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Part 1

Health & Safety Policy Statement

Part 2
General Health & Safety Procedures

Part 3
Working Documentation Appendices

Revised
November 2023

Policy Revision History

Issue No.	Amendment Date	Amendment Details	Authorised By
1	October 2019	New Health & Safety Policy formulated.	Mr Nick Eccles / RHL
2	November 2020	<p>2020 All part of the policy: Legal and Code of Practice updates. Minor design and grammar changes New additions, new styling, layout and date change throughout the whole policy. Amended Temporary Works British Standard BS 5975:2008 Updated to BS 5975:2019 throughout Part 1, Part 2 & Part 3. IEE Wiring Regulations replaced and updated to IET 18th Edition throughout Part 1, 2 & 3. Part 1: BS 5975:2008 Clauses removed accordingly throughout section 4. Part 2: Health & Safety Legislation Register – amended the IEE Wiring Regulations replaced and updated to IET 18th Edition Section 15 – Control of Substances Hazardous to Health. 15.2; ‘Occupational Exposure Limits should be carefully checked against the HSE’s EH40 document available through HSE publications and website. Care should be taken to check the latest version.’ New Section 16: Coronavirus (COVID-19) – Referring to COVID-19 procedures/documents. Section 19: Working with Electricity – 19.2 IEE Wiring Regulations replaced and updated to IET Section 29 - Gas & Electrical Services Precautions 29.28 IEE Wiring Regulations replaced and updated to IET 18th Edition. AND ‘They are issued by the <i>Institution of Engineering and Technology</i> and are designed to provide for the safety of electrical installations in and about buildings generally’ Section 60: Site Electricity – 60.2 IEE Wiring Regulations replaced and updated to IET 18th Edition. Section 66 – Temporary Works 66.11 – Text amended to read ‘The choice of the appropriate temporary works solution, including the use of “standard solutions,” is discussed in BS5975. A “standard solution” is an arrangement for which the basic design work has already been carried out and is presented in a tabular or similar form, and for which no further calculations are required.’ 66.13 - Updated in accordance with BS5975:2019 Categories of Design Check (taken from BS 5975:2019) – Amended and updated in accordance with revised BS 5975:2019. Updated Table 1. Part 3 - Additions and amendments: Internal Health & Safety Management System Core Audit – removed duplication within ref 3.6 Temporary Works - Temporary Works Register BS5975 amended to 2019 Risk Assessment & Method Statement Controls - IEE Wiring Regulations replaced and updated to IET 18th Edition</p>	Mr Nick Eccles / RHL
3	November 2021	<p>2021 All part of the policy: Legal and Code of Practice updates. Minor design and grammar changes New additions, new styling, layout and date change throughout the whole policy. Scaffolding standard TG20:13 Amended to TG20:21 Part 2: Section 59 – Scaffolding 59.4 Conforming to approved standards – amended in accordance with TG20:21 Part 3 - Additions and amendments: Ladder / Stepladder Inspection Checklist – amended guidance Portable Electrical Equipment Pre-Use Inspection Checklist – amended to include site address and Equipment description. Management Teams Health & Safety Checklist for sites – amended item 3, term ‘within houses’ removed. New – Stepladder/Ladder/Hop-up Use Permit. Accident Record Form (Internal) – amended guidance regarding personal information.</p>	Mr Nick Eccles / RHL
4	November 2022	Review. Date changed through whole document.	Mr Nick Eccles / RHL
5	November 2023	Review. Date changed through whole document.	Mr Nick Eccles

In an emergency or for further advice / assistance contact
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The Company engages Richardson-Hill Limited – Professional Safety, Health & Environmental Advisors as their competent Health & Safety Advisors to assist Management and Employees in complying with Health & Safety Law. This Health & Safety Policy / Safety Management System was designed with the assistance of:

Richardson - Hill Limited

Professional Health & Safety Advisors

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Contents information Part 1

Page	Health & Safety Policy Statement
i	Health & Safety Policy Statement Part 1 Cover Page
ii	Policy revision history
iii	Health & Safety Policy Statement Part 1 Contents
iii – ix	General Health & Safety Procedures Part 2 Contents
x – xi	Working Documentation Appendices Part 3 Contents
1	Section 1 - Health & Safety Policy Statement
1	The objective
1	Scope
1	Responsibility
1	Personnel obligations
1	Participation
1	Application
1	Precautionary measures
1	Information, training and instruction
2	Planning and control
2	Health, safety and welfare
2	Measuring, monitoring, reviewing and auditing
3	Section 2 - Key Elements of Health & Safety Management Systems
4	Section 3 - Health & Safety Organisation Chart
5	Section 4 - Health & Safety Organisation – Responsibilities & Duties
5	4.1 Board of Directors
5-6	4.2 Director in charge of Health & Safety
6-9	4.3 Managers
9	4.4 Managers with Transport Responsibilities and Duties
9-10	4.5 Designers, Architects & Engineers
10-11	4.6 Site Managers / Supervisor / Foremen
11-12	4.7 Employees / Self-Employed
12-13	4.8 Sub-Contractors
13	4.9 Safety, Health & Environmental Advisors
14	4.10 Suppliers of Services & Equipment / Materials
14-15	4.11 Temporary Works Co-ordinator
15	4.12 Temporary Works Supervisor
15	4.13 Other Persons
Note:	General Health & Safety Procedures are contained in Part 2 (See Part 2 Contents Pages).

Contents information Part 2

Page	General Health & Safety Procedures
i	General Health & Safety Procedures Part 2 Cover Page
ii-viii	General Health & Safety Procedures Part 2 Contents Pages
ix-x	Working Documentation Appendices Part 3 Contents Pages
xi-xvi	Health & Safety Legislation Register
1-2	Section 5 - Abrasive Wheels
	Also see Abrasive Wheel - Hot Works - Permit to Work (Part 3 Appendices Section)
2	Section 6 - Accidents, Dangerous Occurrences, Near Miss Incidents and Diseases
2	Emergency procedure if you are the injured person
2	Emergency procedure if you come across someone who has been injured
2	All accidents, dangerous occurrences, near misses and diseases
3-4	Accident / Incident Reporting Procedures for Sites
5	Facts and evidence regarding accidents, dangerous occurrences, near misses and diseases
5	Vehicle accidents & emergencies
5	In the event of a road traffic accident
5-6	Reporting of accidents (Management Responsibilities)
6-7	Section 7 - Alcohol, Drug & Substance Abuse Policy

8	<u>Section 8 - Arson</u>
8	<u>Section 9 - Asbestos Policy</u>
8	Introduction
9	The objective
9	The three main types of asbestos found
9	Compliance with Safety Standards
9	Employees awareness of asbestos precautions and controls
9	Client requirements
9	Information required from Clients
10	Monitoring
10	Vetting Licensed Contractors
10	Emergency arrangements for employees
10	Emergency arrangements for Managers
10-11	References
	Asbestos project plan checklist & controlled waste transfer notice (see Part 3 - Appendices Section)
11	<u>Section 10 - Audit Procedures for Safety Management System</u>
11-12	<u>Section 11 - Bomb Threats and Attacks</u>
12-13	<u>Section 12 - Carpentry</u>
12	Regulations
12	Guarding – General Principles
12	Some basic points on cutters
13	Cross-cut Saws
13	Hand-held Circular Saws
13-14	<u>Section 13 - Confined Spaces – General Precautions</u>
14-16	<u>Section 14 - Construction (Design & Management) Regulations 2015 and Industry Guidance</u>
16-17	<u>Section 15 - Control of Substances Hazardous to Health</u>
16	The company Duty of care to employees and others
17	General guidance for formulating COSHH Assessments
18	General Guide for formulating COSHH Assessment numbering system
18-19	<u>Section 16 - Coronavirus (COVID-19)</u>
19	<u>Section 17 - Damage to Services</u>
19	Electrical Cables
19	Gas Mains
19	Other Services
19-20	<u>Section 18 - Dust</u>
20-21	<u>Section 19 - Working with Electricity</u>
21-23	<u>Section 20 - Excavations & Groundworks</u>
21	Excavating
21	Excavation Supports
22	Excavations, Cofferdams & Caissons Inspection Report Notes
23	Guardrails for excavations, shafts and manholes, etc
23	Toeboards for excavations, shafts and manholes, etc
23	Spoil heaps
23	Inspection of excavations
23-26	<u>Section 21 - Avoiding Danger from Potential Underground Hazards</u>
23	There are many types of underground hazards
24	Locating Underground Services and other potential hazards
24	Plant and equipment selection
25	Avoiding Danger from Potential Underground Hazards flowchart
26	Trial holing
26	Piling
26-27	<u>Section 22 - Excavators (Mechanical Diggers)</u>
26	Prior to any selection and delivery of plant such as 360° excavators
26	Pre-site delivery checks
26	Site delivery checks
26	Before operating
27	Whilst operating

27	When the machine is not being operated
27	References
28	<u>Section 23 - Falsework</u>
28-31	<u>Section 24 - Fire Precautions</u>
29	Fire Action Plan for Site Operations
29	Fire Action Plan for Offices / Yard / Sites
29	The Regulatory Reform (Fire Safety) Order 2005
30	Fire Check List
30	Premises Fire Safety Assessment guidance
31	References
32	<u>Section 25 - Company Fire Policy</u>
33	<u>Section 26 - First Aid</u>
33	Introduction
33	Company Requirements for First Aid
33	First Aiders
33	Appointed Persons
33	First Aid Kits and other provisions
33	First Aid Record
33-35	<u>Section 27 - Fixed, Portable & Mobile Machines - General Requirements</u>
33	Regulations
33	Main requirements
34	The Provision and Use of Work Equipment Regulations
34	Guarding - General Principles
34	Safe operation of machines, equipment and tools
34	Training
34	Plant Layout
35	Lighting requirements for using tools / equipment / machines
35	Ventilation requirements for equipment
35	Harmful substances connected with tools / equipment / machines
35	Noise generated by tools / equipment / machines
35	Stability of Mobile Work Equipment
35-38	<u>Section 28 - Forklifts and Telescopic Material Handlers</u>
38-41	<u>Section 29 - Gas & Electrical Services Precautions</u>
38	Gas services
38	The Gas Safety (Management) Regulations 1996
39	Reporting of gas incidents
39	Gas escape procedures
40	General
40	All gas escapes - general procedures
40	Procedures to be taken by the operative on site
40	Evacuation criteria
40	Gas Appliance (Safety) Regulations 1991
40	Electricity Acts
41	IEE Wiring Regulations
41	<u>Section 30 - General Public Safety</u>
42-46	<u>Section 31 - Hand-arm Vibration Syndrome (HAVS)</u>
42	Summary of the problem
42	Risk factors
42	Hierarchy Controls
43	Identifying hazardous work and assessing the risk
43	Vibration management programme
43	Implementing preventative programmes to control the risk of injury process, design, selection, modification
44	Requirements for a Hand-Arm Vibration Risk Assessment
44	Tool selection and maintenance
44	Training and information for operators and Managers / Site Managers / Supervisors
45	Limitation of duration of exposure
45	Gloves
45	Health surveillance programme – general
45	Pre-employment assessment

45	Routine assessment
45	Management of the affected worker
45	Tool purchasing policy
46	References
46-47	<u>Section 32 - Employees Guide to Hand-arm Vibration Syndrome</u>
46	What is hand-arm vibration syndrome?
46	What are the signs to look for?
46	Who is at risk?
47	How can it be prevented?
47	What else can be done?
47-49	<u>Section 33 - Health Surveillance</u>
50-52	<u>Section 34 - Health & Safety in the Offices / Yard Etc.</u>
50	Workplace (Health, Safety & Welfare) Regulations 1992
50	Application
50	Maintenance
50	Ventilation
50	Temperature
50	Lighting
50	Cleanliness and Tidiness
50	Workspace
50	Workstations & Seating
50	Floors and Traffic Routes
51	Precautions against persons or objects falling - Fencing and Covers
51	Ladders
51	Roof work
51	Stacking and Racking
51	Loading and Unloading Vehicles
51	Danger Areas
51	Glazing
51	Windows
51	Doors and Gates
51	Traffic Routes
51	Sanitary Conveniences and Washing Facilities
52	Drinking Water
52	Accommodation for clothing and changing
52	Facilities for rest and meals
52	Further information
52-53	<u>Section 35 - Display Screen Equipment</u>
52	Introduction
52	Application
53	Risk Assessment
53	Information and Training
53	Sight Tests
53-54	<u>Section 36 - High Pressure Water Jetting</u>
54-55	<u>Section 37 - Hygiene</u>
55-56	<u>Section 38 - Ladders - General Use and Precautions</u>
55	Introduction
55	Portable ladders
55	Classification
55	Timber ladders
56	Metal ladders
56	Suspended ladders
56	Ladder towers
56	Extension ladders
56	Access to and from ladders
56	Inspection of ladders
56-57	<u>Section 39 - Control of Lead At Work</u>
58-60	<u>Section 40 - Leptospirosis</u>
60-68	<u>Section 41 - Lifting Operations</u>
60	Lifting Appliance Introduction

60	Lifting Gear Introduction
60	Lifting Plans
60	Safety Inspections of Lifting Appliances
60	The requirements for Banksmen / Slingers
60	Duties of the Banksmen / Slingers
61	Quality of lifting equipment
61	Marking of lifting equipment
61	Chain slings
61	Repairs
61	Defects
61	Wire rope slings
62	Making wire rope slings
62	Bulldog grips
62	Defects
62	Broken wires
62	Fibre rope slings
63	Flat lifting slings
63	Hooks
63	Eyebolts
64	Shackles
64	Proprietary lifting equipment
64	Types of sling
64	Chain shortening clutch
64	Spreader beams
64	Endless sling
64	Sling attachment
64	Sling selection
65	Slinging precautions
65	Weather Conditions and environment
65	Storage of Lifting Equipment
65	Attachment of pulley blocks and gin wheels
66	Hand Signals
66	Slewing areas of plant
67-68	References
68-70	<u>Section 42 - Lifting Appliance Erection</u>
68	Lifting appliance information
68	Suitability of lifting appliances
68	Competency of erectors
69	Erection, maintenance and dismantling procedures
70	Service records
70-71	<u>Section 43 - Lone Workers</u>
71-73	<u>Section 44 - Lorry Loaders</u>
73-74	<u>Section 45 - Material and Passenger Hoists</u>
74	<u>Section 46 - Manual Handling</u>
75-79	<u>Section 47 - Mobile Elevating Work Platforms (MEWP's)</u>
80	<u>Section 48 - Mobile Phones, PDA's & Blackberry Policy</u>
80-82	<u>Section 49 - Noise</u>
82-83	<u>Section 50 - Working in Occupied Premises</u>
83	<u>Section 51 - Overhead Power Cables</u>
84	<u>Section 52 - Power Tools / Equipment & Plant</u>
84-85	<u>Section 53 - Portable Appliance Testing</u>
85-88	<u>Section 54 - Protective Clothing and Equipment</u>
85	All personnel must wear / use protective clothing, etc.
85	Personal Protective Clothing and Equipment
85	Safety Helmets (See Part 3 – Appendices Section, for PPE Assessment Checklist)
85	The exception to the rule is turban wearing Sikhs
86-87	Generic PPE Assessment Guidance
88	Further guidelines

88	<u>Section 55 – Road Rage</u>
89-94	<u>Section 56 - Risk Assessments Guidance Notes</u>
89	Legal requirements
89	Risk Assessment
89	There are different approaches that can be adopted in the workplace
89	Risk assessment requirements
89	The Risk assessment is also required to be maintained
89	Definitions of Hazard of Risk
90	Hazard Identification
90	Risk Assessment
90	Probability or Likelihood table
90	If existing controls fail use this matrix
91	Risk / Hazard Control
91	Recording the Assessment
92	Other assessments
92	Generic Assessments
92	Health Surveillance
92	Maintenance and Effectiveness of Assessments / Controls
93	Timescale for Risk Assessments
94	Appendix 3
94	Appendix 4 – Method for decision on priorities
95-96	<u>Section 57 - Safety-Critical Workers</u>
96-97	<u>Section 58 - Safety Harness - Rescue Procedure & Risk Assessment</u>
	<u>Flowchart</u>
96	Rescue procedure – Safety harnesses
96	Risk Assessment – Rescue Plan
97	Risk Assessment Flow Chart
98-103	<u>Section 59 - Scaffolding</u>
98	Conforming to Approved Standards
99	Independent tied scaffolds – safety checklist
99	Scaffold towers – safety checklist
99	System tower scaffolding
99	Suspended access, suspended platforms and cradles – safety checklist
101	Scaffolding Inspection Report Notes
102	Scaffold Inspections
102	Toeboards for working platforms
102	Guardrails
102	Ladders
102	Working platforms
102	Protection preventing materials from falling off the scaffold
103	References
103-104	<u>Section 60 - Site Electricity</u>
104-105	<u>Section 61 - Site Planning and Layout</u>
104	Preliminary appraisal
104	Administrative matters
104	Statutory undertakers
104	Permits to work
105	Documentation
105	Safety Policy
105	Health and Welfare
105	Fire precautions
105	Telephone
105-106	<u>Section 62 - Site Welfare Facilities</u>
107	<u>Section 63 - Storage and Use of Explosive and Flammable Substances</u>
107-110	<u>Section 64 - Temporary Works</u>
110-111	<u>Section 65 - Transporting / Storage of Petroleum Spirits / Gases</u>
111	<u>Section 66 - Use of Private Cars for Business Purposes</u>
111-112	<u>Section 67 - Company Vehicles</u>
112-113	<u>Section 68 - Ventilation for Hazardous Gases or Oxygen Deficiency</u>

113-114	<u>Section 69 - Violence At Work</u>
115-120	<u>Section 70 - Welding</u>
115	General introduction to welding
115	Hazards associated with welding
115	Fires and explosions
115	Burns
115	Eye damage
115	Heat stress
115	Respiratory disease
116	Systemic poisoning
116	Gas welding – cylinder identification
116	Gas characteristics
116	Storage of gas cylinders
116	Cylinder handling
117	Regulators
117	Hoses
117	Non-return valves and flashback arrestors
117	Blowpipes
118	General precautions
119	Operational faults
119	Snap-out
119	Backfire and/or sustained backfire
119	Flashback
119	Heated cylinder
119	Electric Arc Welding – The circuit
119	Mobile welding work
119	Cables and cable couplings
120	Electrode holders
120-121	<u>Section 71 - Working At Height / Prevention of Falls</u>
120	Introduction
120	Duty Holders duties
121	Employees duties
121	The particular hazards of each job for working at height
121	Demarcation and guarding-off of areas where it is possible to fall
121	Where protection is installed at an edge
121	Safety harnesses, belts, nets and mats
121	Rope Access
121-122	<u>Section 72 - Working on or adjacent to railway property</u>
122-124	<u>Section 73 - Working on Roofs</u>
122	Safe access
122	Safe place of work
122	On large roof areas etc.
122	Roofs with a pitch of less than 10°
122	Non-fragile sloping roofs
122	Roof ladders
123	Working platforms
123	Curved roofs or roofs of special shape
123	Non-fragile industrial roofs
124	Fragile roofs
124	Safety harnesses, belts, nets and mats etc.
124	Weather conditions
124	Training
124-125	<u>Section 74 - Working in Schools</u>
126	<u>Section 75 - Young Persons</u>
126-127	<u>Section 76 - Persons who have problems with verbal & written communications</u>
127	<u>Section 77 - Safety Improvement Scheme & Consultation</u>
127	<u>Section 78 - How to obtain a copy of the Company Policy Statement</u>

Contents information Part 3

Page Working Documentation Appendices

- i Appendices Cover Sheet
- ii-iii Appendices Contents Page

Checklists

- 1-2 Asbestos Project Planning Checklist
- 3 Confined space entry RAMS checklist
- 4-5 Display Screen Equipment (DSE) Workstation Assessment
- 6 Daily Pre-Use Checklist and Report
- 7 Electrical safety – Safe isolation checklist
- 8 Erectors Pre-Start Health & Safety Job Assessment
- 9 **Ladder / Stepladder Inspection Checklist**
- 10-11 LPG Safety Checklist
- 12 Personal Protective Equipment Assessment Checklist & Record of Instruction / Issue
- 13 Guide Chart for Safety Inspections and Checks
- 14 Portable Electrical Equipment Pre-Use Visual Inspection Checklist
- 15-17 Management Teams Health & Safety Checklist for Sites
- 18-23 Project Safety & Health Management Plan Checklist Guidance
- 24-28 Scaffold Planning And Work At Height Checklist
- 29 Supervisors Health & Safety Site Audit
- 30 Supervisors Monthly Health & Safety Vehicle & Equipment Inspection
- 31 Thorough Examination & Maintenance Checklist
- 32-33 Underground And Overhead Services Checklist
- 34 Work In Confined Space Without Entry Of Persons Checklist
- 35 Weekly Inspection Checklist and Report

Permits to Work

- 36 Abrasive Wheel – Hot Work – Permit to Work
- 37 Confined Spaces - Permit to Work
- 38 Electric Arc Welding – Hot Work – Permit to Work
- 39 Electrical Permit to Work
- 40 Gas Welding and Cutting – Hot Work – Permit to Work
- 41 Hot Works Permit to work
- 42 **Machine Excavation Works – Permit to Dig**
- 43 Step Ladder/Ladder/Hop-up Use Permit
- 44 Temporary Works Permit to Work
- 45 Work At Height Permit
- 46 Work on High Voltage Equipment Permit

Registers

- 47 Company Safety, Health and Environmental Induction Register
- 48 Display Screen Equipment Assessment Register
- 49 Employees Health Record Register
- 50 Fire Drill Register
- 51 Fire Instruction Training / Induction Register
- 52 Health Surveillance Operatives Vibration Exposure Register
- 53 Safety Tool Box Talk Register
- 54 Site Safety, Health and Environmental Induction Register
- 55 Temporary Works Register

Reports

- 56-60 Internal Health & Safety Management System Core Audit
- 61-62 Project Health & Safety Management Audit

Forms

- 63 **Accident Record Form (Internal)**
- 64-81 Risk Assessment & Method Statement Controls
- 82-83 Controls of Substances Hazardous to Health (COSHH) Assessment Form
- 84 Disciplinary Procedure Record Form

85-86	Competency & Security Assessment Form
87	Escape Routes Check Record Form
88	Fire Alarm System Test Record Form
89	Fire Doors Check Record Form
90	Fire Fighting Equipment Inspection Record Form
91-92	Fire Risk Assessment & Fire Control Arrangements - Blank Pro-forma
93	Vibration Assessment Record Form
94	Health Surveillance Annual Assessment Form for Employees (Confidential)
95	Health Surveillance Assessment Form for Site Personnel (Confidential)
96	Health Surveillance Follow-up Appraisal Form (Confidential)
97	Health Questionnaire for Potential New Employees / Self-Employed (Confidential)
98	Incident Report Form
99	Induction Company Safety, Health and Environmental Form for new employees
100	Induction Safety, Health and Environmental Form for Site Personnel
101-120	Project Lifting Plan
121	Manual Handling Operations Assessment Form
122	Noise Assessment Record Form
123	Plant & Equipment Maintenance Record Form
124-125	Risk Assessment & Safety Controls for Method of Work Form
126	Risk Assessment / Method Statement Appraisal Form
127-139	Risk Assessment / Method Statement Controls for Vehicle Operations
140	Safety Improvement Scheme & Workforce Consultation Form
141-144	Safe Method of Work Statement
145	Site Emergency Contact Numbers
146-152	Fire Safety Plan
153-155	Work At Height Rescue Plan Form

Mandatory Forms & Reports

156-160	Contractors Competency Safety Questionnaire – Stage 1 Initial Assessment
161-164	Contractors Competency Safety Questionnaire – Stage 2 Project Specific Assessment
165-167	Dangerous Substances Safety Questionnaire
168-169	F10 Notification of Construction Project
170	Fall Arrest Equipment Weekly Inspection Report Form
171	Inspection Report Form for Excavations, Cofferdams and Caissons
172	Inspection Report Form for Scaffolding
173	Lifting Operations and Lifting Equipment Regulations 1998 – Report of Inspection – Section A
174	Lifting Operations and Lifting Equipment Regulations 1998 – Report of Thorough Examination – Section B
175	PPE Record Form for Client / Principal Contractor Project Requirements
176-177	Professional Team Competence & Resource Questionnaire
178	Provision and Use of Work Equipment Regulations 1998 – Report of Inspection
179-180	Premises Fire Safety Assessment Checklist

Signage

181	Information Signs for Action to be taken in the event of a major or small fire
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1. Health & Safety Policy Statement

- 1 **The Objective:** The objective of the Company's Policy as a fundamental part of its Health & Safety Management System is to prevent, insofar as it is reasonably practicable during the course of the work or duties being undertaken, any accidental occurrence which may directly or indirectly result in:
 - 1.1 Injury or occupational ill-health to any person;
 - 1.2 Damage to or loss of any plant, equipment, property, materials or products;
 - 1.3 Delays in any processes or operation;
 - 1.4 Events which may otherwise be detrimental to efficiency and / or prestige;
 - 1.5 Adverse impact upon the environment.

- 2 **Scope:** The Policy is applicable to all NTP Access Limited employees.
 - 2.1 This Policy will also apply to all persons having responsibilities which relate to and necessitate their presence and the execution of their duties within the areas of NTP Access Limited works / premises. These persons include the employees of Sub-Contractors, Self-Employed, Consulting Practices and the Client.

- 3 **Responsibility:** The application and promotion of the Policy is the responsibility of Senior Management of this Company. Whilst duties and tasks may be delegated, the overall responsibility remains that of Senior Management to ensure that the Company complies with all relevant statutory Health & Safety legislation, common law and Approved Codes of Practice.

- 4 **Personnel Obligations:** All Company employees, regardless of their status, are expected to abide by the principles of this Policy as and where applicable. We also expect the co-operation of all those mentioned within the Scope section of this Policy to work in such a way that accidents to themselves and others will be prevented.

- 5 **Workforce Involvement:** Individuals can make vital contributions to the development and implementation of policies. There will be opportunities for participation in this process via the involvement of employees. It is recognised that accident prevention is a joint responsibility of all those mentioned in the Scope section of this Policy and that to understand their joint responsibilities, joint consultation will be necessary.

- 6 **Application:** The principles of this Policy will be applied to all operations undertaken by the Company and will be the basis of any specific instructions, methods or systems which may be necessary in order to achieve the Company's Health & Safety objective. To ensure that this Policy can be successfully implemented, the Company will provide such reasonable funds as may be necessary.

- 7 **Precautionary Measures:** Suitable and adequate measures will be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. The Company will continuously take into account factors which help to eliminate injury, damage and waste.

- 8 **Information, Training and Instruction:** Information from risk assessments, performance monitoring activities, the employee consultation process and advice from our Safety, Health & Environmental Advisors, will be used to identify the Health & Safety training needs of employees. An effective system for the communication of health, safety and welfare information will be maintained so that employees are made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them. Where necessary employees will also be suitably trained or instructed to enable them to carry out their tasks in a healthy, safe and efficient manner.
 - 8.1 The Company has an annual Safety Training Programme and arrangements in place for the Health & Safety Training necessary to be carried out by the Company's Safety, Health & Environmental Advisors and other Training Agencies. Company Safety Induction for employees and sub-contractors etc., will be carried out by Company Line Management and where required, assisted by the Company's Safety, Health & Environmental Advisor or Training Agency.
 - 8.2 Employees will be trained in the safe use of plant / equipment which they will be using for their work by the appropriate CITB Plant Operators course where applicable. Where CITB certification is not required, employees will be instructed on how to use plant / equipment safely by other competent organisations or persons, i.e., directly by the manufacturer / supplier / hirer, specialist Training Agencies, or by the Company's Safety, Health & Environmental Advisors. To ensure all the Company's employees are kept up-to-date with safety matters the Company has formulated a library of safety information, Codes of Practices and Health & Safety Legislation etc. This library will be maintained with up-to-date information and changes in Law, etc., by Senior Management and the Company Safety, Health & Environmental Advisor.
 - 8.3 The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/or the premises in which they are undertaken will be observed.

- 9 **Planning and Control:** All activities will be planned, conducted and controlled in a manner to minimise the possibility of unplanned events occurring. During planning, hazards will be identified by Risk Assessment and appropriate controls and procedures determined. When determining controls the following hierarchy will be considered: -
 - 9.1 Elimination;
 - 9.2 Substitution;
 - 9.3 Engineering controls;
 - 9.4 Signage, warnings and / or administrative controls;
 - 9.5 Personal protection equipment.
 - 9.6 The Company will document and keep the results of identification of hazards, Risk Assessments and established controls up-to-date.

- 10 **Health, Safety and Welfare:** Adequate provision will be made for the Welfare needs of employees and any hazard to health will be the subject of strict precautionary measures to eliminate or minimise health problems.

- 11 **Measuring, Monitoring, Reviewing and Auditing:** All Company places of work and activities, including the use and condition of related plant, equipment and materials etc., will be inspected in accordance with Legal requirements. Reports will be made and distributed to the Director, Managers and others concerned as necessary. Safety Inspections, Audits, Occupational Health checks, Accident Statistics and other safety disciplines will be performed to measure, monitor and review Health & Safety performances and the effectiveness of the Health & Safety Management System, with an aim to constantly make improvements wherever possible. These duties will be the responsibility of our experienced Managers, assisted by competent Safety, Health & Environmental Advisors where required.

- 11.1 This Policy will be reviewed and kept up-to-date by the Director in charge of Health & Safety, to take into account changes in legislation, reflect changes in the nature and range of activities carried out by the Company and take advantage of operational experience, negative and positive, as often as may be necessary.

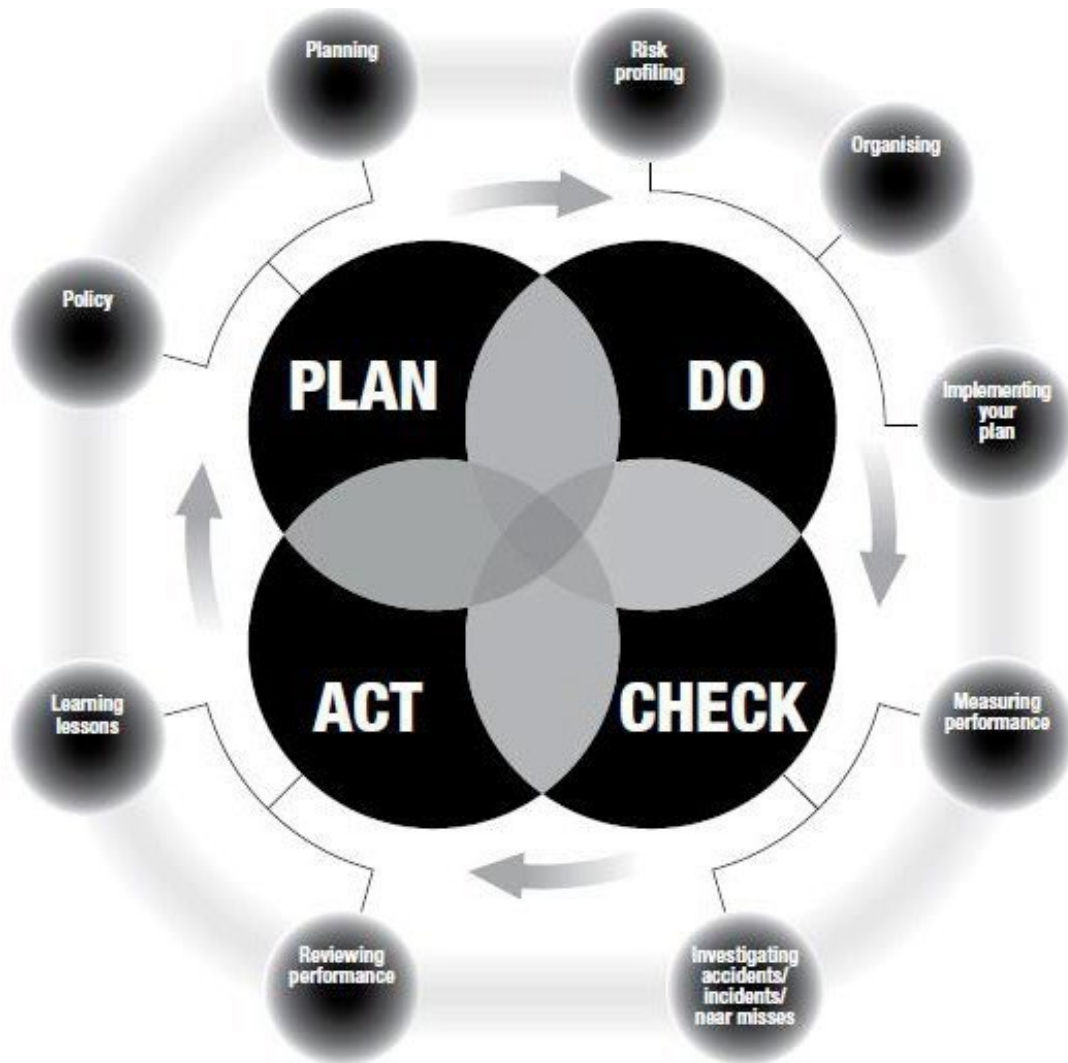
For and on behalf of
NTP Access Limited



Mr. Nick Eccles.
Director in charge of Health and Safety

Date: 1st November 2023

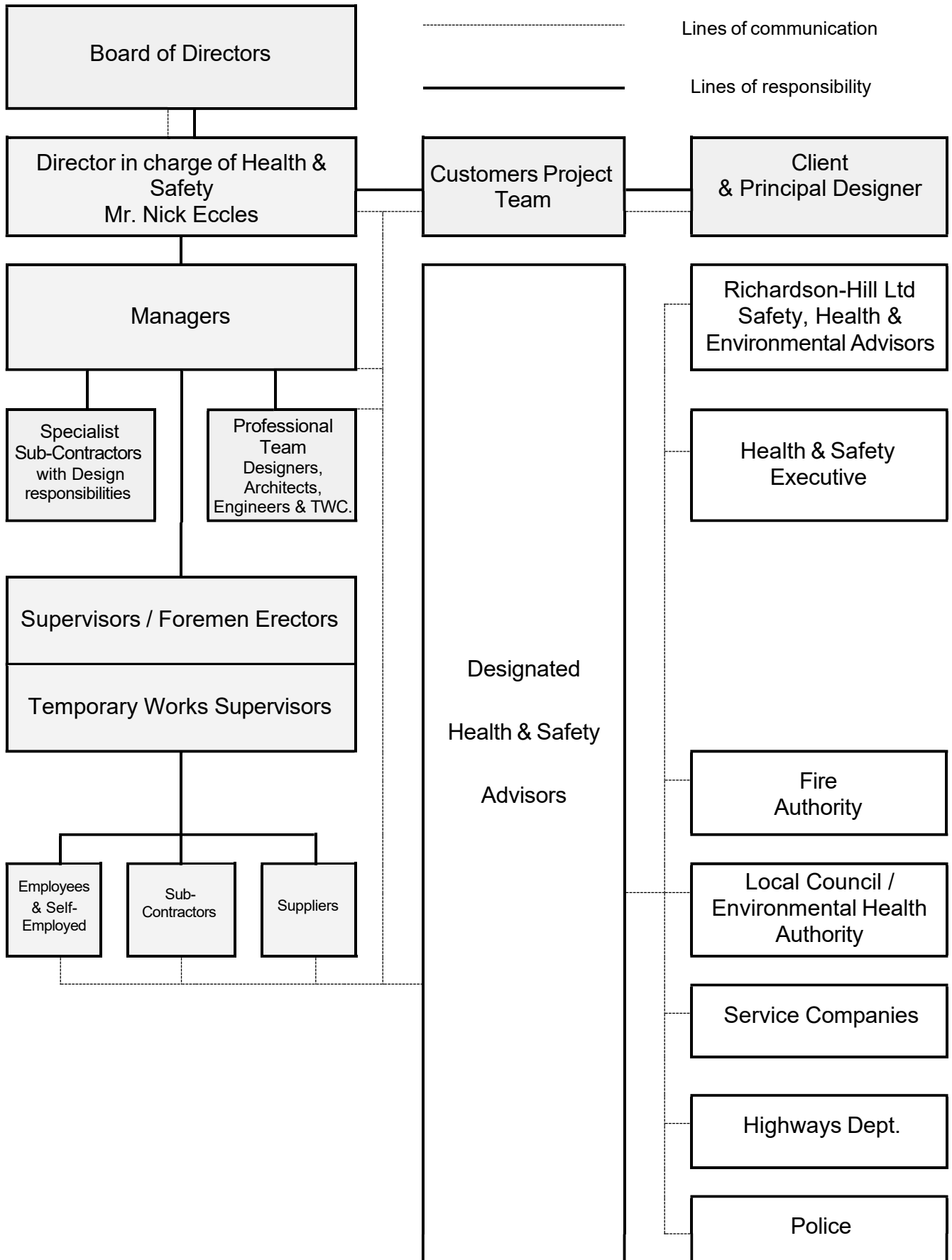
2. Key Elements of Health & Safety Management Systems.



The above chart indicates the key elements of the Company's Health & Safety Management System, which is in line with the Health & Safety Executives revised new model approach to HS (G) 65.

3. Health & Safety Organisation Chart

The inter-relationship of the various parties involved in the management of safety is shown in the following diagram.



4. Health & Safety Organisation – Responsibilities and Duties

4.1 Board of Directors

- 1 Have set the direction for effective health and safety management and have formulated and ensured the Health and Safety Policy / Management System is regularly reviewed.
- 2 Are overall responsible for the planning and effectiveness of the company's Health and Safety Policy / Management System.
- 3 To ensure adequate resources including finances: are made available for suitable and sufficient safety measures, such as resources essential to establish, implement, maintain and improve the Company's Health & Safety Policy / Management System.
- 4 Are committed to making the Health and Safety Policy / Management System an integral part of NTP Access Limited's culture, values and performance standards.
- 5 Must have an active leadership role ensuring the communication of health and safety duties and benefits throughout NTP Access Limited Executive directors are to respond quickly where difficulties arise, new risks are introduced and when there are changes in legal requirements and supporting codes of practices.

4.2 Director in charge of Health & Safety – Mr. Nick Eccles

- 1 Responsible for the implementation of the Company's Health & Safety Policy / Management System and the regular review and amendment of the Policy / Management System as may be necessary in the light of correct developments.
- 2 **Awareness of Safety Standards:** To be familiar with and to observe all current Regulations, Codes of Practices and EN / British Standards applicable to the Company's operations and related industries. Awareness of appropriate Standards will be achieved by professional support from the Company Safety, Health & Environmental Advisors, receiving annual Safety Awareness Training and by regularly reviewing the HSE website and newsletters.
- 3 **Health & Safety Reports:** Ensure that regular reports are made regarding the Company's safety performance, accident record and of significant events affecting or arising out of the Company's operations and present the reports to the Board of Directors and Senior Management for review and use as a basis for improvement of the Health & Safety Management System.
- 4 **Assessments:** Ensuring an assessment of injury, loss or damage, liability risks relating to the Company's operations and adequacy of insurance cover.
- 5 **Safety Management System:** Ensure that the Health & Safety Management System is established, implemented and maintained.
- 6 **Adequate resources including finances:** To establish sufficient and suitable budgets for safety measures, such as resources essential to establish, implement, maintain and improve the Company's Health & Safety Policy / Management System and present them to the Board of Directors for consideration and approval.
- 7 **Management of Health & Safety at Work Regulations 1999:** Responsible for providing adequate provisions within the Company for the assessment of risk, preventive measures, protection, emergency procedures, adequate Health & Safety surveillance and provide employees with information and training about the workplace Health & Safety.
- 8 **Competency of Personnel:** To ensure that Senior Management's competency is adequate for the duties required of them.
- 9 **Delegate Duties & Responsibilities to Managers and Safety, Health & Environmental Advisors:** To ensure that competent Managers and Safety, Health & Environmental Advisors are given the duty and responsibility to manage, maintain and appropriately improve and advise on the Company's Health & Safety performances and to monitor and report on compliance standards.

- 10 **Provision & Use of Work Equipment Regulations 1998, Lifting Operations & Lifting Equipment Regulations 1998, and Workplace (Health, Safety & Welfare) Regulations 1992:** To ensure that competent Managers are given the responsibility of keeping in good, safe order the Company's premises, offices, storage areas, the yard and workshops, eating areas, toilets and washing areas, access ways, machines, equipment, vehicles, materials and Health & Safety record keeping, etc.
- 11 **The Safety Representatives and Safety Committees Regulations 1977 / The Health & Safety (Consultation with Employees) Regulations 1996 (HSCER):** To provide arrangements for a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation (SI 1977 No. 500) and with The Construction (Design & Management) Regulations, Regulation 14.
- 12 **Safety Induction and Safety Awareness Training:** To ensure that adequate provisions are in place for all employees, self-employed and sub-contractors etc., to receive Safety Induction and any other appropriate safety training before they start work for the Company. Delegate managers to identify and implement health and safety training requirements where necessary.
- 13 **Safety Vetting of New Employees and Sub-Contractors:** To ensure that adequate safety vetting arrangements are in place for all potential new employees and sub-contractors to ensure their suitability and competency.
- 14 **Safety Management Meetings & Consultation with Employees:** To ensure that regular Health & Safety communications, safety meetings, forums and consultation are held between Management and employees, ensuring that any safety matters raised are sufficiently addressed for necessary improvement.

4.3 Managers

- 1 **General Requirements:** NTP Access Limited Managers are responsible for the effectiveness of incorporating the NTP Access Limited Health & Safety Policy and procedures throughout the Company's operations to ensure correct safe development. They are to apply the principles and disciplines of the Company's Policy and documented Safety Management System to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected.
- 2 **Awareness of Safety Standards:** To be familiar with and to observe all current Regulations, Codes of Practices and EN / British Standards applicable to their work and related industries. Awareness of appropriate Standards will be achieved by professional support from the Company Safety, Health & Environmental Advisors, receiving annual Safety Awareness Training and by regularly reviewing the HSE website and newsletters.
- 3 **Company Safety Policy:** They are responsible for ensuring that the Company's Health & Safety Policy is observed by the employees, sub-contractors and suppliers under their control, including visitors etc., and that all requirements necessary for effective compliance are provided as and when necessary.
- 4 **Co-operation and Liaison:** They are to co-operate and liaise with Directors, fellow Managers, the Company's Safety, Health & Environmental Advisors, Principal Designer and The Health & Safety Executive etc., with regards to safety measures. They are required to communicate, encourage participation and have consultations with all employees and others associated with the Company's work / operations and to report regularly or as often as necessary to the Director in charge of Health & Safety and the Construction Director on the Company's Safety Performance and compliance.
- 5 **Health & Safety Appraisals and Vetting:** Responsible for ensuring employees, self-employed persons, sub-contractors and suppliers are sufficiently appraised and vetted to ensure the suitability and competency of personnel and that safety arrangements are in accordance with the Health & Safety requirements. Managers must ensure that only suitable personnel, including Sub-contractors and professional team members, etc., are engaged on work where children or vulnerable people are present, such as occupied homes, schools, children's nurseries, hospitals and old aged people's homes, etc. The Disclosure and Barring Service can be utilised for this purpose. This is an Agency of the Home Office which is available for vetting applicants (potential employees) and existing employees who are required to be engaged in work which would involve them working with or in the vicinity of children and vulnerable people.

- 6 **Provision & Use of Work Equipment Regulations 1998, Lifting Operations & Lifting Equipment Regulations 1998 and Workplace (Health, Safety & Welfare) Regulations 1992:** They are to ensure compliance with the regulations for maintaining in a safe order the Company's places of work, premises, offices, welfare, storage areas, the yard and workshops, access ways, machines, equipment, vehicles and materials etc., and to keep appropriate records for inspection, monitoring, servicing and repairs, etc.
- 7 **Protecting the General Public:** Ensure the general public are not put at any risk from the Company's operations and that security arrangements are kept in order at all times.
- 8 **Fire:** To ensure that appropriate Fire Assessments are performed as and when necessary and that fire precautions and emergency evacuation procedures for the Company's premises and places of work are maintained in order and complied with.
- 9 **Health & Safety (First Aid) Regulations 1981:** They are to ensure that appropriate First Aid Assessments are carried out and that First Aid arrangements for the Company's premises / places of work are maintained in order.
- 10 **Safety Inspections / Audits:** Institute Inspection and Audit procedures for all activities under their jurisdiction to ascertain whether improvements are appropriate and whether activities are undertaken in a controlled safe manner with due regard for statutory obligations and Approved Codes of Practice. Safety performances will be recorded and reviewed and suitable rectification instigated where necessary. Inspection and Audit findings should be promptly reported to the Director in charge of Health & Safety. Refer to Part 3 – Audit arrangements.
- 11 **Construction (Design & Management) Regulations 2015 and Industry Guidance:** Managers responsible for and supporting construction activities are required to comply with these Regulations and Industry Guidance. Consideration is to be given to the basic principles of risk avoidance and reduction at all stages of a project, arrangements for co-ordination of Health & Safety during planning and execution, and improved communications between the various parties involved in a project, including those working on sites.
- 12 **Temporary Works:** Managers responsible for and supporting construction activities must ensure effective arrangements and procedures for controlling risks arising from the use of temporary works are in place, in particular the appointment of a competent Temporary Works Co-ordinator.
- 13 **Construction Works Statutory Notification:** The Form F10 must be used to notify any project covered by the Construction (Design & Management) Regulations which will last longer than 30 days and have more than 20 workers working simultaneously at any point in the project or exceeds 500 person days – this includes temporary works as well as permanent works. It can also be used to provide additional details that were not available at the time of initial notification of such projects.
- 14 **Statutory Records:** To ensure that statutory records and report procedures are carried out by competent persons when required, i.e., Registers for Lifting Appliances and Lifting Accessories, thorough examinations and maintenance records for plant and equipment and Inspection Report for Working Platforms and Excavations, etc.
- 15 **The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (R.I.D.D.O.R.):** In the event of a reportable accident and dangerous occurrence or near miss, inform the Safety, Health & Environmental Advisor and Director in charge of Health & Safety immediately for further assistance and advice. Ensure that a F2508 is completed and submitted online and that the appropriate Authorities are notified within 10 days as legally required. Ensure details of accidents that may occur are entered in the respective Company Accident Books / Safety File regardless of whether or not such accidents involve employees, sub-contractors, visitors or members of the general public and to complete any further documents as may be required by the Regulations and promptly forward such documents onto Senior Management. Ensure that all accidents, dangerous occurrences, are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence.
- 16 **Displaying Statutory Information:** Ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned, i.e., Health & Safety Law Notices and safety signs for work areas, the Company Safety Policy, appropriate Insurance Cover Notes and the form F10 on building projects, etc.

- 17 **The Safety Representatives and Safety Committees Regulations 1977:** Maintain a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation (SI 1977 No. 500).
- 18 **The Health & Safety (Consultation with Employees) Regulations 1996:** Consult with all employees, whether or not already represented by Trade Unions Safety Representatives with particular regard to evaluation of safe working procedures. Managers will consult with the workforce during the preparation of works when formulating Method Statements and Safe Systems of Work to ensure there is a good understanding of hazard and risk elimination or reduction and ensure that the workforce understands the necessary safety control measures.
- 19 **Client's Safety Requirements:** Ensure that Company Personnel are made aware of any Client's Safety requirements, i.e., the Client's Safety Policy, Conditions of Contract and Safety Procedures.
- 20 **Discipline:** Reprimand and discipline any employees and Sub-Contractors under their jurisdiction who are not complying with established safety measures in accordance with the Company disciplinary procedures. Breach of Health & Safety Rules, Procedures or Responsibilities may constitute an offence within the Company's disciplinary rules.
- 21 **Alcohol, Drug & Substance Abuse Policy:** Anyone found under the influence of or in possession of alcohol, illegal drugs or found abusing substances must be removed from Company premises or areas under the Company's control and if they are employees, would be subject to disciplinary measures. It may be necessary for workplace operations to be suspended and equipment shut down to minimise potential dangers until offenders have been removed from the premises or place of work.
- 22 **Smoking:** Smoking in an enclosed workplace is prohibited. Anyone found smoking in Company premises or in an enclosed workplace must be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures.
- 23 **Competency & Suitability of Personnel:** Ensure that Company personnel, such as personnel involved in Design and managing and supervising Projects, etc., including Sub-Contractors and Self-employed persons under their control are adequately competent and suitable to carry out the work required of them. This will include ensuring that Company personnel and Self-employed persons are appropriately trained, experienced, sufficiently fit and healthy, that personnel do not have conditions that would put their safety and that of others at risk, such as poor eyesight, colour blindness, poor hearing / deafness, who suffer with blackouts or fits, persons who do not have a good understanding of the English language or persons who do not speak the same language as others in their work group / workplace, etc. In these instances, a specific Risk Assessment must be carried out and suitable control measures established and performed to safeguard these persons and others who could be affected, this will include checking that Sub-Contractors have their own arrangements. The Company has a Health Questionnaires for personnel which is to be utilised by Managers prior to engagement and annually thereafter. Managers must utilise the vetting arrangements for checking the competency and suitability of Sub-Contractors prior to engagement. Refer to Part 3 of the Policy. Special consideration and controls must be taken with regards to personal information under the Data Protection Laws
- 24 **Safety Induction & Training:** Ensure that all Company personnel, including sub-contractors and self-employed persons, receive Safety Induction and any other necessary safety training where appropriate before starting work. Identify safety training needs and implement health and safety training where necessary for employees under their control. Ensure that safety training records for personnel are recorded and regularly reviewed to ensure workforce competency.
- 25 **Visitors, including suppliers, delivery drivers, representatives, etc:** Ensure visitors, etc., are made aware and comply with safety requirements by giving Safety Induction and where necessary, by accompanying persons whilst on the premises. Visitors etc., who do not appear to be suitable to be allowed access to working areas should be prohibited until a sufficient Assessment has been carried out and suitable controls implemented to safeguard the individual concerned.
- 26 **Personal Protective Equipment at Work Regulations 1992 (as amended):** Carry out PPE Assessments and provide appropriate protective clothing and safety equipment to employees and ensure that employees and all those mentioned in the Scope section of the policy use protective clothing and equipment as and when required. They are to ensure that PPE is suitable and sufficient to protect employees. They are to ensure that PPE is in good condition when issued to employees and that PPE is checked on a regular basis whilst in use to ensure PPE remains in order and is properly used. They are to ensure that all maintenance and cleaning requirements regarding PPE is managed and met. PPE should be

stored in conditions which will prevent deterioration or damage. PPE should always be regarded as the 'last resort' to protect against risks to safety and health, engineering controls and safe systems of work should always be considered first.

- 27 **Assessments:** Ensure that all appropriate Assessments are carried out for the operations and persons under their control, i.e., Risk Assessments, including Fire, COSHH, Manual Handling, Noise & Hand Arm Vibration, Display Screen Equipment, Health, etc. Health & Safety risks must be reduced to a practical minimum. These Assessments will be the basis of a Safe Method of Work Statement.
- 28 **Health Surveillance:** Ensure appropriate health surveillance and monitoring of employees under their control. This is to include annual circulation of the Company's Health Surveillance Questionnaire Assessment to employees for completion, reviewed by Managers and a copy kept in the Company Health & Safety File at Head Office. Managers are to act upon any health issues arising from their review of Assessments to eliminate health problems.
- 29 **Safe Method of Work Statements, Safety Data Sheets, Engineering Designs and Drawings etc:** Ensure that appropriate Method Statements are formulated and supported by other necessary documentation. Instruct employees in precise terms as to work methods, outlining the hazards associated with the job and detail any safety provisions required.
- 30 **Welfare Facilities:** Managers at the head office must ensure that arrangements for welfare facilities remain suitable and adequate, sufficiently maintained and cleaned. In relation to construction projects, ensure suitable and adequate welfare facilities are in place from the start in accordance with the CDM 2015 Regulations, i.e., canteen, toilets, washing and drying facilities etc. There should also be arrangements in place to keep these facilities maintained in good working order and clean. If site welfare facilities are provided by others, these arrangements should be recorded by completing a Shared Welfare form.
- 31 **Managers must be aware of the safety implications of a multi-cultured society** and have procedures and safeguards in place to ensure the safety of personnel and anyone else who could be affected by the Company's operations.

4.4 Managers with Transport Responsibilities and Duties

(Additional responsibilities detailed control measures contained in Part 3 of the Risk Assessment / Method Statement Controls for Vehicle Operations.)

- 1 **Responsibilities specifically related to transport:** Driver qualifications, Vehicle Suitability, Vehicle maintenance, Depot / yard safety, site compounds, vehicle access and egress, Connecting / Disconnecting trailers, Manoeuvring vehicles, Loading and unloading of vehicles, Re-fueling of petrol or diesel vehicles, Driver fatigue / tiredness, Highway safety, Fire, Crushing, Struck by site vehicles, Struck by falling objects, Falling from height for transport, General site safety for drivers, Vehicle Security, Safety-critical workers, Speeding, Cab tidiness, Vehicle breakdowns, Driving under the influence, Driver distractions, Road rage, Vulnerable road users, Weather conditions, Working on or near footpaths & pavements, Working with lifting appliances and lifting gear, Manual Handling and Lone Workers.

4.5 Designers, Architects & Engineers

- 1 **General Requirements:** Designers involved in NTP Access Limited projects, whether directly or indirectly employed, must make sure under their CDM 2015 Regulation duties, they check that Clients are aware of their duties under these Regulations and in particular, the appointment of a Principal Designer.
- 2 **Awareness of Safety Standards:** To be familiar with and to observe all current Regulations, Codes of Practices and EN / British Standards applicable to their work and related industries. Awareness of appropriate Standards will be achieved by professional support from the Company Safety, Health & Environmental Advisors, receiving annual Safety Awareness Training and by regularly reviewing the HSE website and newsletters.
- 3 **Design work:** When carrying out Design work for temporary and permanent works, avoid foreseeable risks to those who could be affected by the construction works and future use of the structure, and in doing so eliminate hazards (so far as is reasonably practicable, taking account of other Designers considerations) and reduce risks associated with those hazards which remain.
- 4 **Information:** Provide adequate information in relation to any significant risks associated with the Design.

- 5 **Co-ordination:** Co-ordinate their work with others in order to improve the way in which risks are managed and controlled.
- 6 **Consider hazards and risks:** In carrying out their duties, Designers must consider the hazards and risks to those who could be affected, in construction work, including temporary works, demolition activities, maintaining permanent fixtures and fittings, the structures design as a place of work and those who may be affected by such work, for example customers and the general public.

4.6 Supervisors / Foremen Erectors

- 1 **General Requirements:** They are to organise and supervise works under their control so that it is carried out to the required standards, to eliminate where possible, risk to the workforce and others who could be affected. Where elimination of hazards and risks cannot be achieved, they must ensure that adequate control measures are in place to minimise risk. Set a good personal example by wearing appropriate personal protective equipment as and when required and abide by safety rules.
- 2 **Knowledge and Enforcement of Health & Safety Standards:** To be familiar with the Health & Safety Acts, Regulations, Approved Codes of Practice and local arrangements applicable to the work they supervise and insist those Regulations and Codes of Practices are observed and complied with. Awareness of appropriate Standards will be achieved by professional support from the Company Safety, Health & Environmental Advisors, receiving annual Safety Awareness Training and by regularly reviewing the HSE website and newsletters.
- 3 **Co-operation and Liaison:** They are to co-operate and liaise with the Company's Directors, Managers, Safety, Health & Environmental Advisors, the workforce and The Health & Safety Executive etc., with regard to safety measures ensuring that any hazards and risks are eliminated wherever possible or reduced to the practicable minimum and defects or faults brought to their notice are suitably corrected. To commend operatives who, by their action or initiative, eliminate hazards. Incorporate safety instructions in routine orders and see that those instructions are carried out.
- 4 **Competency of Personnel:** Ensure that the workforce under their control is adequately competent to carry out the work required.
- 5 **Training of the workforce:** Check to ensure that the workforce under their control have received Safety Induction, Safety Awareness, Safety Skills Training and Safety Tool Box Talks where appropriate, including refreshers at appropriate intervals, particularly with regard to Safe Systems of Work and necessary control measures.
- 6 **A Safe Method of Work Statement:** Instruct the workforce under their control in precise terms as to work methods in accordance with Safe Method of Work Statements, COSHH and Risk Assessment etc., detailing the hazards and safety provisions.
- 7 **Welfare, First Aid & PPE arrangements:** Check to ensure that required and adequate arrangements are in place, utilised and maintained in order.
- 8 **Discipline:** Restrain persons from taking unsafe risks, discourage horseplay and reprimand those who fail to consider their own wellbeing and that of others around them. Breach of Health & Safety Rules, Procedures or Responsibilities may constitute an offence within the Company's disciplinary rules.
- 9 **Alcohol, Drug & Substance Abuse Policy:** Anyone found under the influence of or in possession of alcohol, illegal drugs or found abusing substances must be removed from Company premises or areas under the Company's control and if they are employees, would be subject to disciplinary measures. It may be necessary for workplace operations to be suspended and equipment shut down to minimise potential dangers until offenders have been removed from the premises or place of work.
- 10 **Smoking:** Smoking in an enclosed workplace is prohibited. Anyone found smoking in Company premises or an enclosed workplace must be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures.
- 11 **Plant and Equipment Safety:** Ensure that all plant and equipment used or worked on by employees is safe and fully efficient, is guarded and equipped with safety devices and tested in accordance with all the current Regulations. Ensure that all operators and banksmen have been appropriately trained to recognised standards. Ensure that periodic thorough examinations, tests, inspections and maintenance have been

carried out for plant and equipment supplied to personnel. Ensure that all unsafe plant and equipment defects noticed or brought to their attention are dealt with promptly. Dangerous plant and equipment should be put out of service until it can be properly repaired or replaced.

- 12 **Vehicle Operations:** Are required to comply (where it relates to supervisors) with The Risk Assessment / Method Statement for Vehicle Operations contained in Part 3 of the Policy Working Documentation Appendices.
- 13 **Reporting Defects:** Report any defects in plant / equipment or any other health risk to their appropriate Manager as soon as possible.
- 14 **Visitors, including suppliers, delivery drivers, representatives, etc:** Ensure visitors, etc., are made aware of and comply with safety requirements by giving Safety Induction and where necessary accompany persons whilst on the premises. Visitors etc., who do not appear to be suitable to be allowed access to working areas should be prohibited until a sufficient Assessment has been carried out and suitable controls implemented to safeguard the individual concerned.

4.7 Employees / Self-Employed

- 1 **Health & Safety at Work etc. Act 1974:** It will be the duty of every employee whilst at work to take reasonable care for the Health & Safety of themselves and of other persons who may be affected by their acts or omissions at work. With regard to any duty or requirement imposed on the Company, or any other person under the relevant statutory provisions, employees are to co-operate so far as it is necessary to enable that duty or requirement to be performed or complied with.
- 2 **Knowledge and Enforcement of Health & Safety Standards:** To be familiar with the Health & Safety Acts, Regulations, Approved Codes of Practice and local arrangements applicable to the work they are involved in. Awareness of appropriate Standards will be achieved by professional support from the Company Safety, Health & Environmental Advisors and receiving annual Safety Awareness Training.
- 3 **Company Health & Safety Policy:** Read and ensure you understand the Company's Health & Safety Policy and carry out work in accordance with the Policy and Legal requirements.
- 4 **Safety Induction:** Ensure that you have received Safety Induction before you start work for the Company. This should be given to you by your immediate Supervisor, which should include details of the Company's Safety Policy and details regarding the Health & Safety requirements of your job.
- 5 **Safe Method of Work Statement:** Ensure you understand the Safe Method of Work for the tasks you undertake and that you carry out the work in the correct designated area. Whenever you are not sure of particular safety requirements, ask your Superior for clarification.
- 6 **Workforce involvement:** Employees are required to assist Management when requested in pre-planning arrangements for works where their experience and knowledge of their trades would benefit in hazard and risk elimination or reduction to the practicable minimum.
- 7 **Control of Substances Hazardous to Health:** Before using substances that could be hazardous to your health ensure you understand the requirements of the safety data sheets and COSHH Assessments that should be given to you by your Superior before you start.
- 8 **Plant, Equipment and Tools:** You should only operate plant and equipment for which you have been thoroughly trained on. Use the correct tools and equipment for the job. Ensure that they are supplied to you accompanied with the operators instruction and check that they are safe and fully efficient, that they are guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in plant and equipment and tools should be reported immediately to your Supervisor. Do not use unsafe defective plant and equipment until it has been put back in good safe condition. Do not attempt to repair or maintain plant and equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics. Ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating plant, equipment and tools, i.e., adequate space and lighting etc.
- 9 **Vehicle Drivers:** Are required to comply (where it relates to drivers) with The Risk Assessment / Method Statement for Vehicle Operations contained in Part 3 of the Policy Working Documentation Appendices.

- 10 **Reporting hazards:** Report hazards to your Superior immediately and warn other persons who could be at risk.
- 11 **Injuries:** Any injury to yourself must be reported to your Superior immediately.
- 12 **Personal Protective Equipment Regulations 2002:** Employees are to wear all appropriate safety clothing and equipment as and when required by the safe working method statement.
- 13 **Work in a safe manner at all times:** Do not take risks which could endanger yourself or others. Do not play potentially dangerous practical jokes, engage in risky horseplay or otherwise indulge in reckless or careless behaviour. No person will intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
- 14 **Alcohol, Drugs & Substances:** Anyone found under the influence of or in possession of alcohol, illegal drugs or found abusing substances will be removed from Company premises or areas of work under the Company's control and the matter would be reported to Senior Management for disciplinary measures to be considered.
- 15 **Smoking:** Smoking in an enclosed workplace is prohibited. Anyone found smoking in Company premises or in an enclosed workplace must be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures.
- 16 **Breach of Health & Safety Rules, Procedures or Responsibilities** may constitute an offence within the Company's disciplinary rules and if of a serious nature, could lead to dismissal.

4.8 Sub-Contractors

- 1 **General Requirements:** To carry out their works efficiently and safely and strictly in accordance with the requirements of The Health & Safety at Work Etc., Act 1974 and all other statutory requirements, Approved Codes of Practices. To produce safety procedures for their operations incorporating their own Company's Safety Policy.
- 2 **Carry out a Risk Assessment:** For the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.
- 3 **Safe Method of Work Statements:** Are required to be produced and submitted to NTP Access Limited Contract Management Team detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Risk Assessment.
- 4 **Workforce involvement:** Sub-Contractors are required to assist NTP Access Limited Management when requested in pre-planning arrangements for works where their experience and knowledge of their trades would benefit in hazard and risk elimination or reduction to the practicable minimum.
- 5 **COSHH:** Provide full COSHH Assessment information on any hazards associated with equipment or materials they use before starting work for the Company.
- 6 **To Appoint a Safety Supervisor:** Who will ensure that works are carried out in accordance with the works safety procedures and to observe all NTP Access Limited rules and regulations and encourage good safety practice when undertaking their works.
- 7 **First Aid and Welfare Facilities:** To set-up and maintain an efficient and adequate system of first aid and welfare facilities for their employees unless shared welfare facilities are provided by others.
- 8 **Working Relationship:** To maintain good, safe working relationships with NTP Access Limited Managers and employees, the Clients, the Principal Designer and fellow Sub-Contractors, etc., to ensure that their works are controlled and co-ordinated so that they do not result in hazardous conditions for other persons who may be working in the same area or nearby vicinity.
- 9 **Co-operation:** To co-operate with NTP Access Limited Management, the Safety, Health & Environmental Advisor and the Client's personnel in the furtherance of their duties. To maintain good working relationship with safety representatives and safety committees established in accordance with current legislation.

- 10 **Competency of Personnel:** To ensure that work is carried out by suitable and competent operatives and to ensure that they are properly supervised and trained.
- 11 **Site Safety Induction:** NTP Access Limited requires all employees of Sub-Contractors to receive Safety Induction before they start work.
- 12 **Discipline:** To reprimand and discipline any of their employees who are careless in regard to their own or others safety. (Note: NTP Access Limited will not hesitate to instruct the removal from works of offenders).
- 13 **Personal Protective Equipment and Clothing:** To provide appropriate protective clothing and safety equipment and to ensure that their employees use both clothing and equipment at all times when required by Law.
- 14 **Statutory Registers and Forms:** To complete all statutory registers and forms.
- 15 **Reporting Hazards and Accidents:** To report all hazards to NTP Access Limited Management and to report all accidents encountered by their employees in conjunction with NTP Access Limited Management and in accordance with the requirements of the RIDDOR Regulations 2013 to the Health & Safety Executive where required.
- 16 **Vehicle Drivers:** Are required to comply (where it relates to sub-contractors) with The Risk Assessment / Method Statement for Vehicle Operations contained in Part 3 of the Policy Working Documentation Appendices.

4.9 Safety, Health & Environmental Advisors

- 1 **NTP Access Limited employs Richardson-Hill Ltd, Safety, Health & Environmental Advisors** to advise Management, when requested, on matters relating to safety and health, i.e., relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- 2 **Awareness of Safety Standards:** To be familiar with and to observe all current Regulations, Codes of Practices and EN / British Standards applicable to their work and related industries. Awareness of appropriate Standards will be achieved by receiving formal professional training, continuous professional development training, advice and support from professional bodies and other professional colleagues and by regularly reviewing the HSE website and newsletters and communicating with HSE Officers / Principles.
- 3 **Advice and reviews:** The Safety, Health & Environmental Advisors will inform Management on changes in Legislation and applicable Codes of Practices during the planned Senior Safety Management Meetings, annual Safety Awareness Training, during consultation with the workforce, Health & Safety Inspections and Safety Tool Box Talks. The dates for Senior Safety Management Meetings are to be set in the Approved Company Safety Plan of Action and Safety Management Programme.
- 4 **Safety, Health & Environmental Advisors support:** Richardson-Hill Limited offer a 24 hour, 7 day support service to Managers and the workforce
- 5 **Health & Safety Inspections:** To monitor by inspection of the workplaces and operations, workshops and accommodation, the safety and health performance of employees and to provide regular feedback on such inspections and other monitoring activities to the Senior Management.
- 6 **Statistical Analysis:** To prepare statistical analysis in accidents and causation classification with recommendations on preventative measures.
- 7 **Investigate and Report Accidents:** To investigate and report on major injuries, notifiable dangerous occurrences, serious occupational ill-health, other accidents and incidents and to attend and report on legal proceedings in which NTP Access Limited or Sub-Contractors may be involved.
- 8 **Promoting Safety:** To promote good working relations with the Health & Safety Executive and other enforcing Authorities and to strive at all times to achieve with the co-operation of Management and compliance with current Legislation.

4.10 Suppliers of Services & Equipment / Materials

- 1 **Awareness of Safety Standards:** To be fully conversant with and to observe all current Regulations, Codes of Practices and EN / British Standards applicable to their service / industry. They should ensure that their personnel involved in NTP Access Limited's projects are kept up-to-date with Health & Safety Standards and Legal requirements with regular Safety Awareness and support from their own Safety, Health & Environmental Advisors.
- 2 **Competency of Personnel:** Provide personnel to the appropriate competent standard.
- 3 **Health & Safety Policy / Management System Induction:** Ensure all personnel provided are conversant with NTP Access Limited's Health & Safety Policy by ensuring they attend Company Induction and receive a copy of the Policy and Contract specific safety information.
- 4 **Site Rules & Site Induction:** Be aware of the Clients / Customers site rules if there is a requirement to attend sites by receiving Site Safety Induction from NTP Access Limited's Site Managers / Supervisors / Foremen or the Customers Site Project Team and conform to all agreed safety and security arrangements.
- 5 **Legal & Contract Standards:** Provide services, equipment and materials to the appropriate Legal and Contract agreed standards.
- 6 **Provide sufficient information to the Company regarding services, equipment and materials in particular technical information and Manufacturers specifications and guidance.**
- 7 **Ensuring equipment is in good order:** Ensure all equipment / materials provided meets applicable Regulations, Codes of Practices and EN / British Standards. Any equipment / materials supplied must be accompanied by all appropriate safety information, including maintenance records where appropriate. All equipment supplied must be in good, safe working order.

4.11 Temporary Works Co-ordinator

- 1 NTP Access Limited is to ensure for each project a Temporary Works Co-ordinator (TWC) is engaged. On large projects, this may include employing Temporary Works Supervisors to assist Site Management and the TWC.
- 2 **Awareness of Safety Standards:** To be familiar with and to observe all current Regulations, Codes of Practices and EN / British Standards applicable to their work and related industries. Awareness of appropriate Standards will be achieved by receiving formal professional training, continuous professional development training, advice and support from professional bodies and other professional colleagues and by regularly reviewing the HSE website and newsletters.
- 3 **The TWC is responsible** for ensuring that the contractor's procedures for the control of temporary works are implemented on site. The TWC is not normally the designer, but is responsible for ensuring that a suitable temporary works design is prepared, checked and implemented on site in accordance with the relevant drawings and specification.
- 4 **The principal activities of the TWC** are listed in BS5975:2019. On some projects, particularly smaller jobs involving lower risk temporary works, it may be appropriate for the TWC and designer roles to be carried out by the same person, provided that he/she is competent to carry out each of the roles.
 - 4.1 Co-ordinate all temporary works activities;
 - 4.2 Ensure that the various responsibilities have been allocated and accepted;
 - 4.3 Ensure that a design brief is prepared (refer to BS 5975) with full consultation, is adequate, and is in accordance with the actual situation on site;
 - 4.4 Ensure that any residual risks, identified at the design stage, assumed methods of construction or loading constraints identified by the designer of the permanent works are included in the design brief;
 - 4.5 Ensure that a satisfactory Temporary Works design is carried out;
 - 4.6 Ensure that a design check is carried out by someone who was not involved in the original design (refer to BS 5975). This should include checking for:
 - Concept;
 - Structural adequacy;
 - Compliance with the brief;
 - 4.7 Where appropriate, ensure that the design is made available to other interested parties, e.g. the Principal Designer;
 - 4.8 Register or record the drawings, calculations and other relevant documents relating to the final design;

- 4.9 Ensure that those responsible for on-site supervision receive full details of the design, including any limitations and guidance notes associated with it and prepare a specific Method Statement;
- 4.10 Ensure that checks are made at appropriate stages (refer to BS 5975);
- 4.11 Ensure that any proposed changes in materials or construction are checked against the original design and appropriate action taken;
- 4.12 Ensure that any agreed changes, or corrections of faults, are correctly carried out onsite;
- 4.13 Ensure that during use of the temporary works all appropriate maintenance is carried out;
- 4.14 After a final check, issue formal permission to load if this check proves satisfactory;
- 4.15 When it has been confirmed that the permanent structure has attained adequate strength, issue formal permission to dismantle the Temporary Works;
- 4.16 Ensure that the temporary works is dismantled in accordance with a defined procedure.

4.12 Temporary Works Supervisor

- 1 The TWS is to be competent and have relevant up-to-date training and both the qualifications and experience appropriate to the complexity of the project.
- 2 **Knowledge and Enforcement of Health & Safety Standards:** To be familiar with the Health & Safety Acts, Regulations, Approved Codes of Practice and local arrangements applicable to the work they supervise and insist those Regulations and Codes of Practices are observed and complied with. Awareness of appropriate Standards will be achieved by professional support from the Company Safety, Health & Environmental Advisors, receiving annual Safety Awareness Training and by regularly reviewing the HSE website and newsletters.
- 2 The TWS is responsible to the TWC. The TWS will be required to assist the TWC in the supervision and checking of the temporary works. This should include the supervision of the erection, use, maintenance and dismantling of the temporary works, as applicable. This should also include carrying out the checks of the scheme(s) during construction on site and liaising with the TWC to ensure any modifications to the scheme or differences from the envisaged conditions (use or environmental) are drawn to the attention of the Designer.

4.13 All persons having responsibilities which relate to and necessitate their presence within the areas of NTP Access Limited works / premises

- 1 **Observing Safety Rules:** All persons must observe the Company's safety rules and the instructions given by persons enforcing the Company's Health & Safety Policy.
- 2 **Starting Works on Company Premises:** Work on Company premises must not be started until all relevant safety rules are read, understood and accepted. Before starting work on Company premises show proof of full insurance cover for all risks.
- 3 **Liaise with a Company representative:** Liaise with a Company representative before starting work on any of the Company's premises.
- 4 **Notification of Hazards:** Notify the Company of any processes or materials which will be used that may present a hazard to the Health & Safety of Company employees etc.
- 5 **Safe Means of Access:** Notify the Company of any hazards that may be encountered in obtaining a safe means of access and egress whilst on any of the Company's premises.
- 6 **Do not interfere with or misuse anything provided in the interest of health, safety and welfare.**
- 7 **Alcohol, Drugs & Substances:** Anyone found under the influence of or in possession of alcohol, illegal drugs or found abusing substances will be removed from Company premises, or areas of work under the Company's control and the matter would be reported to Senior Management and the offenders' employer's where applicable.
- 8 **Smoking:** Smoking in an enclosed workplace is prohibited. Anyone found smoking in Company premises or in an enclosed workplace must be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures.