

COMPANY HEALTH & SAFETY POLICY

Statement of General Policy

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures will be taken to avoid risk to its employees, sub-contractors or any others who may be affected by the Company's activities.

Western Blueprint Limited is committed to achieving the following aims:

- To identify the hazards to employees and third parties affected by our work and control the attendant risks adequately.
- To maintain healthy and safe working conditions, including the provision of safe plant and equipment.
- To work, through continuous improvement, to prevent accidents and work-related ill health.
- To ensure that employees and contractors are competent to do their work and are provided with appropriate and adequate training.
- To consult with employees on health and safety issues affecting their well-being, and supply them with appropriate information, instruction and supervision.
- To review and revise the safety policy at regular intervals as necessary

The Directors and supervisory staff have the responsibility for implementing this statement throughout the Company and will ensure that health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and sub-contractors are expected to co-operate with the Company in carrying out the Policy and must ensure that their own work, as far as is reasonably practicable, is carried out without risk to themselves or others.



Richard Russell
Director



Thomas Lowe
Director

Date: 12 August 2024

Company Health & Safety Policy

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Introduction

Western Blueprint Limited is a commercial catering design and installation company situated at 1 Anglo Office Park, Bristol BS15 1NT.

Richard Russell and Thomas Lowe, the Directors of Western Blueprint Limited, have approved this Health & Safety Policy. They are responsible for ensuring that the Plan is formulated, implemented and reviewed on an annual basis. They will also ensure the provision of sufficient financial, human and material resources to enable its implementation.

All employees, including contractors, have a responsibility to comply with this policy in order to achieve a healthy and safe workplace. In addition, they have a duty to ensure their own health and safety and to ensure their actions do not adversely affect others. In this way, each individual has a vital and specific role in maintaining company safety standards.

Particular regard must be paid to the fact that a substantial part of the Company's activities is conducted on premises owned and managed by others. In addition, the company does not directly employ its own labour force to carry out the installation and construction works but employs contractors to do so. This policy therefore makes particular reference to the Health & Safety standards and procedures required of the contractors thus employed.

Several sets of Regulations contain more specific requirements including Regulations governing substances hazardous to health, manual handling, work equipment etc. Where applicable these Risk Assessments will be undertaken by a responsible person employed by the specialist contractors and submitted independently before works commence.

An organisation chart is provided in appendix B outlining the Health & Safety structure within the Company for the maintenance and development of the management system. Other members of management and staff also have specific responsibilities to ensure that the Company's Health and Safety Policy is maintained at all times. The individual responsibilities are as detailed in the following section.

Organisational Responsibilities

Management

The Directors will:

- Prepare and keep up to date a Statement of the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Provide a safe and healthy working environment, with safe access / egress to and from the place of work
- Prepare instructions for the organisation of, and methods for carrying out, the Company Policy in order to ensure that each person is aware of their responsibilities and the means by which they can carry them out.
- Administer the Policy throughout the Company.
- Ensure the appropriate training is given to all staff as necessary.
- Insist that sound working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.
- Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage, and wastage and that health and safety factors are considered in the selection of sub-contractors.
- Ensure that there is liaison on health and safety matters between the Company and others working on the site.
- Take action against any member of staff failing to discharge satisfactorily their responsibilities for health and safety.
- Arrange for funds and facilities to meet requirements of the Company Policy.
- Arrange for regular meetings to discuss Company accident prevention, performance, possible improvements, etc.

Designers

All design work will be undertaken in compliance to all regulations, British Standards and Building control requirements. This includes (but not limited to) to the duties of the principal designer and designer under the Construction (Design and Management) Regulations 2015, the Health and Safety at Work Act 1974, the Management Regulations and The Workplace (Health, Safety and Welfare) Regulations 1992. BSEN 9999 Fire Regulations and Approved Document B (Wales and England).

The designs must be compliant and ensure that due regard is paid to the health and safety of those who will install, occupy, operate, maintain, repair, clean and eventually demolish the structure.

This will be achieved by means of:

- Consultation with fellow designers / professionals on a regular basis.
- Reference to current legislation and British Standards.
- Reference to manufacturers literature and ongoing dialogue with suppliers.
- Continual professional development.
- Ongoing health and safety training.
- Ensuring residual hazards are minimised.

- Obtaining specialist advice from relevant construction professionals as necessary, e.g., architects, building surveyors, structural engineers.
- Regular Health and Safety meetings between the Company's designers to share information.
- Regular Health and Safety meetings between the Company's designers and Project Managers to make designers aware of feedback from site.

Project Managers

Will be required to:

- Understand the Company Policy for Health and Safety. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
- Determine at planning stage:
 - The most appropriate order and method of working.
 - Allocation of responsibilities between the Company and others on site.
 - Hazards arising from live services.
 - Welfare facilities required.
 - Fire precautions.
 - Any particular training or instruction required for site personnel.
 - Temporary works provision (scaffolding, Higher Access Equipment etc.).
- Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted.
- Obtain Method Statements from Sub-contractors carrying out high-risk activities such as demolition, steel erection, asbestos removal, etc.
- Review the competency of the contractors and Sub-contractors upon procurement and selection for each project.
- Ensure adequate resources and provisions are in place by the Contractor and Principal contractors used in establishing and maintaining compliance to the Construction (Design and Management) Regulations 2015.
- Ensure, so far as is reasonably practicable, that work, once started, is:
 - Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - Carried out in accordance with the Construction Regulations and other appropriate statutory requirements.
- Monitor contractor's performance on site to ensure standards and policies are being implemented and controls are working. This will be means of regular site visits incorporating meetings with contractor site Project Managers and foremen. Injuries, near misses, incidents with the potential to cause injury or harm, damage to property, hazards, faults including omissions or weakness in performance must all form part of the monitoring process.
- Undertake reactive monitoring of contractors by learning from mistakes and putting control measures in place to ensure they do not happen again.
- Reprimand any contractor for failing to discharge their safety responsibilities satisfactorily whilst on site.
- Take appropriate action when notified of any health and safety disregard on site.
- Set a personal example when visiting site by wearing appropriate protective clothing.

- Ensure that the “competent persons” appointed to commission or decommission installations have sufficient knowledge and experience to evaluate all aspects of safety relating to the “system/item/appliance/installation”.
- Ensure that the Supervisors and operatives are aware of their responsibilities for safe working practices.
- Warn new employees, particularly young people, of the known and likely hazards likely to be encountered.

Employees

It is this Company’s Policy that all employees:

- Read and understand the Company Health and Safety Policy and carry out work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Utilise, as necessary, all protective clothing and safety equipment provided.
- Work in a safe manner at all times. Do not take any unnecessary risks, which could endanger themselves or others.
- Do not use plant or equipment for work for which it is not intended, or if they have not been trained or have sufficient experience to use it.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not play dangerous or practical jokes or engage in "horseplay".
- Report any injury to themselves which results from an accident at work, even if the injury does not stop them working.
- Draw to the attention of management any unsafe working practices and potential risks to health and safety of employees, client personnel, and members of the public
- Suggest any safer methods of working that they may identify.
- Undertake visual risk assessments where needed and adopt a mindset that if something does not look or seem correct, it needs investigating and attention.

Safety Advice

Western Blueprint Limited have employed the specialist advice from Orbis Environmental and Safety, with Ryan Lloyd-Davies as the competent person providing health and safety advice.

Ryan Lloyd-Davies is a Chartered Member of IOSH with over 10 years’ experience in Health and Safety across all industries including Construction.

Responsibilities include overseeing and support to ensure a robust Health and Safety Management System and where required, site inspections and liaison with Contractors, Sub-contractors and clients.

Management of Contractors and Contractor Requirements

Procurement and Management of Contractors

The Company employs sub-contract companies of varying sizes and resources. Although it is not necessary for a company employing less than 5 persons to have a written safety policy they must still comply with the requirements of the Health and Safety at Work Act 1974.

Irrespective of size, all companies employed by Western Blueprint Limited will comply with the standards as detailed in this section of the Health & Safety Policy.

Contractors will be assessed for health and safety competence in line with the Construction Design and Management Regulations 2015 and with the Western Blueprint Limited Health & Safety Management Process. This will include the completion of a pre-qualification questionnaire – Western Blueprint Limited Contractor Selection Questionnaire.

The selection of the sub-contractors will consider their safety policy, accident record and previous performance with respect to accident and ill health prevention on site. Only those contractors demonstrating compliance with the Company's health and safety standards will be included in the contractor database.

All sub-contractors will receive a copy of the Company Health and Safety Policy detailing their responsibilities and will undertake to comply with the health and safety standards within.

It is requirement that all sub-contractors who further subcontract works evaluate those sub contractors for health and safety to a similar level as contained with Western Blueprint Limited Contractor Selection Questionnaire.

All contractors will be subject to continuous monitoring to ensure that Company's health and safety standards are maintained. This will include contractor vetting and selection review and on-site inspections as required by the level of risk for the project and where stipulated by any client or supply chain needs.

Any sub-contractors who further subcontract works must ensure suitable site arrangements, safety inspections and safety compliance are completed or achieved.

Where practicable, Project Managers will complete a site inspection when visiting sites to ensure safe working practices are being adopted by contractors and sub-contractors.

Contractors Responsibilities

The HSW Act 1974 (Section 3.1: General Duties of Employers and the Self Employed to persons other than their Employees) places a duty on employers (or Self Employed Person) to carry out his or her work, so far as is reasonably practicable, in such a way that it does not affect the health and safety of others, such as employees of others or members of the public.

It is this Company's policy that:

- All sub-contractors will be expected to familiarise themselves and comply with the Company Policy for Health, Safety and Welfare.
- All work must be carried out in a safe manner in accordance with the relevant statutory provisions and considering the safety of others on the site and the general public.
- In accordance with the Management of Health and Safety at Work Regulations 1999, every employer must carry out a suitable and sufficient assessment of the health and safety risks to employees and others not in his/her employ to which his/her undertakings give rise, in order to put into place control measures. These findings must be reviewed as appropriate.
- Contractors must ensure that all employees are issued with, have read and fully understood their risk assessments, COSHH assessments and method statements before commencing works.
- Contractors must comply with legislation regarding the employment of young person's, i.e. young people under 18 years of age, and a specific young person risk assessment must be completed for each employee below the age of 18.
- The needs of employees whose first language is not English or whose understanding of English is below average must be considered in regard to the communication and training or awareness for employees. This must include suitable supervision, training and consultation on all matters with particular regard paid to H & S. Those people on site who have a responsibility for consulting with the workforce must identify any barriers and determine ways in which they may be overcome, such as adapting the means of communication or using interpreters.
- All plant or equipment brought onto the site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any required certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good working condition and appropriately tested such as PAT Testing.
- Any injury sustained or damage caused by sub-contractor employees must be reported immediately to the Site Supervisor or Project Manager.
- Sub-contractor employees must comply with any safety instructions given by the Site Supervisor or Project Manager.
- Sub-contractors informed of any hazards or defects noted during site inspections will be expected to take immediate action.
- Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless client/shared facilities have been made available.
- Any material or substance brought on site which may have health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and information must be provided to any other person who may be affected on site.
- Sub-contractors are particularly asked to note that the workplace must be kept tidy and all debris, waste materials, etc. are cleared as work proceeds.
- A detailed Method Statement will be required from sub-contractors carrying out high risk activities including Live-Works, working with excavations or trenches, working with or drilling into asbestos, "Hot Working", demolition/refurbishment, working at heights, entry into confined spaces etc.

- A Permit to Work may be required for these activities and the contractors or sub contractors must have suitable arrangements for such activities.
- The Method Statement must be agreed with the Project Manager before work begins and copies made available on site so that compliance can be monitored.
- Protective clothing and safety equipment (PPE) must be made available to all employees and worn at all times as appropriate and/or required by site rules and/or legislation.
- An accident book must be available on site to ensure any injured employees can record details of incidents / accidents.

Training

Contractors are directly responsible for identifying training needs within their companies. All personnel must be provided with sufficient training in the operation and use of any equipment that they may be expected to use whilst on site.

The training must include the use of personal protective equipment.

Training must be updated when new working practices or equipment are employed, or employees are exposed to new or increased risk.

CSCS

It is a requirement that all subcontractors working on site must have an appropriate CSCS skills card, or equivalent. In addition, all supervisors working on those sites must demonstrate that they have the necessary skills and knowledge to supervise their workers effectively to ensure that those workers carry out their tasks safely and with due regard to health. This can usually be achieved by completion of a suitable and construction specific course with a duration of at least 2 days.

First Aid

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate first aid equipment and facilities for employees at work. To determine compliance with this requirement, an employer must make an assessment to determine the needs.

Contractors must ensure that suitable persons are appointed to take responsibility for administering first aid, replenishing and maintaining the equipment provided.

Travelling First Aid kits must be provided where remote or lone works are carried out.

PPE Policy

The following Regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment (PPE):

- The Control of Asbestos Regulations 2012 - protective overalls, respiratory equipment, breathing apparatus.
- The Provision and Use of Work Equipment Regulations 1998 - provision of PPE for all work practices.

- Control of Lead at Work Regulations 2002 - provision of protective overalls, respirators, breathing apparatus, etc.
- Control of Substances Hazardous to Health Regulations 2002.
- The Provision of Personal Protective Equipment at Work Regulations.
- The Lifting Operations and Lifting equipment Regulations 1998 require works carried out in a safe manner.

All safety equipment supplied for use on construction sites / workplace must be in accordance with the appropriate British Standards.

Personal protective equipment must be worn in accordance with the Personal Protective Equipment at Work Regulations 1992. Safety helmets, high visibility jackets, hearing defenders, safety goggles, respiratory equipment and gloves must be provided and used as and when necessary to reduce the hazards associated with noise, airborne particles, dust and rough or sharp-edged materials. Safety footwear should always be worn on site.

All issued equipment must be maintained in good order with regular inspections undertaken and written records maintained. It must be stored safely when not in use.

All persons issued with protective clothing or equipment must immediately report to supervisor any loss or defect in the equipment.

All operatives working on site must wear PPE in accordance with the site / contractor requirements. This would include suitable hand and eye protection (LEP) as necessary.

Health and Safety Site Rules

May be issued as required and are in addition to the following general rules:

- All deliveries to be supervised by the contractor's foreman.
- The contractor is to take all reasonable precautions to prevent nuisance from smoke, rubbish, dust, vermin, etc.
- Smoking is only permitted in designated areas.
- No horseplay permitted.
- No fires to be lit on site – all waste to be disposed of off-site.
- No drugs or alcohol to be consumed on site – no operatives allowed on site whilst under the influence of drugs or alcohol.

Accident Reporting Procedures

Employers are required by law to keep records of occupational accidents and injuries, and to report serious incidents to the relevant enforcing authority (the HSE or local authority).

Under the Social Security (Claims and Payments) Regulations 1979 (SI 1979/628), employers must record all occupational injuries (no matter how trivial) in an accident book.

These provisions apply to all premises covered by the Factories Act 1961, or where 10 or more people are employed at any time.

Under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 2013 companies are required to notify the relevant enforcing authority of specified injuries,

dangerous occurrences (specified near-miss incidents) and accidents causing more than three days' incapacity for work.

It is this Company's policy that:

- All injuries or damage resulting from incidents on site or on Company premises, except those of a minor nature, will be recorded. This applies to injuries received by sub-contractors, members of the public, visitors to site, etc. as well as Company employees.
- In the event of a fatal or major injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the local office of the Health and Safety Executive must be notified by telephone immediately by the Site Supervisor or Project Manager.
In the case of an employee of another Company being killed or injured, this duty is placed on his/her employer. However, the Site Supervisor or Project Manager is to notify the Health and Safety Executive.
- An accident book provided by the individual contractors must be available on site to ensure any injured employees can record details of accidents.
- Details of incidents / accidents entered in the register must be forwarded to Western Blueprint Limited.
- Where injury to any employee, self-employed operative or person undergoing training (other than those reported as in paragraph 2 above) results in the injured person being absent from work for more than 3 days, the Site Supervisor will in writing inform the Project Manager of the incident if details have been received from site/workplace in accordance with paragraph 1 above.
- If a medical certificate or other written diagnosis from a doctor has been received in respect of an employee who is absent from work and the disease diagnosed is one of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, the Site Supervisor will complete and send the appropriate form to the Health and Safety Executive. Copies to be sent to Western Blueprint Limited.

Hazardous Substances (COSHH)

We are committed to ensuring a safe working environment and appropriate selection, use, handling and storage of hazardous substances by contractors and employees. As a minimum, the following must be achieved:

- Identify substances and carry out COSHH assessments where required.
- Ensure that Safety Data Sheets are held on file for the hazardous substances used.
- Ensure that the required control measures are implemented.
- Inform workers about the assessments, communicate information about the risks and provide training in the control measures required.
- Ensure that control measures are used, maintained, examined and tested with records of these tests kept.
- Follow the controls required and wear the correct personal protective equipment.
- Ensure that workplace exposure of workers is monitored, if necessary.
- Ensure that all hazardous substances are kept in original packaging and the labels checked before use. They must be used and stored in accordance with the makers' instructions.

- Hazardous materials used in the construction process or discovered during the works will be safely managed. All substances to which employees, contractors, other site personnel, client personnel or visitors are exposed will be assessed. Those materials classified as harmful under the Regulations will be replaced by safer substitutes wherever possible.
- The contractor must ensure that all necessary information regarding usage and safe handling of such products including the relevant COSHH assessments is readily available on site and strictly adhered to.
- Any hazardous substances delivered to site must be clearly labelled as corrosive, harmful, irritant or toxic.

Working at Height

We have a duty to ensure that all work at height is assessed to ensure that it is undertaken in a safe and controlled manner, and it is expected that contractors share this responsibility in meeting these standards as a minimum:

- Assess the risk associated with working at height and implement suitable control measures (which will include, so far as is reasonably practicable, avoiding the need to work at height).
- Only trained and authorised workers are permitted to undertake work at height and a safe system of work must always be followed.
- Ensure that any equipment used for working at height is suitable and sufficient (and properly maintained and inspected). The safest method of access must be used for all work at height.
- Ensure that any contractor who undertakes work at height does so in a safe manner.
- Arrange the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.
- Undertake formal inspections of ladders and stepladders on a quarterly basis. Only commercial grade access equipment may be used.
- Ensure that fragile roofs are clearly marked with signs at the most likely access point.

Asbestos

It is this Company's policy that:

- As part of all projects, the Asbestos register for all properties will be reviewed based upon the information provided by the client or property owner / occupier.
- Where no Asbestos register exists, the contractors are to maintain assumptions that Asbestos may be present, and contractors will be trained in Asbestos Awareness as a minimum to ensure early identification of ACM.
- All works involving asbestos will only be carried out by contractors holding a licence issued by the HSE under the Control of Asbestos Regulations 2012.
- Whilst working on site, contractors must be aware of the possibility that asbestos may be present in the existing structure. If, during the works, the contractor suspects the presence of asbestos or is in any doubt whatsoever, then all works must cease immediately, and the Project Manager informed without delay. Works cannot recommence until notified in writing that it is safe to do so. If in doubt as to whether a material contains asbestos, it must be presumed that it does until there is clear evidence to the contrary.

- Project Managers working on refurbishments will undertake Asbestos Awareness training.

Manual Handling

The Manual Handling Operations Regulations 2002 define manual handling as the transporting or supporting of a load by bodily force. Where possible, manual handling activities must be avoided as far as is reasonably practicable.

If it is not possible to avoid the activity, it must be assessed, and the risk of injury reduced to the lowest level reasonably practicable. Employers must also provide employees with information on the weight of the load and the centre of gravity of asymmetrical loads, where appropriate.

The Regulations state "A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury".

The Site Supervisor will ensure that materials are handled as far as possible by mechanical means in preference to manual handling.

Where the use of a machine is impracticable, enough labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

All supervisory staff will be given training in the correct methods of handling and lifting load as part of their normal site safety training.

Fire

It is this Company's policy that:

- Contractors site personnel must familiarise themselves with the site fire precautions including emergency evacuation procedures before commencing works.
- All contractors must maintain their own work areas in a clean and tidy condition with all rubbish placed in skips. Fire escape routes must be kept clear of materials, plant, equipment and rubbish always.
- A risk assessment will be carried out where necessary and safe systems of work implemented to alleviate fire hazards. This includes working with hot works permits where Regulations and/or site conditions/requirements dictate.

Work Equipment

We will ensure compliance where practicable in ensuring that all plant, machinery or equipment is maintained to be safe. In particular:

- We will identify all tools, plant, machinery or equipment needing statutory inspection, regular service maintenance or daily/weekly checks and will ensure that these are implemented.
- We will ensure that equipment is not used by contractors and workers unless they are trained and authorised to do so.

- Workers and contractors are responsible for ensuring that equipment is inspected, including guards, before use. Any problems with plant, machinery or equipment must be reported to their line manager immediately and taken out of use until repaired or replaced.
- Workers are responsible for ensuring that all equipment is properly isolated before making adjustments, clearing blockages by hand, undertaking cleaning, maintenance or lubrication etc. - especially if it is necessary to remove guards for these tasks.
- We will ensure all new or hired equipment meets health and safety standards before purchase or hire and will ensure maintenance procedures are drawn up where relevant.
- Safety information, operators' manuals, latest test certificates and relevant records must be retained for prompt review where needed.

Hot Works

It is this Company's policy that:

- In the absence of a suitable hot works permit system established on site, contractors must set in place and maintain a suitable system which must be to the satisfaction of the client and agreed in advance. It must include installation of all necessary screening, barriers, etc. to protect others from their work before commencing. It must address clearance of combustible items from the work site or their protection. It must provide for adequate and suitable firefighting equipment at the work site, and on completion of such hot work, include measures to damp down and inspect, to ensure that no fire risk remains.
- All contractors must supply suitable firefighting equipment whilst on site.

Electricity at Work

It is this Company's policy that:

- Any electrical installation work is carried out in accordance with the current edition of BS7671 (IET Regulations) and the Electricity at Work Regulations 1989.
- Before starting work the equipment must be isolated in a way that ensures that it cannot become live.
- Adequate means of access, suitable lighting and clear working space must be available where work is being undertaken.
- All electrical appliances must be maintained in good condition and inspected periodically with accompanying PAT Testing arrangements in place and labels attached to electrical appliances.

Welfare Facilities

On most sites, suitable welfare facilities would be provided by either the client or principal contractor. If this is not the case, the contractor must provide adequate welfare facilities in respect of:

- Toilets which are adequately ventilated and well lit.
- Washing facilities which are equipped with hot and cold running water, soap and towels.
- Rest areas and changing rooms.
- Where necessary separate facilities for men and women.

- A supply of fresh drinking water.
- The facilities must be maintained in good order.

Co-operation & Co-ordination

It is a requirement under the CDM Regs 2015 that there must be co-operation and co-ordination between all parties involved in a project – clients, designers, contractors. Contractors' duties include the provision of information about risks and precautions which must be communicated to all interested parties. Induction training and toolbox talks help to ensure that the contractors workforce understand the risks involved in a project or work sequence and the precautions necessary to obviate the risks attached.

Contractors must plan, manage and co-ordinate works during the construction phase considering the pre-construction information provided by the client or principal designer and any other information provided by any other contractor.

Western Blueprint Limited is committed to ensuring compliance with CDM including ensuring that all other responsible persons under CDM are aware of their duties. As such Western Blueprint Limited issues notifications to the client of the client duties upon appointment.

Drug and Alcohol

The consumption of alcohol and the use of controlled drugs while at work (including when driving) are strictly forbidden. Any person found to be using controlled drugs, "illegal psychoactive substances", or otherwise under the influence at work will be removed for their safety and the safety of others.

Employees are required to notify the use of prescribed drugs to their line manager to ensure job placement is not affected by the use of such drugs.

Cleanliness and Waste

All workers are responsible for ensuring that work areas are maintained in a clean and safe condition, and slips and trips controlled as far as possible. Any concerns must be notified to their line manager or Project Manager.

On site facilities, all waste will be handled in line with the project agreements and typically utilises the site waste streams, or alternative waste management arrangements are agreed.

Western Blueprint Limited and its subcontractors must ensure the regular disposal of waste materials by not allowing a build-up of any, particularly combustible, materials.

Employees and subcontractors are expected to clean up spills immediately and to report any spillages of dangerous materials which may affect workers, visitors, and members of the public or the environment to the Site Supervisor or Project Manager immediately.

Western Blueprint Limited Company Premises / Transport

General

- All offices and office furniture will be provided and maintained in good order.
- Employees must ensure that their own workstations are kept clean and tidy.
- Fire precautions shall be provided and maintained in accordance with the requirements of the Fire Precautions (Workplace) Regulations 1997 (as amended 1999).
- Employees must familiarise themselves with the fire precautions and what to do in the event of an emergency.
- The Directors will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of firefighting equipment. Fire drills will be organised at regular intervals.
- All fire extinguishers will be provided in accordance with the latest British Standards and will be serviced and maintained at regular intervals as recommend by the manufacturer.
- The Directors will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations.
- All staff required to use office machinery will be given training and instruction in its use.
- All accesses, stairways, fire exits, etc. will be kept clear of all materials and well lit.
- Proper facilities will be provided for office staff required to reach items from high shelving.
- Offices will be planned to avoid trailing cables on floors to office equipment.
- All fire alarms will be tested on a weekly basis and any faults immediately reported.
- All fire exits will be checked at the start of each day by the Office Manager or nominated person.

Transport Policy – Staff

- Car sharing will be encouraged whenever 2 or more employees are attending the same meeting.
- The use of public transport will be actively encouraged wherever practicable.
- Cars will be serviced in line with manufacturers recommendations.
- Employees must drive in a safe and considerate manner.

Procedure for New Employees

This procedure is to be carried out by the relevant director in the workplace where the new employee will be required to work.

All new employees will receive health & safety induction training that explains:

- The health & safety responsibilities associated with their position and role within the Company and to whom he/she will be directly responsible.
- Provide the new employee with a copy of the Company Safety Policy, explain its purpose and ensure that the employee is aware of his/her responsibilities.
- Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or whether additional protective measures are required.

- Warn the new employee of any potentially dangerous areas of operations on site or in the workplace.
- Issue to the new employee any protective clothing or equipment necessary, e.g. safety helmet, goggles, ear defenders, wet weather clothing, etc.
- Advise the new employee who the First Aiders are and advise them to report to the first aiders in the event of an incident requiring treatment.
- Show the new employee the location of the first aid box and explain the procedure in the event of an accident, however trivial it may appear at the time.
- Explain what precautions are in place in the event of an emergency – i.e. fire drill, location of extinguishers and fire exits, evacuation procedures.
- Ensure all substances, chemicals, liquids are stored in accordance with manufacturers recommendation.

Accident procedure

An accident is an unplanned, uncontrolled event, which has the potential to cause injury, damage or loss. Accidents usually occur when hazards go unnoticed or are ignored. In order to minimise the likelihood of accidents, the following points must be born in mind:

- Work safely.
- Work in the way you have been trained.
- Only use equipment on which you have been trained.
- Use equipment correctly.
- Wrap sharp objects before disposing of them.
- If you see anything which you think may lead to an accident, report it to management immediately.
- Keep workstations neat and tidy.

Accidents

In the event of an accident:

- Administer your own first aid if the injury is of a minor nature.
- In the event of a more serious injury, get help – inform and summon help from the First Aid representatives in the office, who should be contacted immediately in the event of injury to either employees or visitors to the office.
- A suitable and sufficient first aid box is available in the kitchen.
- In the event of an accident that may require an ambulance, contact the emergency services on 999 and ask for an ambulance. State the nature of the emergency. Ask someone to remain in the front of the building entrance until the ambulance arrives.
- Stay with the injured person until help arrives.
- All accidents and near misses in the offices, however trivial, must be entered in the accident book.

Investigations

Where accidents occur, adequate resources will be invested to ensure the immediate and underlying causes are identified and appropriate measures put in place to prevent re-occurrence.

Where required, specialist support will be employed to support investigations and ensure appropriate control measures are effective.

Workstations / Ergonomics

Members of staff whose job requires them to spend substantial periods of time at a VDU or draughting workstation will be required to take part in an annual workstation assessment. All staff must give due regard to the following:

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your arms should be approximately horizontal and your eyes at the same height as the top of the VDU casing.
- Make sure there is enough space under your desk to move your feet freely.
- A space in front of the keyboard is useful for resting your hand and wrists.
- Avoid excess pressure on the backs of your legs and knees.
- Do not sit in the same position for long periods. Make sure you change your position as often as practicable. Avoid repeated stretching movements.
- Try different layouts of keyboard, screen and general workstation items to find the position that best suits you.
- Position the screen so that bright lights are not reflected in the screen. Adjust blinds to prevent unwanted light.
- Use the brightness controls to suit the lighting conditions.
- Make sure the characters on the screen are sharply focused and do not flicker or move.

Young Persons

The Health & Safety (Young Persons) Regulations 1997 require risks to young persons to be identified and controlled.

It is this Company's policy not to employ any young persons unless a risk assessment has been made or reviewed in relation to the risks to health and safety of young people considering in particular:

- The inexperience, immaturity and lack of awareness of risks to young people.
- The fitting out and layout of the workstation and workplace.
- The nature, degree and duration of exposure to physical, chemical and biological agents.
- The form, range and use of work equipment and the way in which it is handled.
- The organisation of processes and activities.

It is this Company's policy not to employ anyone under the age of 16 years.

Equal Opportunities

This Company is committed to the principles of equal opportunity. We will treat all those we employ, or are in contact with, equally, regardless of their colour, race, nationality, ethnic or national origin, sex, sexuality, marital status, religion, age, and disability.

Training and Capability

Western Blueprint Limited adopts a proactive approach towards staff training and development.

- New employees are assessed as to their training needs, which are then addressed.
- Continual professional development of all staff is encouraged through training courses and the implementation of new technology, equipment and working practices.
- Through regular attendance of workshops, exhibitions and seminars, and subscriptions to trade publications, we ensure that our staff are aware of new developments and trends within the catering equipment and design field.
- Emphasis is placed on health and safety, both within the office environment and with regard to works carried out on customers' premises. Our Health and Safety Co-ordinator is responsible for identifying health and safety training needs within the Company.

The Needs of Employees whose First Language is not English

The needs of employees whose first language is not English or whose understanding of English is below average will be addressed on a site-by-site basis. This will be included suitable supervision, training and consultation on all matters including to health and safety. The management will identify any barriers and determine ways in which they may be overcome, such as adapting the means of communication or using interpreters.

On all projects, it is expected that employees will understand English and where required, the site supervisor will ensure all key information is provided in a dialogue and language all will understand. This may be with the use of a translator or literature written in the required language.

Allocation of Tasks

Managers will take account of an employee's capability and their competence when tasks are allocated to them.

Provision of Specific Health and Safety Training

The requirements for health and safety related training for all employees will be regularly assessed by their line manager as part of the initial and annual appraisal arrangements.

Where an individual is exposed to new or increased risks then their line manager will be responsible for ensuring that they receive appropriate health and safety training, including:

- On being transferred or promoted to a new position.
- On the introduction of new work equipment or a change of use of existing work equipment.
- On the introduction of new technology.
- On the introduction of a new system of work or a change in an existing system or work.
- On changes in personal circumstances – illness or disability.

Provision of Health & Safety Refresher Training

Health & safety refresher training will be monitored through training records to ensure that it is provided when required.

Health & Safety Training Records

Health & safety training records will be retained by the H & S co-ordinator.

Employee Consultation

Due to the size of the Company, informal consultation and communication of health and safety issues within the Company is undertaken daily between all members of management and staff.

Formal meetings will be held on an annual basis between the Directors, Designers and Project Managers to discuss health and safety issues arising during the previous year, changes in health and safety legislation affecting design work and general discussions on improving health and safety. Minutes of the meeting will be issued to all members of staff.

First Aid

It is this Company's policy to maintain suitable numbers of first aid personnel to deal with minor accidents and emergencies in the workplace. These personnel will have sufficient training to fulfil their duties in accordance with statutory requirements.

The first aiders will be made known to all new employees during their induction.

Fire Safety Arrangements

This Company recognises its duties under the Regulatory Reform (Fire Safety) Order 2005 and will comply with the requirements of the Order. The responsible persons (Richard Russell and Thomas Lowe) will make such arrangements as are appropriate, having regard to the size of the undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures and will retain a written record of those arrangements.

All premises under control of Western Blueprint Limited will be subject to a Fire Risk Assessment by a competent person and any appropriate reasonably practicable actions identified will be implemented accordingly.

Personal Protective Equipment (PPE)

It is this Company's policy that:

- All employees who attend site as visitors will be issued with suitable protective clothing or equipment as necessary, e.g., safety helmet, goggles, suitable footwear as standard.
- Ear defenders, wet weather clothing, etc. will be issued as necessary.
- All new employees will also be assessed for any disability or illness which may prevent him/her carrying out site visits safely or whether additional protective measures are required.

Electrical Safety at Occupied Premises

We will ensure compliance with our duty to protect workers, contractors and visitors against electrical hazards.

Fixed Installations

- We will ensure that electrical installations and equipment are installed and maintained in accordance with the relevant Regulations.
- The electrical installation will be tested for electrical safety at regular intervals as determined by a competent electrician.
- Only competent electricians carry out electrical works.
- Detailed records will be retained where possible in line with statutory requirements and best practice.

Portable Appliances

- We will arrange for a competent person to inspect and/or test portable electrical appliances where required. The frequency of testing will be determined by the competent person and risk assessment.
- Workers are required to check the condition of all portable electrical equipment before each and every use. Any problems with portable appliances must be reported to the line manager and taken out of use until repaired or replaced.
- Circuit breakers and RCD trip devices are regularly checked and maintained.

Occupational Health

We have a duty to ensure that our activities do not cause or exacerbate existing disease or illness. In particular, we are committed to:

- We will do everything that is reasonably practicable to make the workplace safe and healthy.
- We will inform workers of any health risks associated with the work they undertake.
- All workers must co-operate by following the Safe Systems of Work, risk assessments and COSHH Assessments designed to keep them healthy, including the use of PPE when other means of reducing exposure to hazards are not available.
- Workers are encouraged to report any health concerns, including work-related stress, immediately to management in confidence.
- We will ensure the adequate return to work process of workers returning to work after periods of absence.
- We will ensure that workers' health is monitored by means of an annual health questionnaire or by verbal discussion.
- Where health concerns are identified and where it is reasonably foreseeable that work activities could be affected or the employee effected by work conditions, appropriate Occupational Health screening will be introduced as required.
- The consumption of alcohol and the use of controlled drugs while at work (including when driving) are strictly forbidden.
- Workers are required to notify the use of prescribed drugs to their line manager to ensure job placement is not affected.

Waste Electrical and Electronic Equipment (WEEE) Regulations 2013

The Waste Electrical and Electronic Equipment (WEEE) Regulations came into effect to increase the re-use and recycling of end-of-life electrical waste, thereby reducing the amount going to landfill. To achieve this, businesses are now responsible for financing the collection, treatment, and recovery of waste electrical equipment. The Regulations require that all **producers** must have a scheme in place to manage the decommissioning and removal of such equipment.

This also applies to all equipment purchased since 13th August 2005 (new WEEE). All equipment sold before this date (historic WEEE), which becomes waste due to its replacement by new equipment purchased after this date is the responsibility of the current owner.

Any company which manufactures electrical and electronic equipment (EEE), will need to join a Producer Compliance Scheme that has been approved by one of the environment agencies. It is these companies which will be responsible for the end-of-life handling of EEE

Under the Regulations, Western Blueprint Limited are **distributors** and as such, are under no obligation to take back EEE from non-household users. To fulfil our obligations under the Regulations, Western Blueprint Limited will ensure that:

- We provide all relevant requested information to our customers including contact details of the EEE producer. We will also retain records to assist producers with their compliance schemes.
- Any EEE waste removal (for equipment purchased after 13 August 2005) carried out by our contractors, either as part of a refurbishment project or individual equipment replacement, is transported to an AATF (Approved Authorised Treatment Facility). N.B. It is the client's responsibility to inform us of equipment purchased after 13 August 2005. The cost for the removal and transportation of the equipment will be included in our equipment installation quotation.
- All producers of equipment on our suppliers list are registered with the environmental regulator.
- Any information that the producer is required to provide under the Regulations regarding the components and materials in the EEE and the location of any hazardous substances will be brought to the attention of the end user.
- Certain producers may offer the option of decommissioning and removal of the equipment at the end of its lifecycle. This option is normally only available at the point of sale and at the specific request of the client. The producer would then arrange disposal in accordance with the Regulations when notified by the customer.

Environmental and Waste Management

It is this Company's policy to:

- Wherever possible, only specify manufacturers who can demonstrate a commitment to ensuring that their products and processes minimise the impact they have upon the environment.
- Ensure that contractors minimise the environmental impact of their activities by complying with all relevant environmental legislation.
- Comply with the law with regard to air emissions in accordance with the Clean Air Act 1993.
- Comply with any notice issued under the Environment Protection (Amendment) Act 2006 to control noise and vibration on or from building sites and where appropriate obtain prior consent before work commences.
- Prevent anyone dealing with Company waste illegally, prevent the escape of waste, ensure that waste is only transferred to an authorized body, and to provide transfer notes where appropriate. Use only carriers licensed with the Environment Agency for transfer of demolition waste.
- Recycle waste products wherever possible.
- Where Company cars are provided to employees, these will be powered by diesel fuel with due attention paid to the carbon dioxide emissions.
- Strive for continuous improvement in our environmental performance.

Please refer to Western Blueprint Limited Environment Policy for supplementary information.

Monitoring, Audit and Review of Safety Policy

- All employees will be expected to bring to the notice of the health and safety coordinator any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate.
- Project Managers will visit the Company sites/premises at regular intervals and will record any defects or breaches of Regulations observed during the regular visits and take action to ensure similar problems do not recur.
- Management will be expected to review any concerns regarding health and safety against the Health & Safety Policy, to ensure its validity and effectiveness.
- Monitoring of compliance with the terms of this Policy will be undertaken on an ongoing basis by the Health and Safety Co-ordinator and Project Managers. At six monthly intervals (or when changing work practices are implemented) a general review will be made to establish areas where improvements can be made in the form of a Health and Safety Audit. Included within the audit will be a review of Company procedures, training, etc. and what improvements could be made and, where necessary, revise the Company Policy for Health, Safety and Welfare.

HEALTH AND SAFETY ORGANISATION

