



***ALLTASK LIMITED***  
***HEALTH AND SAFETY POLICY***



## 1. Amendment Log

Date	Section No	Description of Amendments	Revision No	Initials
30/7/2010	Complete Document	Update existing policy, to include new legislation and reduce to make easily digestible	001	MP
05/10/2010	3.36	Update COSHH to include missing information	001	MP
17/01/2011	4.42	Include Scaffold job freeze reports as part of Monitoring and review	001	MP
17/01/2011	3.31	Update Mobile Phone policy to include prohibition in work areas	001	MP
04/04/2011	3.18	Update reference to Noise Policy	001	MP
17/05/2011	2.0	Update company organisational chart to define reporting lines of communication	002	MP
29/07/2011	Policy Stat	Policy reviewed and signed by CEO	002	MP
11/08/2011	4.11	Update emergency provisions to include fire risk assessment for vehicle carrying combustible materials	002	MP
15/09/2011	2.0	Reviewed and updated organisations responsibilities	002	MP/JG
25/07/2012	All	Reviewed and update of Policy	003 July 12	MD/JG
10/08/2013	All	Reviewed and update of Policy	004 August 13	MD
08/08/2014	All	Reviewed and update of Policy	005 August 14	DC
06/04/2015	3.7	Update of CDM Regulation (2015)	006 April 15	DC
31/07/2015	All	Reviewed and update of Policy	007 July 15	DC
21/07/2016	All	Full review of Policy and amendment to organogram	008 July 16	DC
20/07/2017	All	Full review of Policy, updated company personnel, responsibilities and amendment to organogram	009 July 2017	DC/MK
18/07/2018	All	Full review of Policy, updated company personnel, responsibilities and amendment to organogram	010 July 2018	MW
01/11/2018	All	Objectives added to Policy, organogram updated	011 November 2018	MW/MK/DF
15/02/2019	Policy Stat / 3.11/ org chart	Policy statement & Roles & responsibilities	012 Feb 2019	SR
18/10/2019	Policy rev / org chart	Policy statement & Organisation chart	013 Oct 2019	SR
02/01/2020	Review	Review and update of Policy	014	SR
15/06/2020	Update	Update changes to organogram	015	SR
13/01/2021	Review & Update	Changes to Directors responsibilities/ review & updates to organogram	016	SR
01/2022	Review & Update	Updates to organogram additional management role for Training & Development. Removal of Hekhu Reference.	017	SR / SW
01/2023	Review an update	Updates to organogram, updates to PPE regs and updates to NASC standard references	018	SR/SW
01/2024	Review & Re-format	Updates to organogram	019	SR/SW

## 2. Health and Safety Policy Statement

2.1 It is the policy of Alltask Ltd, to ensure as far as is reasonably practicable the Health, Safety and Welfare of its employees whilst they are at work, and others who may be affected by our undertakings, as required by the Health and Safety at Works Act 1974.

2.2 Alltask Ltd operates an occupational Health & Safety Management System that has gained ISO 45001:2018 certification, where possible and practical to do so Alltask Ltd will endeavour to exceed the minimum requirements of legislation.

2.3 Alltask will: -

- Provide and maintain a safe healthy working environment.
- Ensure adequate instruction and training is given to all personnel to enable them to perform their various tasks.
- Ensuring that the necessary resources and finances are provided to carry out the Companies' Health and Safety and policy effectively.
- Ensuring that all plant, tools, vehicles, processes and equipment are designed and constructed or selected with due consideration for the health and safety of the user.
- Plant, equipment and vehicles are maintained in a proper state of efficiency and repair.
- Ensure that all accidents, incidents and near misses are investigated and reported.
- Aim to achieve the commitment and active involvement of all employees through effective consultation, in order that safety awareness and positive attitudes are fostered, and continuous efforts are made to improve safety performance.

2.4 Alltask's objectives are to: -

- Maintain ISO45001:2018 through high standards of Health & safety Management.
- Have 0 RIDDOR Accidents/Incidents per year.
- Encourage a positive culture change with a re-defined safety culture implemented where near miss reporting and Improvement opportunity reporting is increased.
- Ensure all staff have access to Health & Wellbeing support.
- All staff with Leadership roles (supervisory and above) receive both external training and internal training to ensure they have the competencies to lead a team safely.

2.5 Management and any other personnel, who authorise and/or instruct works to be carried out, will ensure that workers are competent and trained to do so. They are also responsible for ensuring that adequate health, safety and welfare facilities are made available and implemented in line with Alltask policies and procedures.

- It is the responsibility of every individual working for Alltask to: -
- Take reasonable care for the health and safety of themselves and others.
- To co-operate with their supervisors or any other person so far as is reasonably necessary to enable their employment to be conducted safely.
- Follow the company and other accepted rules, procedures and codes of practice.
- Correctly use protective items provided in the interest of health, safety and welfare.

2.6 Alltask Health and Safety policy will be continually monitored by way of contract/safety/review meetings. The policy will be reviewed and revised to meet the changing needs of the company and changes made by legislative requirements.

2.7 As Company Directors we have final responsibility for ensuring that the health and safety policy is properly implemented and that the health and safety standards are achieved and maintained.

2.8 To assist Alltask in our undertakings, we have appointed a health and safety team to provide competent advice and guidance, which will be duly adhered too.

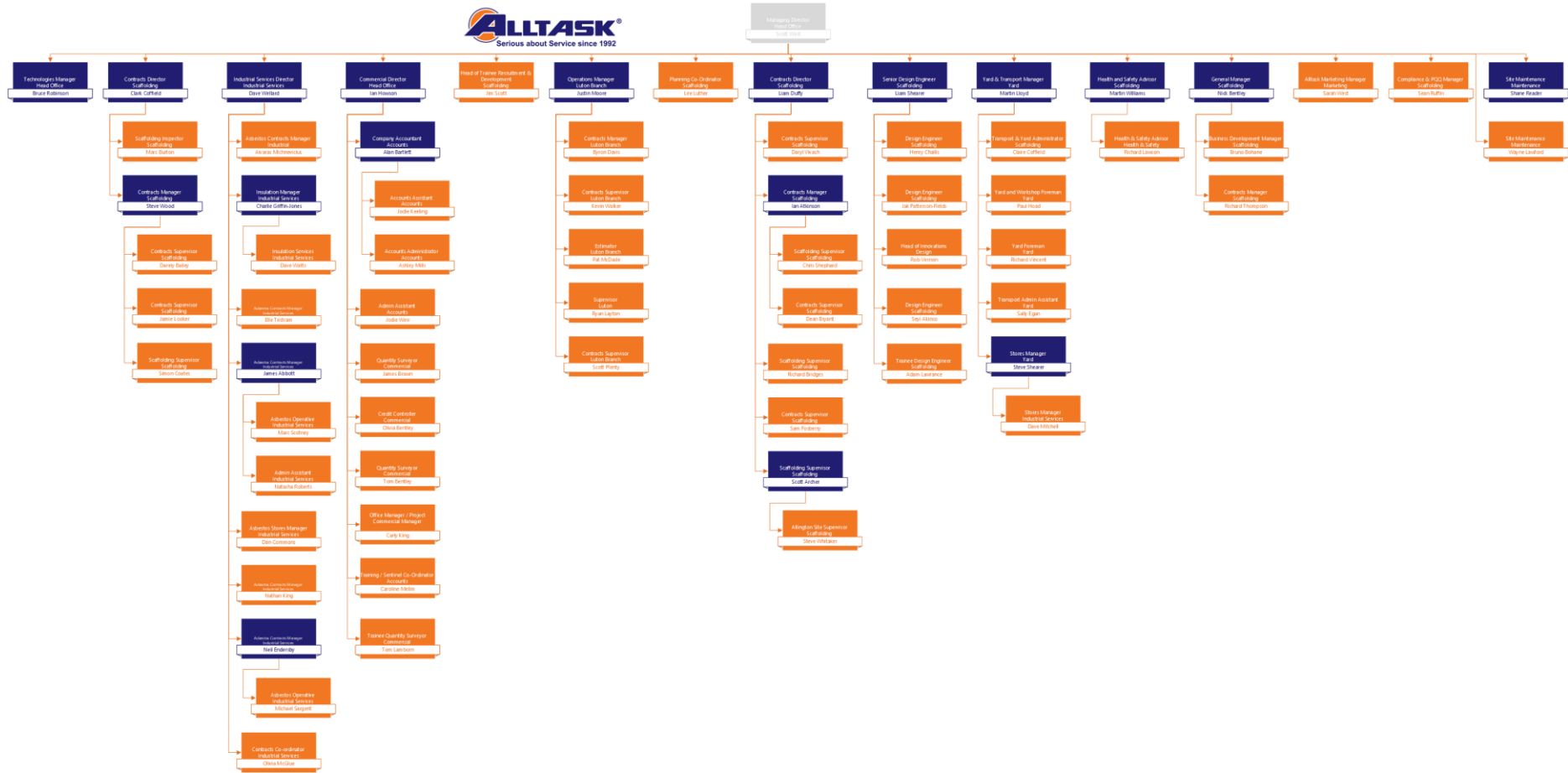
Signed:



Daniel Fincham CEO  
12<sup>th</sup> January 2024



Scott West Managing Director  
12<sup>th</sup> January 2024



### 3. Organisational Roles and Responsibilities

The overall responsibility for ensuring that the Health and Safety Policy is being implemented throughout the company is that of the Company Director responsible for Health and Safety.

This policy will be monitored by way of auditing, site inspections, accident statistics, monthly KPI reports and periodical meetings. Every year a full review of the policy will be carried out by the H&S team, in conjunction the legal consultant and the director responsible for Health and Safety to ensure all sections of the policy are legal, valid and fit for purpose for the provisions of the company.

In addition, the persons named within the organisation section of the policy with specific health and safety responsibilities shall ensure that the correct health and safety standards are realised, maintained and continually improved; the following persons within the company have specific responsibilities in the following areas.

#### 3.1 Director with Responsibility for Health and Safety – Daniel Fincham

- 3.1.1 Ensure that there is an effective Health and Safety Policy within the company and that it is being adhered to.
- 3.1.2 Understand the requirements of The Health and Safety at Work Act 1974, The Working Time Regulations 1998 (Amended 2002 and 2007) and other related legislation.
- 3.1.3 Ensure that the Company has sufficient financial resources to provide and maintain an effective Health and Safety Management system, which will allow the requirements of this policy and all applicable statutory legislation to be complied with.
- 3.1.4 Ensure that the signed statement is displayed in all premises and made available to all employees and that the policy has been brought to the attention of all employees.
- 3.1.5 Ensure that through proper management, all employees are adequately trained, instructed and supervised to comply with the requirements of this policy and all other statutory legislation.
- 3.1.6 Ensure that First Aid and welfare facilities are available at all times during working procedures.
- 3.1.7 Annually review the company Health and Safety Policy and ensure that all employees are informed of any significant changes.
- 3.1.8 Promote a positive Health and Safety culture by setting a good example at all times.
- 3.1.9 Instigate disciplinary action against any employee who fails to comply with his/her individual responsibilities.

#### 3.2 Managing Director – Scott West

- 3.2.1 The Managing Director is required to implement the Alltask safety policy and is responsible to the director for Health and Safety.
- 3.2.2 Ensuring that sub-contractors have been vetted for health and safety performance and that all the Alltask Limited requirements have been met before they commence on site.
- 3.2.3 Ensuring the Health and Safety policy is relayed and implemented to all employees, including other contractors under their control.
- 3.2.4 Checking the company complies with: Its Memorandum and Articles of Association (and keep these up to date); The Companies Act 2006; and other legislation.
- 3.2.5 Take appropriate action when notified of disregard on site of the safety advisor's advice.
- 3.2.6 Ensuring that all employees under their control have the correct supervision, information, training and competence to enable employees to carry out their tasks safely, and monitor the competency of personnel and their control and discuss performance with the Director Responsible for H&S.
- 3.2.7 Ensure that the Company has provided adequate first aid equipment and information to the employees and each site.
- 3.2.8 Ensure that adequate Welfare facilities are available at each site or that alternative arrangements can be made.
- 3.2.9 Ensure that risk assessments are completed in accordance with The Management of Health and Safety Regulation 1999, and that the information is conveyed to all operative concerned.

- 3.2.10 Ensure that safety inspections are carried out to monitor compliance with the relevant policies and procedures and close out any non-conformance.
  - 3.2.11 Ensure that no unnecessary risks are taken by the employees in pursuance of their duties and to instigate any disciplinary procedures as appropriate on any employees under his control who persist in failing to comply with and health and safety requirement whether company policy or statutory legislation.
  - 3.2.12 Attend the health and safety meetings when arranged by the company Health & Safety Advisor.
  - 3.2.13 Deputise the role and responsibilities of the director for health and safety in his absence.
- 3.3 Divisional Director – Dave Wellard
- 3.3.1 The Divisional Director is responsible for ensuring that the company's health and safety policy and asbestos policy is observed and implemented within their scope of activities and that all the requirements necessary for effective compliance of the Policy are fulfilled, and is required to:
    - 3.3.2 Be aware of the company Health and Safety policy and relevant legislation.
    - 3.3.3 Ensure the company Asbestos policy is observed and implemented.
    - 3.3.4 Demonstrate a sound understanding of current asbestos legislation.
    - 3.3.5 Responsible for ensuring the Health and Safety policy is relayed and implemented to all employees, including other contractors and monitor the competency of personnel under their control and discuss performance with the Director Responsible for H&S.
    - 3.3.6 Will be responsible for approving the inclusion of each contractor on the approved list of contractors.
    - 3.3.7. Ensure that suitable resources are made available to conduct work operations safely.
    - 3.3.8. To ensure that a documented audit is carried out at least once a month.
    - 3.3.9. Ensure that adequate Welfare facilities are available at each site or that alternative arrangements can be made.
    - 3.3.10. Ensure that risk assessments are completed in accordance with The Management of Health and Safety Regulations 1999, and that the information is conveyed to all operatives concerned.
    - 3.3.11. Ensure that safety inspections are carried out to monitor compliance with the relevant policies and procedures and close out any non-conformance.
    - 3.3.12. Ensure that no unnecessary risks are taken by the employees in pursuance of their duties and to instigate any disciplinary procedures as appropriate on any employees under his control who persist in failing to comply with and health and safety requirement whether company policy or statutory legislation.
    - 3.3.13. Attend the health and safety meetings when arranged by the company Health & Safety Advisor.
- 3.4 Other Directors Not Directly Responsible for Health And Safety And Not Specified Elsewhere In This Policy - Ian Howson, Clark Coffield, Liam Duffy.
- 3.4.1 Ensuring the Health and Safety policy is relayed and implemented to all employees, including other contractors under their control.
  - 3.4.2 Ensuring that all employees under their control have the correct supervision, information, training and competence to enable employees to carry out their tasks safely, and monitor the competency of personnel and their control and discuss performance with the Director Responsible for H&S.
  - 3.4.3 Ensure that risk assessments are completed in accordance with The Management of Health and Safety Regulation 1999, and that the information is conveyed to all operative concerned.
  - 3.4.4 Ensure that no unnecessary risks are taken by the employees in pursuance of their duties and to instigate any disciplinary procedures as appropriate on any employees under his control who persist in failing to comply with and health and safety requirement whether company policy or statutory legislation.
- 3.5 Divisional Managers
- The Divisional Managers are responsible to the managing director for ensuring that the company's health and safety policy is observed and implemented within their scope of activities and that all the

requirements necessary for effective compliance of the Policy are fulfilled, and are required to:

- 3.5.1 Be aware of the company Health and Safety policy and relevant legislation.
- 3.5.2 Responsible for ensuring the Health and Safety policy is relayed and implemented to all employees, including other contractors under their control.
- 3.5.3 Will be responsible for approving the inclusion of each contractor on the approved list of contractors.
- 3.5.4 Ensure that suitable resources are made available to conduct work operations safely.
- 3.5.5 Responsible for ensuring that all employees under their control have the correct supervision, information, training and competence to enable them to carry out their tasks safely, and monitor the competency of personnel under their control and discuss performance with the Director Responsible for H&S.
- 3.5.6 To ensure that induction training for all operatives is carried which must be signed by each individual.
- 3.5.7 Ensure that suitable and sufficient risk assessments are completed in accordance with The Management of Health and Safety Regulation 1999, and that the information is conveyed to all operatives concerned.
- 3.5.8 Conduct a documented safety inspection on all sites, at a rate of one per month as a minimum.
- 3.5.9 To ensure that a documented Toolbox Talk is carried out at least once a week for each site under their control.
- 3.5.10 Identify training needs and make recommendations on any improvements identified during the normal work process or during staff consultations.
- 3.5.11 Ensure that any areas of site to which the general public or visitors may have access are maintained to ensure their safety.
- 3.5.12 Attend the health and safety meetings when arranged by the health and safety advisor.

### 3.6 Contracts Manager

Contracts Managers are responsible to the divisional manager within their department, for ensuring that the company's health and safety policy is observed and implemented within their scope of activities and that all the requirements necessary for effective compliance of the Policy are fulfilled. Contracts managers are to be:

- 3.6.1 Aware of the company Health and Safety policy and relevant legislation.
- 3.6.2 Responsible for ensuring the Health and Safety policy is relayed and implemented to all employees, including other contractors under their control.
- 3.6.3 Responsible for ensuring that all employees under their control have the correct supervision, information, training and competence to enable them to carry out their tasks safely.
- 3.6.4 Provide suitable protective clothing and equipment for the use of personnel and ensure their proper use at the appropriate time and those arrangements are in place for its storage, maintenance and replacement.
- 3.6.5 Ensure that all items of plant and equipment are compliant and suitable for use and that the persons operating the plant/equipment are suitably trained and competent to use.
- 3.6.6 Ensure that suitable and sufficient risk assessments are completed in accordance with The Management of Health and Safety Regulation 1999, and that the information is conveyed to all operatives concerned.
- 3.6.7 Ensure that adequate First Aid facilities are provided, checked and re-checked as required by the company Health and Safety policy and all statutory requirements.
- 3.6.8 Ensure that suitable welfare facilities are available and that access to them has been agreed with client/principal contractor prior to work commencing.
- 3.6.9 Attend the monthly health and safety meetings when arranged by the health and safety advisor.

### 3.7 Supervisors

Responsible to the Contract Managers for ensuring that the company's health and safety policy is observed within their scope of activities and that all the requirements necessary for effective compliance



with the Policy are fulfilled, and are required to be:

- 3.7.1 Responsible for ensuring the health and safety policy is complied with, and brought to the attention of all employees and other contractor under their control.
- 3.7.2 Responsible for the monitoring of day to day health and safety on site and instigate any improvements where necessary and report to the contracts manager.
- 3.7.3 Ensure that persons under their control have received suitable and sufficient training to carry out the task safely without risk to themselves or others, and carry out a check of their competency level.
- 3.7.4 Identify any training needs and make recommendations on any improvements identified during the normal work process or during staff consultations.
- 3.7.5 Responsible for ensuring that all accidents are immediately reported to the Health & Safety department and that accidents are properly recorded in the accident book.
- 3.7.6 Ensure that suitable protective clothing and equipment is worn correctly by all personnel.
- 3.7.7 Carry out a documented Toolbox talk at least one a week for each site under their control
- 3.7.8 Attend the health and safety meetings when invited by the contracts manager.

### 3.8 Yard & Transport Manager

The Yard and Transport Manager is responsible for the safe efficient running of the yard. The post-holder will be fully aware of the company Health and Safety policy and ensure that they and all subordinates carry out their works with strict adherence to the policy as well as the wider Health and Safety Law.

- 3.8.1 The post holder is responsible for the smooth efficient operation of the yard to support the operational requirements of all divisions.
- 3.8.2 This includes ensuring the sufficient staff numbers of suitably qualified labour to carry out the safe loading and unloading of vehicles within the time constraints dictated by the operational requirements.
- 3.8.3 The post-holder will ensure compliance by all drivers with hours and tachograph rules (where applicable), speed limits, road traffic rules (including use of mobiles and weight restrictions) and ensure that all drivers are licenced and insured to drive their vehicle, their eyesight is checked in accordance with the driver's handbook.
- 3.8.4 The post holder is ultimately accountable for the managing and distribution of all assets within the business. Particular responsibilities may be delegated from time to time to other staff members but the ultimate responsibility rest with the post holder.
- 3.8.5 The post holder is responsible for the purchasing and selling (as directed by the directors), maintenance and modification of all vehicular assets. In respect of the fleet of large and heavy goods vehicles, the post holder will ensure that the periodic maintenance of the fleet to remain legally compliant and within all VOSA regulations and at all times we comply with the conditions of the operator's licence.
- 3.8.6 They will be responsible for ensuring the daily vehicle checks are undertaken and recorded by all drivers, any defects are rectified – where this is not happening they will take disciplinary steps to ensure compliance.
- 3.8.7 All records are to be kept in accordance with the document retention policy. Where there is any prosecutions the post holder will notify the Traffic commissioner in writing within 28 days.

### 3.9 Yard and Site Operatives

Yard and site operatives are responsible to their direct Supervisor and are required to:

- 3.9.1 Be aware of the company Health and Safety policy and carry out their works with strict adherence to it.
- 3.9.2 Take reasonable care for their health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work.
- 3.9.3 Work to the agreed safe systems of work for their work activities and report any issues or recommendations to their supervisor.
- 3.9.4 Be fully conversant with the correct method of using the appropriate tools and/or equipment for the task at hand, and ensure that it is fit for purpose and report any defects.
- 3.9.5 Correctly use the appropriate safety equipment and protective clothing and not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- 3.9.6 Report immediately any defects in tools, plant or equipment to their superior immediately.
- 3.9.7 Report immediately all accidents, near misses, dangerous occurrences or unsafe condition to their superior and ensure that a report is entered in the appropriate register (if applicable).
- 3.9.8 Keep all tools, plant and equipment in good condition and report immediately any defects or damage to their immediate supervisor.
- 3.9.9 Reversing vehicles within Alltask Yard will be under the explicit control of a Vehicle Marshal.

### 3.10 Office Staff

Personnel employed to work within Alltask House or Alltask Yard's Office have a responsibility to:

- 3.10.1 Conduct their day to day activities in accordance with the company policies and procedures and co-operate with all managers on all health and safety matters.
- 3.10.2 Observe the proper procedures for First Aid treatment, actions to be taken in the event of fire or fire drills and special conditions and hazards of work areas.
- 3.10.3 Report all defects of office machinery and equipment to their line manager.
- 3.10.4 Observe the proper usage of display screen equipment as instructed.
- 3.10.5 Report immediately all accidents, near misses, dangerous occurrences or unsafe condition to their line Manager and ensuring that a report is entered in the accident book located in the main reception.

### 3.11 Health and Safety Advisor

The responsibility of the Health and Safety Advisor (HSA) is to monitor and revise all modifications or amendments to company policies and procedures that are necessary to comply with health and safety legislation. This is carried out in conjunction with the Legal Consultant.

The HSA is empowered to cease any work activity which may be considered an unacceptable risk to any persons or the company.

The HSA reports directly to the Director Responsible for Health and Safety. The HSA is to provide a health and safety service throughout the company and ensure that regular reports are made to the Board of Directors on the company's safety performance.

- 3.11.1 Review the company health and safety policy to ensure compliance with corporate and statutory requirements and update the documents as required.
- 3.11.2 Advise the Company on Health and Safety matters ensuring that the Company is made aware of any statutory and legal obligations that are required.
- 3.11.3 To co-ordinate accident investigations (including dangerous occurrences) as well as to fully investigate any reported near-misses. To inform the HSE in accordance with statutory requirements, and ensure that completed accident records are securely stored.
- 3.11.4 Ensure that sites and premises are inspected to ensure compliance with all Statutory Regulations and Legislation.

- 3.11.5 Monitor the company's overall health and safety performance and regularly report all findings in KPIs.
- 3.11.6 Organise and provide adequate Safety Training as requested.
- 3.11.7 Advise and assist in the implementation of risk assessment and method statements.
- 3.11.8 Chair Health and Safety meetings; discuss all relevant safety matters.
- 3.11.9 Attend internal and external Safety meetings upon request.
- 3.11.10 Production of regular reports on the company's safety performance as part of the Company commitment to planning, regular review and development of the safety policy.
- 3.11.11 The Health and Safety Advisor also has overall responsibility for the general office safety and has a direct responsibility to:
  - Ensure that DSE assessments are carried out and recorded.
  - Report all accidents within the office immediately to the H&S department and record in the office accident book.
  - Ensure that a quarterly inspection of the offices is carried out including all areas of access and egress.
  - Ensure that a risk assessment is carried out for any young person /Apprentice on work experience to highlight any hazards associated with their work.
  - Ensure that the office environment is maintained in compliance with The Health Safety and Welfare Regulations 1992.
  - Organise and attend the health and safety meetings, ensuring an accurate record is made.

### 3.12 PQQ & Compliance Manager

The responsibility of the PQQ & Compliance manager is to manage the Companies QMS, HSMS & EMS. The role involves maintaining the Company accreditations and pre-qualification processes and overseeing the Companies Supply chain. The Compliance Manager report direct to the Managing Director.

Responsibilities include: -

- 3.12.1 Management of the various accreditations that the Company holds including updates to intranet systems.
- 3.12.2 Coordination of External audits with accreditation bodies including preparation and attendance through the audit process.
- 3.12.3 Completion and updating of all PQQ's for our Client's approval process.
- 3.12.4 Maintaining the Activ system that hosts the Company's management systems.
- 3.12.5 Completion of internal audits and ensuring the internal audit schedule is effective and maintained.
- 3.12.6 Support the H&S Manager were required and attend SHEQ meetings as required.
- 3.12.7 Maintaining the Company Non-conformance reporting system and monitoring effective improvements.
- 3.12.8. Additional responsibilities for the management of the EMS.

### 3.13 Head of Trainee Development & Recruitment

The responsibility of the Head of Trainee Development & Recruitment is to source, manage and maintain new applicant to work within the company. The role involves:

- 3.13.1 Consultation and establish relationships with local education bodies.
  - 3.13.2 Consultation and establish relationships with local job seeker schemes.
  - 3.13.3 Interview and select new applicants for Trainee roles and Apprenticeship scheme.
  - 3.13.4 Development Trainee development plans and monitor each trainees journey through the plan.
  - 3.13.5 Management of any apprentices including liaison with the apprentice training providers.
  - 3.13.6 Source and manage available training funding streams.
  - 3.13.7 Management of all trainees and apprentices.
  - 3.13.7 Management of the trainee review system.
- 3.13.8 Liaise with Trainees, Apprentices and their line managers on disciplinary issues.

3.13.9 Report quarterly to the Board on all trainee & development matters.

#### 4. Arrangements For Health And Safety Management

##### 4.1 The Corporate Manslaughter And Corporate Homicide Act 2007

Under the Corporate Manslaughter and Corporate Homicide Act 2007, Companies and Directors can be found guilty of corporate manslaughter arising from serious management failures resulting in gross breach of duty of care. This act clarifies the criminal liabilities of companies including large organisations where serious failures in the management of health and safety results in a fatality.

Alltask will ensure that the health and safety management system is continuously under review, in particular, the way in which our activities are managed and organised by senior management.

(Refer to the Institute of Directors and HSE guidance, Leading Health and Safety at Work (INDG47)

##### 4.2 Control of Visitors To Alltask Premises And Operational Works

Our policy regarding the control of visitors on our premises and when visiting our operations, is firstly we must be aware that the visitor is on site. Visitors to Alltask House must use the entry intercom system to announce their business with the company. If access is allowed they will be given clear instructions on how to enter the premises and proceed to the reception area following a safe route. Visitors must obey any safety instructions given to them by company employee during their transit from the entry gate to reception area. At the reception area all staff and visitors must sign in using our digital Who's on Location office attendance system. All must also sign out using this system once their visit is finished.

Where there is not an intercom (operational yard) all visitors must follow the signs and report to the site or yard office in the first instance. It is the duty of the Yard and Asset Manager to ensure that there are clear signs in place. Further prior to their entry into a working area that they are made aware of the Site Health and Safety Rules and of any possible dangers of the area they will be visiting. If they are to move away from the safe reception area, they will be advised on fire arrangements, accidents, authorised areas and that they should be escorted in any potentially hazardous areas.

Visitors will be escorted by their host and must wear the appropriate PPE that has been provided for their safety if they are to deviate from the marked pedestrian areas.

The Visitors remain in the care of and are the responsibility of the nominated Alltask Limited representative until the time of their departure. Therefore, during any fire and emergency procedures their Alltask Limited representative will advise the visitor to follow the correct instructions and ensure that they are accounted for at the emergency assembly point and that they do not enter the building until it has been declared safe.

In any emergency situation Alltask's nominated representatives will use the Who's on Location system to account for all staff and visitors at Alltask House.

The operational yard uses a manual sign in system for the role call purpose.

##### 4.3 Training Awareness and Competence:

It is Alltask policy to ensure that all employees remain competent in all the tasks that is expected of them. This will involve the relevant training for their skills so as to enable them to perform their duties and fulfil their responsibilities in such a manner that will enable them to do so safely and not to compromise the health and safety of others, good health and safety training will improve competency and change attitudes of individuals.

- Alltask will ensure that all new starters undergo a full Health and Safety induction when they commence employment.
- Qualifications of the employees will be reviewed on a regular basis to enable the company to ensure all of its employees are current and competent with their skills and any changes in legislation.

- A database is held on all the qualifications that employees hold and this will enable the company to allocate specific tasks to competent persons.
- The database will automatically issue electronic 90-day notification, forwarded to the Training administrator, H&S Advisor and relevant Divisional heads where qualifications are due to expire to enable sufficient lead time for retraining.
- Contact Managers will also notify the Safety department of any employee who is need of additional, or refresher training.
- Training will be provided for any employee who will have a change of responsibility, therefore enabling them to carry out their new tasks without affecting their health and safety
- Toolbox talks, safety bulletins and site briefings will be carried out to all employees.

#### 4.4 CONSULTATION AND COMMUNICATION: The Health and Safety (Consultation With Employees) Regulations 1996

Alltask will ensure that all employees are involved in creating and maintaining an effective positive health and safety culture within the Company's operations. Alltask will consult with the employees, before the introduction of new procedures or technology that may affect employees and their working practices. Consultation will also occur with the introduction of new statutory information, any training programmes and implementing emergency procedures.

The company will keep records of the consultations and any actions arising from them.

##### 4.4.1 Safety Representation

Employees who are paid up members of recognised Trade Unions will have the opportunity to appoint a safety representative. Currently Alltask does not recognise any single trade union so currently the position of Safety Representative does not exist in this organisation.

##### 4.4.2 Consultation – Safety Committees and Safety Teams

An executive safety committee has been established, which will meet according to a planned schedule.

The executive safety committee will comprise of the Director Responsible for Health and Safety, who will act as the Chairman of all meetings, Health and Safety Manager and a representative from each department of the Company, this may include a site representative.

The work of the committee comprises of:

- An annual review of the health and safety system and associated documents.
- Recommending safety training and co-ordinating the requests of members of staff with regard to any specific form of training.
- Discussing the implications of new laws and regulations.
- Reviewing incident reporting procedures and arrangements.
- Reviewing site reports.
- Discussing visits made by enforcing authorities etc.
- Reviewing accident / dangerous occurrence / near miss reports to identify trends and / or deficiencies within the company procedures.

The committee meetings will be held at tri-monthly intervals at Alltask House and will be supplemented with a safety system management review meeting.

A team of competent personnel will be established to investigate and advise on safety issues, where appropriate. Minutes of each meeting will be recorded along with the actions, where relevant.

(Full Consultation Policy refer to Policy and Procedures)

#### Disciplinary Measures

When there are issues of non-compliance of health and safety regulations the Company will investigate them. The Site/Office representative will collate written information, this will then be reviewed by the Company (Contracts Manager and Health & Safety Advisor) and the appropriate corrective action taken to ensure compliance and that the employees are made aware of the situations causing concern. All non-compliance will be recorded in the non-compliance register.

If subsequently, the problem persists, then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

All employees have a legal duty to co-operate in the compliance with health and safety legislation. Should an individual ignore the Company's Health and Safety policy and associated Company procedures, or deliberately act in an irresponsible or dangerous manner, a disciplinary enquiry will take place and appropriate disciplinary action taken.

Disciplinary action will take place when an employee: (This list is not exhaustive).

- Uses machinery, plant or equipment that they are not authorised or trained to use.
- Wilfully damages or misuses any item provided for health, safety or welfare at work.
- Misuses chemicals, or other hazardous materials that require safe working practices.
- Make false statements or deliberately inferring with evidence following an accident or dangerous occurrence.
- Is under or appears to be under the influence of non-prescriptive drugs or alcohol when reporting for or whilst at work.
- Is in breach of statutory health and safety regulations.
- Using mobile phones in non-designated areas of the workplace.

Failure to observe safety rules or procedures will become a reason for disciplinary action. Records will be kept of discipline procedures.

(See Disciplinary Procedure in the Alltask Employee handbook)

#### 4.5 Control of Contractors

Sub- contractors will be controlled. At appropriate points before the job, meetings should be held to agree safety needs and rules. Safety shall be monitored during the contract.

The Sub-contractor should be required to submit reports of accidents, planned inspections and corrective action. Procedures should be established and maintained for controlling all aspects of the Sub-contractor's work, including: -

4.5.1 Risk assessments / method statements.

4.5.2 Pre-planning. For medium / long-term contracts this would involve carrying out full Occupational Health & Safety (OH&S) pre-qualification. For short term contract's OH&S aspects should be suitably checked via questionnaires/interview/review.

4.5.3 Communication. Communication links between appropriate levels in the organisation and the contractor shall be established, prior to and throughout the contract.

- 4.5.4 Provision of safety rules.
- 4.5.5 Provision of OH&S training and past certification of the contractor(s) personnel, where necessary, before commencement of work.
- 4.5.6 Arrangements for monitoring/reviewing aspects of the contractors work activities on site.
- 4.5.7 Procedures for communicating accidents and incidents involving the contractors' personnel (RIDDOR).

(Control of Sub-Contractors refer to Procedures file)

- 4.6 CDM: The Construction (Design & Management) Regulations 2015  
On projects where Alltask is the Principal Contractor (PC) or a Contractor we will be aware of the CDM regulations and deal with the provision to ensure the necessary health and safety standards at temporary or mobile construction sites.

Alltask will work with the other main duty holders throughout the project with the interchange of information as well as the provision of adequate resources to ensure that Health and Safety requirements are met and to develop a Health and Safety Plan.

Where Alltask Ltd is employed as the contractor on a project and in order to comply with the requirements of these Regulations we will: -

- 4.6.1 Co-operate with the principal contractor so as to enable each of us to comply with his duties under the regulations.
- 4.6.2 As far as is reasonably practical, provide the principal contractor with any information which might affect the health and safety of any person at work carrying out the construction work, or any person who might be affected by the work of that person at work or which may justify a review of the health and safety plan.
- 4.6.3 Comply with any instruction given to us by the PC
- 4.6.4 Provide the PC with any information in relation to accident injury death or dangerous occurrence which he is required to notify or report to the HSE.

We will not commence work on a construction until we have been provided with the following relevant information:

- The Principal Designer for the project
- The name of the PC for the project
- The contents of the health and safety plan, or that part which is relevant to the works which Alltask are to carry out.

(See CDM Safety Policy)

- 4.7 WELFARE FACILITIES: The Workplace (Health, Safety and Welfare) Regulations 1992  
Alltask recognise their duty that if the company employs anyone (however short the period) that they must 'so far as is reasonably practicable', provide adequate and appropriate welfare facilities for our employees while they are at work. Alltask will provide such facilities unless it is clearly unreasonable in terms of time, trouble, cost and physical difficulty. Often we are working under the control of the principal contractor where they will be providing welfare provisions on site.
- 4.8 OFFICE SAFETY: The Workplace (Health, Safety and Welfare) Regulations 1992 and Regulatory Reform (Fire Safety) Order 2005

Alltask principal duty is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees and anyone else who may be affected by their business activities.



This area of H&S is wide ranging and is supported by various Approved Codes of Practice. Alltask outlines the major headings for providing a safe working environment in offices at Alltask House and

Alltask Transport Yard & Stores. Each heading requires a review and assessment by the Company at periodic intervals.

- Temperature and heating
- Lighting of tasks and emergency lighting
- Cleaning and cleaners
- Waste disposal
- Housekeeping
- Glass
- Doors
- Barriers
- Access and Egress into and out of building, internal routes around the work place, emergency exits.
- Facilities, sanitation and washing, rest and eating, food hygiene
- Noise in the Work Place
- Work Equipment

All work conducted within Alltask offices will be carried out without putting any employee or visitor at undue risk.

#### 4.9 DSE. The Display Screen Equipment Regulations 1992

- 4.9.1 The use of display screen equipment is not generally a high-risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems, eye strain, fatigue and stress.
- 4.9.2 Alltask Limited will undertake assessments to check that the DSE is properly installed in an acceptable environment.
- 4.9.3 Employees who are required to use DSE for substantial work will receive training so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.
- 4.9.4 Employees who carry out substantial work at a display screen will be entitled to the following eye tests, before commencing work on DSE or as soon as is practical, at regular intervals afterwards or when visual difficulties are experienced.
- 4.9.5 Where tests show that eyesight correction is needed to carry out work on DSE corrective spectacles required solely for DSE will be obtained for the user.
- 4.9.6 Each workstation will be reviewed prior to being put into use in order to ensure compliance with the regulations and as soon as practicable after being put into use a formal assessment of the workstation will be undertaken.
- 4.9.7 These arrangements will then be reviewed on a periodic basis or after any significant changes to the hardware or software associated with the workstation.
- 4.9.8 All employees using a workstation for at least 50% of their working week will be given a free eyesight test upon their request. If corrective lenses are required, following the eyesight tests, an allowance will be provided.

(DSE Procedure refer to procedures file)

#### 4.10 EMERGENCY PROCEDURES: The Fire and Evacuation of Premises: Regulatory Reform (Fire Safety) Order 2005

- 4.10.1 Alltask will endeavour to ensure that no employee or visitor is put at risk from fire. Fire risk assessments for all offices and yard locations will be reviewed on an annual basis by a competent person.



- 4.10.2 For all locations, a weekly inspection will be carried out by the designated fire marshal and a monthly check carried out of all fire appliances and emergency exits routes.
- 4.10.3 The fire alarm will be tested on a weekly basis by the designated fire marshal and recorded in the fire safety manual.

4.10.4 Alltask have established a Fire Safety Committee that will meet on a six-monthly basis to devise and monitor the following:

- Fire action plan
- Evacuation plan
- Firefighting equipment checks
- Fire alarm checks
- Fire and emergency drills

4.10.5 Fire committee members should undertake fire marshal and first aid training.

4.10.6 The fire safety committee will designate a lead Fire Safety Officer (FSO) who will be responsible for ensuring compliance with the fire action plans. The FSO will arrange a fire drill with a full evacuation of the premises on an annual basis. This is currently Martin Williams.

4.10.7 Maintenance of the firefighting appliances and alarms system is the responsibility of the FSO. Records are to be kept of all evacuations, assessments, inspections and meetings.

4.10.8. No fires are permitted on any site.

4.10.9 In the event of a bomb threat, the premises will be evacuated in accordance with the fire evacuation plan.

4.10.10 Vehicles transporting specialist or flammable materials have been identified assessed and equipped with firefighting appliances. This will be monitored in accordance with the weekly vehicle inspection and reported to the FSO.

(Also refer to the Full Emergency procedure)

4.11 RISK ASSESSMENTS: The Management of Health and Safety at Work Regulations 1999 (MHSWR)

4.11.1 Under the Management of Health and Safety at Work Regulations 1999 (MHSWR) Alltask shall carry out a suitable and sufficient risk assessments, where there is a risk to the health and safety of employees and non-employees that may arise from a particular work activity. There are also other regulations in place that require assessments to be carried out:

4.11.2 Site specific risk assessments will be carried out by the Contract Managers/Site Supervisors with the assistance of the safety Advisor.

4.11.3 Suitable and sufficient risk assessments will contain the following information:

- Correct and accurate identification of the hazard
- Determine the likelihood of injury or harm
- Quantify the severity of the consequences
- Identify the people who are at risk
- Any legal duty or requirement that is related to the hazard
- Enough information for the assessment to remain valid for a reasonable amount of time
- Enough information for the company to decide on the correct control measures
- Enough information so as to prioritise remedial action
- No risk that is trivial or inconsequential and that is associated with everyday life

4.11.4 Risk assessments will be reviewed annually, but may be reviewed sooner if any of the following apply:

- Any change in current legislation
- Any change in the current control methods
- Any change in the current work activity
- In the advent of any new technology being available
- In the event of an accident or incident
- The process is no longer valid or there could be an improvement

Safe working procedures/method statements:

- 4.11.5 During the preparation of designs, safety plans and the carrying out of risk assessments, certain activities will be identified for which detailed, written safe systems of work are required to ensure that the activity is properly controlled and carried out safely and without risks to health.
- 4.11.6 Where such operations are to be carried out by or under the immediate control of the company, a detailed, written safe working procedure or method statement will be prepared by a member of management who is responsible for the work.
- 4.11.7 All written safe working procedures and method statements must be job specific (and not generic) and will clearly identify the sequence of operations, foreseeable hazards, precautionary and protective measures needed to be observed and will be easily understood by the personnel who have to carry out the work. There will also be a review date on the front of each document.
- 4.11.8 If during the course of the operations it becomes evident that the system of work requires re-assessment, then the written safe working procedure or method statement will be revised accordingly. Any such revision will be formally documented.

(Full Risk Assessment policy procedure refer to Working Procedures file)

#### 4.12 ACCIDENTS & NEAR MISS REPORTING: The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013

- 4.12.1 Alltask recognise their duty to report all accident and near misses, however trivial, connected with are work, were an employee, trainee, self-employed person or a person not in are employment suffers an accident. Alltask operatives will ensure that first aid treatment is provided and its reported to the site supervisor immediately.
- 4.12.2 All accidents however minor, must be reported immediately to the site supervisor.
- 4.12.3 The Safety Advisor will conduct an investigation into all major accidents, the outcome of which will be distributed to all contract managers and the Directors of Health and Safety.
- 4.12.4 Site supervisors will carry out an investigation for minor accidents and inform the safety advisor of such outcomes.
- 4.12.5 The accident must also be recorded in the accident book on site and issued to Alltask Head Office, following completion to ensure the injured employees' legal rights are protected.
- 4.12.6 The Supervisor must also ensure that all accidents, near misses / dangerous occurrences are recorded on the Accident Form or Near Miss / Incident Form to enable:
  - Initial investigation
  - Appropriate corrective and preventive action to be taken
  - Reports to Management as well as relevant enforcement authorities as requiredCompliance with insurance protocols
- 4.12.7 Records of accidents and injuries will be kept for 3 years from the date it was made. Extracts of the records will be sent to the enforcing authority if and when requested.
- 4.12.8 A nominated member of the management team should inspect the accident/incident record book. In addition, this periodic review will assist in allowing formal remedial action to be taken, to reduce the risk of the accident happening again.
- 4.12.9 All accidents, no matter how small, should be entered into the accident book, which is kept with the reports and records manual and our health and safety documentation. All failures and non-conformance must also be recorded in the Activ system – Improvement Register.

(Full Accident Incident Reporting Policy Procedure refer to procedures)

- 4.13 FIRST AID: The Health and Safety (First Aid) Regulations 1981 - Approved Code of Practice (ACoP) and guidance L74 (Third edition, published 2013)
- 4.13.1 With reference to the Health and Safety (First Aid) Regulations 1981 (as amended) Alltask will provide or ensure the provisions of equipment and facilities which are relevant for enabling first aid to be rendered to employees when they are injured or become ill at work. Provisions will be made for suitable appointed persons to administer first aid, who are both trained and hold a valid HSE approved certificate, which must be recorded with the expiry date within the Alltask training database.
- 4.13.2 Alltask will provide and staff will attend refresher courses at regular intervals. Alltask will also undertake responsibility for the following:
- Ensure that the first aid provisions are adequate for the premises they are working in and that any equipment is kept on display in an easily accessible position for all employees, visitors and subcontractors.
  - Regularly inspect the first aid provisions to make sure that the contents are intact and that any out of date equipment is replenished.
  - On request provide first aid assistance to persons requiring treatment.
  - First aiders will liaise with the HS Advisor with regard to any employee working within the premises who has a pre-existing medical condition which they may be requested to provide assistance to.
- 4.13.3 Record all instances in the Accident/Dangerous Occurrence/Near Miss Report card for any first aid assistance that has been provided.
- 4.14 FIT FOR WORK NOTE: The Social Security (Medical Evidence) and Statutory Sick Pay (Medical Evidence) (Amendment) Regulations 2010
- 4.14.1 Employees will now receive a fitness to work certificate ("fit note") from their GP which replaces the sick note; this system should see employees back to work more quickly.
- 4.14.2 The previous system only allowed GPs to state that an employee wasn't fit to work. However, a fit note gives them additional options. Now they can tick "may be fit for some work". And, they can also state that to enable the employee to work, the employer should look to make some adjustments, e.g. to hours or duties.
- 4.14.3 Alltask will ensure that before allowing an employee back into the workplace, we will consider their ability to carry out their duties - especially where this may involve significant manual handling, and working at height risks etc.
- 4.14.4 If a person is to return to work on a fit note and changes have been made to suit the employee. Alltask will ensure that risk assessments and other safety documentation are updated to cover any alterations.
- 4.14.5 Return to work interviews are welcomed especially where this can establish the boundaries under a fit note. If the risks cannot be managed sufficiently, then the employee should not be allowed to return to a potentially dangerous role.
- 4.15 PERSONAL PROTECTIVE EQUIPMENT (PPE): The Personal Protective Equipment at Work Regulations(Amendment) 2022
- 4.15.1 Alltask maintains a policy on personal protective equipment - explaining the need for it, and the importance of following procedures in relation to proper fitting, use, and care of such equipment.
- 4.15.2 The need for safety equipment, including personal protective equipment will be identified using the 4-part Job Specific "Risk Assessment Review" Booklet. PPE will be supplied free of charge where the equipment is necessary for the job. An inventory will be maintained of all such items.

- 4.15.3 Safety equipment will be available at, or close to, those locations where it is needed. Personnel will receive adequate instructions in the use, fitting, adjustment and replacement of any such equipment.
- 4.15.4 Records will be kept of the issue and use of protective equipment. In particular, records should be kept of cleaning and replacing parts of respiratory protective equipment and regular checks of safety harnesses and lanyards or other safety- critical equipment, as appropriate. These records will be analysed by a nominated person to identify any trends or patterns, where appropriate.
- 4.15.5 Managers, Supervisors and Site Foreman shall enforce the use/wearing of such equipment and monitor compliance. When required this should be qualified using the Site Based Risk Assessment process. Training must be given to the use of PPE.

Alltask Limited and its Subcontractors will:

- Comply with the Personal Protective Equipment at Work Regulations (Amendment) 2022.
  - Provide and maintain PPE to an acceptable standard as identified in their risk assessment.
  - Make provision for the proper storage and cleaning of PPE.
  - Renew old or worn out or defective equipment as required.
- 4.15.6 For all yard and site operations, it is mandatory that employees wear a safety helmet, Hi-visibility jacket, safety boots and gloves at all times. Other PPE may be required according to a particular site's policy and any site risk assessment. With regards to work inside the main office building, or inside other buildings, contractors should abide by their own policies with regards to PPE.
- 4.15.7 Minimum standard of PPE for scaffolding operatives is Hi-visibility vest or Jacket, short sleeved t-shirt, full length trousers, safety boots with mid-sole protection, safety gloves, full body safety harness, twin tail safety lanyard (or restraint lanyard where applicable) and safety helmet.

(See also PPE Policy)

#### 4.16 MANUAL HANDLING: The Manual Handling Operations Regulations 1992

- 4.16.1 In all cases Alltask will comply with the Manual Handling Regulations and where necessary the National Access and Scaffolding Confederation's (NASC) safety guidance note SG6:22.
- 4.16.2 All Personnel will be trained in relevant manual handling techniques. All manual handling assessments are continuously reviewed and where circumstances have changed to such an extent as to render the original assessment invalid, a new assessment shall be carried out.
- 4.16.3 Materials should be lifted mechanically rather than manually where feasible. Equipment used for mechanical handling should conform to relevant legislation. It should be operated, maintained and inspected according to written procedures or rules.
- 4.16.4 Alltask is committed to ensuring the safety of its employees involving the manual handling of materials and equipment by:
- Carrying out suitable and sufficient assessments of all manual handling operations that are required to be undertaken
  - Ensure that there are systems in place to reduce the risk of injury that may arise out of manual handling operations to its lowest level that is reasonably practicable which will include mechanical lifting
  - Providing adequate training and instruction for its employees to carry out manual handling tasks safely
  - Not requiring any employee to lift any load that is beyond their capacity
  - Notifying all relevant employees if there has been any change in technique, operation or any other relevant issues
- (see Manual Handling Policy)

#### 4.17 NOISE: The Control of Noise at Work Regulations 2005

- 4.17.1 The damage to the hearing can be permanent if left uncontrolled. Alltask is committed to comply with The Control of Noise at Work Regulations 2005.
- 4.17.2 Contract Managers are required to continually review the situation and where necessary conduct a noise assessment in association with the Health and Safety Advisor.
- 4.17.3 Where noise is perceived or deemed to be excessive, suitable steps shall be taken by management to eliminate or reduce the noise at source. If it is not possible, hearing protection shall be provided.
- 4.17.4 Hearing protection is to be seen as the last resort. If management require advice - this can be obtained from the Health and Safety Advisor.
- 4.17.5 To ensure compliance this Alltask will carry out the following:
- Conduct risk assessments to determine the risks of using such equipment and the persons exposed.
  - Carry out noise assessments in the area where persons will be operating the equipment that has been identified by the risk assessment as well as from a distance to determine the safe area
  - Implement control measures that are identified from the noise assessments
  - Assess the correct level of personal protective equipment after all other control measures have been evaluated
  - Offer the appropriate PPE to employees who are exposed to noise levels above 80dB.
  - Issue the appropriate PPE to employees who are exposed to noise levels above 85dB.

(See Alltask Noise at Work Policy and Noise Assessment Form)

#### 4.18 VIBRATION: The Control of Vibration at Work Regulations 2005

Alltask will comply with its legal and moral obligations that are required in The Control of Vibration at Work Regulations 2005 and to ensure compliance Alltask will carry out the following:

- Conduct risk assessments which shall include all information to identify:
- Persons at risk
- Their daily exposure limits
- Activities that vibration occurs
- Equipment that can cause vibration
- The effects of vibration on employees
- Hazardous working conditions relating to vibration
- Health surveillance for employees exposed to vibration levels which may reach or exceed exposure action levels
- Control measures to reduce exposure to vibration
- Ensure that all equipment that is purchased or hired will offer the lowest level of vibration that the user will be exposed to
- Notify all those who are identified in the risk assessments of the effects of vibration, how to reduce the levels of exposure and the control methods that are in place or to be put in place and how to recognise the symptoms of vibration on the body

#### 4.19 PROVISION OF WORK EQUIPMENT: The Provision and Use of Work Equipment Regulations 1998

All plant and equipment used by Alltask whether hired or owned, will be fit and suitable for purpose, has been maintained correctly. Alltask will: -

- Take account of work conditions and hazards when choosing equipment
- Ensure that equipment is maintained in good working order
- Make regular inspection of equipment and complete a register
- Provide adequate information instruction and training to the user of the equipment
- Provide personal protective equipment where necessary
- Ensure that all hired in equipment has up to date inspection/maintenance records and all users have been adequately trained

- Ensure that those selecting equipment have received the relevant information instruction and training.

4.19.1 Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and must not misuse the equipment. Operatives must report all faults, damage, defects or malfunctions to their Supervisor. They must not use defective equipment. Defective equipment must be immobilised and identified as awaiting repair.

#### 4.20 LIFTING OPERATIONS: The Lifting Operations and Lifting Equipment Regulations 1998

4.20.1 All lifting operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations. All lifting operations will be planned by an appointed person, with a copy of the plan on site.

4.20.2 Lifting operations will be supervised on site by the lift supervisor working to the instruction of the lifting plan held on site. Lifting operations will only be carried out by trained, certified and competent operatives.

4.20.3 Lifting equipment and appliances will be thoroughly examined by an external competent person at the following frequencies: -

- Lifting equipment and appliances used for lifting people will be thoroughly examined at intervals not exceeding 6 months
- All other lifting appliances will be thoroughly examined at intervals not exceeding 12 months

4.20.4 Signallers and slingers will be over the age of 18 years and will be suitably trained. It is the responsibility of the signallers and slingers to check lifting gear on a daily basis for kinks and frays.

4.20.5 Improvised sling or single leg of a multiple sling must not be used; all chains strops ropes and slings must be appropriately stored in dry conditions.

4.20.6 The SWL of any equipment including appliances must not be exceeded in any way what so ever.

#### 4.21 ELECTRICAL EQUIPMENT & POWER TOOLS: The Electricity at Work Regulations 1989 (amended 1997) Electrical Equipment (Safety) Regulations 1994

4.21.1 All fixed electrical equipment can be 240v with RCD's fitted and all portable and/or handheld (i.e. those tools like power or battery-operated electrical drill, grinders etc. which can be carried from one working area to another) working electrical tools must be 110 volts. Any electrical equipment which is hired in will be checked to ensure that all equipment is suitable and safe for use and all safety information is received and that the equipment is certified.

4.21.2 All portable electrical equipment will be appliance tested on a regular basis as follows: for static items and prior to leaving the yard for mobile items. Relevant records are held in the Site File.

4.21.3 All office equipment must be PAT tested upon purchase and then at least every 5 years.

#### 4.22 PERMIT TO WORK

4.22.1 Much of Alltask work involves working under a client's safety management system in particular many operations can only be carried out safely under their works permit. In addition to the above, Alltask permit procedures apply where Alltask have overall responsibility of the work site.

4.22.2 Site Supervision is responsible for identifying areas of work requiring a permit system. Only authorised persons are allowed to receive and surrender permits.

4.22.3 The objective of a permit to work system is to maintain close monitoring when potentially hazardous work is being carried out and the following points relating the permit-to-work procedure should be taken into account: -

4.22.4 Specialised training may be required for the task being carried out.



4.22.5 The task would usually have been classified as high risk by the risk assessment, the task may be complex for example: -

- Work in confined space
- Excavation work
- Welding and/or hot works
- Mechanical maintenance work
- Working at height

#### 4.23 CONFINED SPACES: The Confined Spaces Regulations 1997

4.23.1 A confined space is any work place which is enclosed or when natural ventilation is restricted. The Hazards associated with working in sewers, tunnels Manholes, shafts, headings, containers, excavations etc.

4.23.2 Alltask shall ensure that: -

- Confined space working will only be carried when all other alternatives have been assessed.
- All operatives are made aware and are alert to the dangers that fumes from chemicals, contaminated ground, solvents, adhesives, paints, natural gases etc. can be fatal in a confined space.
- Ensure that there is always adequate ventilation
- Ensure a Site-Specific Risk Assessment and a safe system of work and a permit is in place before any entry into a confined space, advice from the safety department can be sought when required.
- Ensure that persons involved in confined spaces has been trained and this training has been kept up to date
- Confined space working will be accompanied by rescue from confined space training.

#### 4.24 EXCAVATIONS: The Construction (Design and Management Regulations) 2015 Provision and Use of Work Equipment Regulations 1998 Work at Height Regulations 2005

4.24.1 Wherever possible Alltask will not work on sites with excavations until this work has been undertaken. Where this is not possible, Contract Managers have the following responsibilities:

- To ensure that all excavations are safe to work in and are protected from collapse and prevent any person from being buried or injured from such collapse.
- To ensure that all trench support equipment is available on site prior to starting any excavation where there is a foreseeable risk that trench support will be required.
- They must ensure that only competent persons can install any trench support system and that the support is suitable for purpose.

4.24.2 The site supervisor is responsible for ensuring that inspections are being carried out for all trench support systems.

4.24.3 The Team Leader is responsible for ensuring that all excavations are safe before work can start within the excavation and protective measures are in place to prevent any plant or equipment from falling into the excavation.

4.24.4 All excavations must have a protective barrier around the perimeter to prevent any unauthorised access.

4.24.5 Before any excavation can start a survey must be carried out to identify any buried services that may exist. No excavation is to take place near an unstable structure or where the excavation may make an adjacent structure weak and unstable and therefore an increase in the risk of collapse.

4.24.6 Under no circumstances will any excavation be permitted under scaffolding. All excavations are to have a safe access and egress route.

4.24.7 Excavations are to be kept clear of any suffocating or toxic gas and therefore if there is a foreseeable risk then there must be an atmosphere test carried out prior to entry.



#### 4.25 WORKING AT HEIGHTS: The Working at Height Regulations 2005

- 4.25.1 Alltask recognises that falls from height are one of the major causes of serious injury within our working environment. Therefore, careful consideration is given to the provision of safe access and working platforms whenever personnel are required to work at height (in all cases the company requires a risk assessment and/or method statement to be produced). Scaffolds and mobile towers shall only be erected by trained competent persons who hold the relevant certification (Construction Industry Scaffolder's Registration Scheme – CISRS, IPAF, PASMA or MATS) and are considered competent for the work to be carried out.
- 4.25.2 Scaffolds under construction must display a "DO NOT USE" Scaff-tag as soon as possible. Scaffolds being dismantled must have their Green Scaff-tags removed prior to dismantle and cannot be used until a SCAFF-TAG labelling system is in place.
- 4.25.3 Due to the inherent dangers step ladders cannot always be used, so each site needs to be checked to ensure that is acceptable to use aluminium steps. Fibreglass or polycarbonate steps should be used in preference.
- 4.25.4 Contract Managers are responsible for ensuring that all work at height activities has been assessed and that the appropriate measures to protect employees have been put in place.
- 4.25.5 Inspections are to be carried out on work at height equipment on a daily basis and this is the responsibility of the site supervisor. Inspections can be carried out by an external source but it still remains the Site Supervisors responsibility to ensure it is carried out. All inspections must be recorded.

(Working at Height Procedures and Guidance refer to Procedure and WAH Rescue Policy)

#### 4.26 HEALTH SURVEILLANCE:

- 4.26.1 For the activities that Alltask undertake, health surveillance will be required, not only to comply with the Management of Health and Safety at Work Regulations 1999 but also The Control of Substances Hazardous to Health Regulations 2002, Control of Noise Regulations 2005, Control of Vibration Regulations 2005 which reveal the hazards that are found in the risk assessments but for the welfare of the company employees.
- 4.26.2 All new employees who start work for the company complete a health questionnaire. Specialist personnel (e.g. Asbestos) also undergo bi-annual Medical examination. Specific operations also require medicals before and after each project.
- 4.26.3 Questionnaires are reviewed when they are returned, and the outcome of the review will determine whether the person can start employment with the company with what control measures are in place already. Existing control measures may need to be reviewed to accommodate any new starting employee but this will be done without putting the existing workforce into any hazardous situations. The company reserves the right to not employing anybody that they feel would not be able to work without any reduction to the hazards to which they may become exposed.
- 4.26.4 The review of the existing employees' questionnaires enables the company to determine if there is a problem with the current control measures and to make amendments and updates as required. The review may also reveal that an employee is not complying with existing control measures for whatever reason, in which case it will be investigated to why they were not complying and then set about getting it rectified. An example of this could be that there is a rise in hearing problems and all those affected have been issued with hearing protection, which turns out have been ill fitting and the employee did not bother to report it. The simple answer would be to find out why they were ill fitting and replace them or issue a different type of protection.
- 4.26.5 Any problems that arise through the health surveillance reviewing process could result in a decision to be made whether the employee will require a further medical examination or seek further advice.
- 4.26.6 The company will arrange for a doctor or an occupational health nurse to carry out such assessments and this can include the use of the employees own GP.

4.26.7 All health surveillance records will be available for employees to see their own records with specific records being kept for 40 years in the event that a problem may arise in the future. See the record retention policy for further details.

#### 4.27 DRUGS

4.27.1 The taking of non-prescribed drugs, controlled drugs, legal highs or any other practices involving abuse of substances is strictly prohibited at all locations occupied by Alltask staff.

4.27.2 Any person found in possession or under the influence of such substances (or reasonably believed to be in possession or under the influence of such substances) will be refused access to or removed from any location that the company is in control of or working on and will be reported to the Director responsible for Health & Safety for disciplinary action.

(See Staff Handbook, Section 8.4 of the Alltask Driver's Handbook and Alcohol and Drug Policy)

#### 4.28 ALCOHOL

4.28.1 Any person found in possession or under the influence of alcohol (or reasonably believed to be in possession or under the excessive influence of alcohol) will be refused access to or removed from any location that the company is in control of or working on and will be reported to the Director Responsible for Health and Safety for disciplinary action.

(See Staff Handbook, Section 8.4 of the Alltask Driver's Handbook and Alcohol and Drug Policy)

#### 4.29 SMOKING: Smoking ban England - July 1, 2007

4.29.1 Alltask will comply with the national smoking ban. Smoking, vaping, e-cigarettes or other similar devices are no longer permitted within the perimeter of Alltask House. Alltask have provided a designated smoking area outside the main entrance at Alltask House and within the Shelter at the Yard premises.

4.29.2 If an employee has been identified as a habitual smoker, the company will give assistance to encourage them to give up smoking.

#### 4.30 MOBILE PHONES.

4.30.1 Mobile Phones have the potential to be a construction site accident risk, as a worker's concentration becomes distracted when texting or phoning friends and loved ones during the course of work, and therefore attention to the onsite risks may be neglected.

4.30.2 The use of a mobile phone at the workplace is prohibited and restricted to designated areas, welfare, site offices or public use areas or in cases of emergency situations only.

4.30.3 Supervisors/charge hands may answer and make calls only in the above areas and will ignore calls until safely in those areas. Clients will be advised of this policy and we expect their full support and patience in this matter.

(See Staff Handbook, Section 9 of the Alltask Driver's Handbook and Mobile Phone Policy)

#### 4.31 YOUNG WORKERS. The Management of Health and Safety Regulations 1999

- 4.31.1 Alltask recognises that a young person may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following procedures should be implemented to ensure their safety.

##### **DEFINITIONS**

- 4.31.2 A young person (16 – 18 years of age) is defined as any person who has not attained the age of 18 years (The Management of Health & Safety at Work Regulations 1999).
- 4.31.3 A child (under 16 years of age) is defined as someone who has not yet attained school leaving age (The Education Act, 1996 (England and Wales)).
- 4.31.4 A risk assessment is to be carried out prior to the young worker starts work/work experience.
- 4.31.5 Where the risks still remains', no young worker under the minimum school leaving age will not be permitted to carry out this work. Where a young worker is above the minimum school leaving age, they cannot be permitted to carry out this work unless:
- It is necessary for their training; and
  - They will be supervised by a competent person; and
  - The risk will be reduced to the lowest level reasonably practicable.

(See Young Persons at Work Policy)

#### 4.32 NEW AND EXPECTANT MOTHERS: The Management of Health and Safety Regulations 1999

- 4.32.1 Alltask recognises its duty under The Management of Health and Safety at Work Regulations 1999, which places the requirements on employers relating to new and expectant, mothers at work, and in turn their children.
- 4.32.2 Alltask will not expose new or expectant mothers to physical, biological or chemical agents that are specified in Annex I and II of Council Directive 92/85/EEC. New and expectant mothers will not be exposed to hazards and risks that pose a threat to them or their babies.
- 4.32.3 Employees must notify Alltask in writing that they are a new or expectant mother. A risk assessment shall be carried out for women of child bearing age.

#### 4.33 LONE WORKING

- 4.33.1 Alltask will comply with their legal and moral responsibility to effectively manage the risks associated with individual members of staff working on their own. Procedures will be developed and safe systems of work introduced which incorporate appropriate support systems.
- 4.33.2 The standard general duties of employers and employees apply and lone working requires that the risks are assessed and appropriate safety measures are provided to and undertaken by the Operative. Alltask will also provide safety and product information to the Operative. Certain types of work are discouraged or prohibited by law from being undertaken by a lone worker. These include:
- Work on or near any exposed live electrical conductor
  - Work on an unsecured ladder over 3 metres long
  - Entry into a confined space, e.g. a tank or chamber
  - Young person's working with certain types of machinery
  - Working at night
- 4.33.3 The operatives must be competent and trained in safe working procedures. There are to be clear lines of communication and instructions on how to summon help in an emergency. A basic First Aid Kit should be available to the operative with some basic training in how to cope with emergencies.
- 4.33.4 The Lone worker must always ensure that a supervisor knows where they are, what they are doing and when they have left the site.

(See Lone Working Policy file)

#### 4.34 ASBESTOS: The Control of Asbestos Regulations 2012 (CAR)

- 4.34.1 Alltask recognises its statutory responsibilities in respect of the control of asbestos containing materials (ACMs) and will adopt the necessary measures to ensure that its policy to identify and manage ACMs reduces risks to employees and others who may use Alltask premises.
- 4.34.2 All employees exposed to asbestos containing materials will undergo a medical examination every 2 years in accordance with Asbestos Regulations 2012.
- 4.34.3 All work involving asbestos in any form will be carried out in accordance with The Control of Asbestos Regulations 2012.
- 4.34.4 Work involving the removal of asbestos will be carried out in accordance with the current Approved Code of Practice L143 for work with materials containing asbestos (COP 3 - Health & Safety Executive).
- 4.34.5 Refer to the Asbestos Policy and Procedures files)

#### 4.35 COSHH: (Control of Substances Hazardous to Health Regulations 2002)

- 4.35.1 To comply with the Control of Substances Hazardous to Health Regulations 2002 Alltask will carry out the following:
- 4.35.2 Assessments on any substance that any employee will be exposed to whilst carrying out their work; this will also include any substance that Alltask will provide/supply to a contractor i.e. cleaners.
- 4.35.3 Contract Managers and Site Supervisors are responsible for notifying the Safety Department of any chemical or substance that will be used that is not on the COSHH register so an assessment can be carried out. No material is to be used where there is no COSHH information available.
- 4.35.4 Alltask will record their findings and record a list of all the substances, this information will be made freely available to all relevant parties.
- 4.35.5 Alltask will collect data sheets and assessments from the suppliers of the substances that the company uses and keep these on the Alltask Intranet.
- 4.35.6 Alltask will also, where reasonably practicable, substitute any substance that is hazardous for a non-hazardous substance and where this is not possible, implement control measures and ensure that personal protective equipment is a last resort.
- 4.35.7 Alltask will carry out health surveillance for employees, where necessary, who are exposed to any hazardous substances i.e. Asbestos, Lead etc.
- 4.35.8 Contract Managers and Site Supervisors are responsible for ensuring all chemicals are maintained in an efficient state and within safe storage on site locations.
- 4.35.9 Alltask will ensure that that all chemicals and substances are in approved containers and stored, handled and transported correctly.

(Refer to COSHH Assessment Form)

#### 4.36 WORKING IN OCCUPIED PREMISES

- 4.36.1 Where the Alltask is involved with work in occupied premises care must be taken for the Health and Safety of the Occupier whilst the work is in progress.
- 4.36.2 Alltask will operate within the conditions of the Client's Contract following an acceptable Code of Practice and liaise with the Occupier and advise them on the work to be carried out including an approximate time scale for the contracted works. Any additional works found during the process may affect the works; these will be discussed with the Client and Occupier. Alltask operatives will wear such security / ID card as required by the Client.
- 4.36.3 The operatives will be competent to undertake the tasks required in an occupied property.
- 4.36.4 During the work, the operatives should not leave all materials or debris likely to cause a trip hazard. All reasonable precautions will be taken when carrying out dusty operations. Any noisy operations will be carried out with care and consideration.

- 4.36.5 The operatives will ensure that the property is left tidy and the waste materials are cleared regularly during the works, to reduce the risks of injury to the occupier and the general public.

#### 4.37 WORKING IN VOID PROPERTIES

- 4.37.1 Where Alltask must carry out work in Void Properties authorization is required from the Client and proper access to the property will be provided by the Client. The history of the property should have been ascertained and any appropriate safety precautions taken before entering the property. An inspection should be undertaken by Alltask before any work is commenced. All Health Hazards or suspicious items must be properly identified and removed safely. At the end of each working the day the void property should be properly secured against illegal occupation and the risk of a member of the public being injured in the property where work is in progress.

#### 4.38 WORKTIME POLICY: The Working Time Regulations 1998 (amended 2002 and 2007)

- 4.38.1 Alltask recognises its legal duty under these regulations, employees will not be forced to work for more than 48 hours a week and an employee can agree to work longer than the 48-hour limit if he wishes. Alltask will ensure that this is agreed in writing and signed by the employee. This is the Alltask 48 hour opt out form which is included with the starter pack (see HR). This can be cancelled by the employee at any time providing 7 days' written notice is given.
- 4.38.2 No employees are to work more than thirteen days in a row.
- 4.38.3 Where working on Rail Work – Alltask workers must read the relevant section in the Rail Procedures to ensure compliance with Network Rail, RSSB or Transport for London.

(See Rail Procedures)

#### 4.39 TRANSPORT: The Road Traffic Act 1988 and Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998

- 4.39.1 This section must be read in conjunction with the Driver's Handbook which specifies all policies and procedures in relation to driving and transport.
- 4.39.2 All vehicles, whether they are Alltask owned, leased or privately owned, must be suitable for the task, and comply with the Road Traffic Legislation. Transport will be maintained in order to allow road worthiness for all employees. Transport will only be driven by employees who hold a valid licence to drive such vehicles.
- 4.39.3 The Transport Manager is responsible for ensuring all transport used by Alltask is maintained in order for employees who drive such vehicles to do safely.
- 4.39.4 Drivers must have the necessary licence to drive the class/type of vehicle; be familiar with the vehicle being driven and where appropriate training must be provided in safe driving practices for staff required to drive regularly e.g. defensive driving and collision avoidance.
- 4.39.5 Drivers of vehicles will take the statutory rest breaks from driving for the class and type of vehicle they are driving, ensuring they find a safe place to stop and rest.

#### 4.40 PERFORMANCE MEASUREMENT AND MONITORING

##### Monitoring of Safety Policy Procedures.

- 4.40.1 Alltask will continually monitor the effectiveness of the health and safety systems and its safety performance. There will be an annual review overseen by the Director Responsible for Health and Safety and the Health & Safety Advisor.
- 4.40.2 Alltask internal monitoring is by formal inspections and audits, supported by the actions required in the day-to-day management of all Alltask activities. Employees are also encouraged through Joint Consultation and job reviews to comment on the formation of the policy procedures and if there are any changes required.
- 4.40.3 Monitoring of Policy Procedures is undertaken by Alltask in the following format:
- Daily review of completed jobs and issues raised by employees to Contract Managers.
  - Weekly/Monthly in Contracts Manager overview of completed jobs.
  - Surveys of new contracts and new environments.
  - Site visits to discuss issues with clients.
  - Management safety audits.
  - Safety audits/Inspections.
  - Scaffold Job Freeze Inspections
  - Management meetings.
  - Annual review of past activities and preparation for known activities.

#### 4.41 ENVIRONMENTAL

- 4.41.1 Alltask are compliant with the Environmental requirements of ISO 14001:2105 and maintain a UKAS certificated EMS. The scope covers all divisions within Alltask. The requirements on Alltask and its clients are to minimise the adverse environmental effects of its activities through planning and operational controls, undertaken on each project as they take place. Alltask will fully co-operate with the stated environmental policies of its clients, where it affects the work undertaken by Alltask and its sub-contractors. The Management of Alltask is committed to support the continual improvement of environmental objectives where it is relevant to Alltask activities, products and services.
- 4.41.2 Our Environmental monitoring will be part of our Health and Safety Inspection and Auditing. We also include the Manufacturers and supplier's data sheets for COSHH items in our management of items likely to affect the Environment.
- 4.41.3 We monitor that we are following our procedures for the safe storage, transportation, handling, use and correct disposal hazardous products.
- 4.41.4 We also work closely with our clients and our suppliers to ensure waste product is correctly disposed of and if possible recycled.
- 4.41.5 We also monitor the market place to keep up to date with any new products that are more environmentally safe than the product we or our client is currently using. Alltask is involved with the development of control systems that are more environmentally aware by adopting our industry's Approved Code of Practice.
- 4.41.6 Alltask will use Consultants/Advisors experienced with environmental monitoring to ensure that the Company is achieving its stated environmental targets and is compliant to current Environmental legislation. Internal Training will be provided to those with environmental management responsibilities.

#### 4.42 Disposal of Waste – STANDARDS Environmental Protection Acts Controlled Waste Regulations, COSHH Regulations and Manual Handling Regulations.

- 4.42.1 Where required, Alltask will plan for the regular removal of rubbish, debris and surplus materials for its sites to an authorised collection point. All non-hazardous material will be disposed of at an approved site or collected by an approved contractor.

- 4.42.2 Hazardous materials will be removed by competent persons in their proper containers and to the method recommended by the manufacturer / supplier in the COSHH data sheets and to the requirements of the Waste Regulation Authority.
- 4.42.3 Alltask Ltd will retain copies of the waste transfer documentation. Alltask personnel will be briefed on the requirements for waste disposal. Site Management will monitor the waste materials and their disposal.

(Refer to Integrated Management System (Activ)