involving:

- Work at Height
- Excavations
- Lifting operations (Hoists and cranes)

- Machinery, plant and equipment
- Site traffic / vehicle movements
- Electricity
- Hazardous substances
- Highly flammable liquids and LPG
- Noise / Hand-arm vibration
- Confined Space
- Hot works
- Work on or near deep water
- Dust and fumes

Safe Access

In order to avoid accidents on site involving falls or collisions of personnel, materials or vehicles, it is vital that a safe access to the place of work is provided and maintained.

It must be ensured that:

- Safe access is provided for personnel to reach their place of work (ie good, well planned traffic routes, staircases, clear gangways, unobstructed passageways, secured ladders and soundly constructed scaffolds);
- All scaffolds and work platforms are level and obstruction-free;
- Edge protection is provided or other measures are taken to prevent falls;
- Holes or openings are guarded or covered up;
- Materials are kept tidy and safely stored so as not to cause obstruction;
- Waste materials are cleared and disposed in designated area.

Work At Height

In accordance with the Work at Height regulations 2005 the work at height hierarchy must be followed in which every attempt must be made to avoid working at height by using existing places of work or by utilising mechanical means - such as scissor lifts or cherry pickers. Where this is not practical, all work at height must be risk assessed and preference will be given to collective fall prevention measures over fall arrest. Whilst on site it remains the responsibility of the client to ensure that an appropriate work at height risk assessment is conducted and sufficiently communicated. All operators must following specific guidance given during training / site inductions regarding access to and from plant, maintaining 3 points of contact and facing vehicles wherever possible

Excavations

During excavation works the client is responsible for ensuring that

- A suitable and sufficient risk assessment is carried out by the clients own site manager regarding the need for designed 'temporary works' which in accordance with BS5975 must be designed by an authorised and competent engineer;

- Prior to excavating, all efforts are made to identify presence / location of underground services and that 'safe dig' techniques are employed at all times;
- Adjacent structures (including scaffolding) are not undermined or compromised by excavation;
- The excavation is inspected before any person carries out work at the start of every shift, after any event likely to have affected the strength or stability of the excavation or part thereof, and after any fall of rock, earth or any other material and that details of the inspection are recorded;
- If there is any doubt whatsoever regarding the integrity of the sides of an excavation, they must be shored up or battered back to an appropriate angle and that shoring materials used are strong enough to support the expected loads;
- Shoring is installed as part of a safe system of work;
- There is safe access and egress provided for the excavation;
- Excavation is sufficiently protected in order to prevent persons, equipment or materials falling in;
- The stability / integrity of the excavation is not affected by adjacent plant operations site plant;
- Appropriate stop blocks are provided for vehicles tipping into excavation.

Lifting Equipment / Operations

It must be ensured that:

- Lifting equipment (including hoists & Forklifts) is, tested and used in accordance with manufacturers instructions and Lifting Operations and Lifting Equipment Regulations 1998;
- Equipment and associated accessories are regularly checked (including pre user inspection) and examined 6-monthly by a competent person, and records are kept;
- Lifting operations are suitably planned and permit system employed where required and that lifting equipment is operated only by trained and competent persons;
- Competent slingers and signallers are employed for lifting operations using established industry method of signalling;
- Lifting operations are sufficiently enclosed in order to protect persons from being struck by any moving parts or materials being lifted;
- Enclosures housing hoists are fitted with gates where access is required and that gates are provided at all landings and are kept closed when not in use;
- The controls are arranged to enable lifting equipment (including hoists) to be operated from a safe position;
- The safe working load (SWL) is clearly marked and never exceeded;

- Under no circumstance should lifting equipment (including hoists) intended for materials only be used to lift persons. Where applicable notice to be displayed on the platform or cage prohibiting persons from riding in it.

Machinery, Plant and Equipment

It must be ensured that:

- All machinery, plant and equipment complies with Provision and Use of Work Equipment Regulations 1998;
- All dangerous parts are guarded so far as is reasonably practicable;
- The guards are secure and in a good state of repair;
- Lifting machines are checked weekly and the findings recorded;
- Site personnel report any defects to the Site/Operations Manager;
- Machinery, plant and equipment are only used by trained, competent and authorised persons;
- Machinery, plant and equipment are regularly checked and defects reported to the Client Site Manager, who arranges for repairs, servicing and statutory examinations and tests to be carried out;
- Electrical equipment is visually checked prior to use and is regularly tested by a competent person;
- A representative of Flaminia's sister company (Aurelia) inspects its own forklifts and other applicable equipment in accordance with statutory requirements. Equipment, plant, accessories and attachments all remain the responsibility of the client

Electricity

The main cause of electrical accidents on sites is from electrical equipment, overhead lighting, overhead power lines and underground power cables. ***All electrical equipment must be treated with respect.***

It must be ensured that:

- There are no signs of damage or interference to electrical apparatus, especially portable equipment;
- There are no signs of damage to outer coverings of wires and cables;
- All connections to power points are properly made;
- Where forklifts, tipper lorries, cranes, scaffolding, etc are used in the vicinity of overhead power lines, the power is cut off, goal posts are erected or other suitable precautions are taken;
- Where work is being carried out in the vicinity of underground cables, the route of the cable is known, located and marked, and all precautions are taken to avoid contact;

- Portable appliance testing (PAT) of electrical equipment (including office equipment) is carried out on a regular basis, by a competent person or electrician depending on its type and use;
- All electrical repairs or modifications are only carried out by an authorised and competent engineer.

Hazardous Substances

Flaminia carries out risk assessments of all substances that may be hazardous to health encountered during the course of work in accordance with the COSHH regulations. These assessments must be carried out prior to work and also briefed out and made readily available to all staff. (Additional site specific hazards / controls are the responsibility of the client and must be communicated during the site induction)

Where applicable workplace exposure limits (WELS) are referenced to EH40 as published by the HSE.

Wherever possible, exposure to substances hazardous to health is prevented, but where this is not reasonably practicable, measures are introduced to control exposure, ie provision of PPE.

Any substances that could be hazardous to health are stored in appropriate containers ensuring that they are clearly marked with information for safe use and / or in the event of an emergency.

All flammable substances are stored in clearly marked designated lockable containers / cabinets and ignition sources are strictly controlled.

The above controls also exist for bio hazards such as leptospirosis / Weil's disease

Flaminia ensures that the requirements for the monitoring of exposure, health surveillance, training, etc, are adhered to.

If any substance is found, that is suspected of containing asbestos fibres, work must be stopped immediately, the Site /Operations Manager notified, Local site rules must be followed.

Manual Handling

Flaminia carries out risk assessments for activities that involve manual handling on its own property. It remains the client responsibility to ensure that local arrangements are in place to manage and mitigate manual handling risks

Wherever possible, manual handling is avoided, but where this is not reasonably practicable, measures are introduced to control the risk.

Employees must make proper use of any safe system of work provided for their use in connection with manual handling.

Control of Noise

Wherever possible, noise levels are reduced to below 80 db(A). Where this cannot be achieved, suitable hearing protection is provided where requested. If a level of 85 db(A) is

present and cannot be reduced, hearing protection and restricted access zones are enforced.

Employees must wear hearing protection where it is required and report any defects to enable it to be replaced.

Control of Vibration

Wherever practicable exposure to hand held vibrating tools are reduced to a minimum by using mechanical means (Breakers /Compactors etc fitted to excavators). Where this is not practical a risk assessment is carried out and exposure reduced ensuring equipment is sufficiently maintained and suitable for use, job rotation and mandatory use of PPE.

Employees are briefed on the effects of Hand Arm Vibration Syndrome (HAVS) and are required to report any symptoms.

Nuisance (noise/dust)

Every effort will be made to identify and control the potential causes of nuisance in particular the effects of noise, dust, vibration, mud on the road and impact of increased traffic of local community and wildlife.

Control of Asbestos

The Directors ensure that work premises under their control have an Asbestos Management Plan in place. This includes a register of all materials containing asbestos found in or on the premises and the controls in place to ensure employees and others are not exposed to asbestos fibres. Upon discovery samples will be taken by a competent person and sent for analysis to an approved testing facility.

Employees are made aware of the contents of the register and must report to the Directors any damage caused to materials containing asbestos. Employees and subcontractors (ie plumbers, electricians, decorators, etc) are shown the register before any maintenance work is carried out.

Should asbestos containing materials be discovered on site, in accordance with site specific policy / procedure work will be stopped and area made safe until a documented safe system of work is developed and where applicable notified to the HSE in accordance with Control of Asbestos regulations 2012.

Natural Resources / Waste

Flaminia is committed to procuring sustainable or recycled materials that are from either and will endeavour to work closely with clients and suppliers in order to ensure that wherever practicable that sustainable sources. Every effort will be made to reuse, recycle and segregate waste at local level in order to ensure amount of waste is kept to a minimum.

Energy

Flaminia endeavours to reduce its carbon footprint and actively encourages efficient energy use utilising energy efficient lighting and electrical equipment.

Stress

The Directors ensure that employees do not become mentally stressed due to excessive workloads. All employees are encouraged to immediately contact the Operations Manager or Director if they consider that they are placed in a stressful situation. Supervisors must be aware of the possible implications of their instructions and the affect on individuals.

Confined Spaces

In accordance with the Confined Spaces Regulations 1997, works in confined spaces are only permitted where it is not reasonably practicable to avoid entry. All confined space works are subject to risk assessment and documented safe system of work undertaken by competent persons. Where applicable a confined space entry permit will be issued for duration of works.

Lone working

Lone working operations are only permitted for low risk operations following an appropriate assessment. Lone working is only carried out on sites or premises' where there are other persons present or in the vicinity. Employees working alone are all issued company mobile phones and are required to regularly telephone line managers to update their position.

Health Surveillance / Occupational Health

The company provides information and guidance on processes/operations that may have potentially detrimental effect on health such as; HAV, dermatitis, sight, hearing and respiratory conditions and actively aims to reduce exposure or harm to operatives.

Where there is a potential or reasonable concern that their health may be adversely affected by their work, employees, at the request of the relevant company director, may be required to undergo a medical examination / health surveillance program by a company approved occupational medical / health practitioner.

Where applicable Health surveillance records will be retained for 40 years and action taken where necessary should there be a re-occurrence of work-related illness.

Workplace Monitoring

In order to monitor the success of the health & safety policy and associated procedures, The Directors of Flaminia and the Operations Manager will undertake regular inspections of workplaces and activities.

Fatigue Management

Flaminia is committed to identifying and controlling excessive working hours that can cause fatigue. Controls are in place to prevent regular or systematic excessive and fatiguing shifts and shift patterns.

Additionally employees have a Duty of Care to present themselves for work free from the effects of fatigue as a result of non-work related activities which may impair the safe performance of their work.

Arrangements in place for monitoring and managing fatigue and working hours include;

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- The 'door to door' time should not be planned to exceed a maximum of 13 hours in a 24 hour period.
- If in event of that an overrun has occurred employees must not start their next shift until they have received a minimum 11-hour continuous break.
- An employee must have at least one day of rest per week; this may be averaged out over two weeks (subject to risk assessment).
- The weekly working time should not be planned to exceed a maximum of 60 hours in any 7 day period unless permitted by a risk assessment and authorised by the Operations Manager.
- In event that planned working hours are exceeded, additional monitoring, supervision and breaks