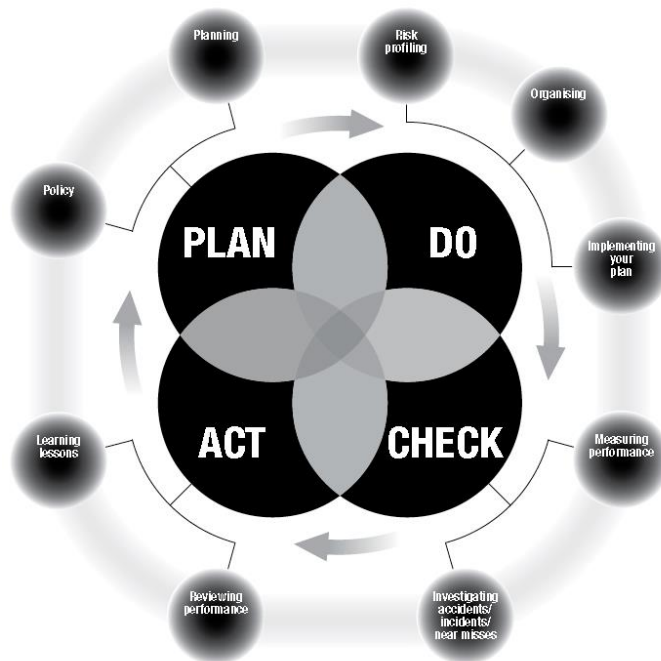


# LSE Building Preservation Ltd T/A MacLennan

## OCCUPATIONAL SAFETY AND HEALTH POLICY DOCUMENT



# LSE Building Preservation Ltd

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LSE Building Preservation Ltd, have been assisted by What No Safety Services Ltd ([www.whatnosafety.co.uk](http://www.whatnosafety.co.uk)) in preparing this Safety & Health Policy document, following the guidance identified in HSG65, 'Managing for Health & Safety'.

This Policy is subject to periodic review to ensure that it continues to provide an effective framework for the successful management of the Company's safety & health responsibilities.

Document Ref: RCL001

<b>Date:</b>	<b>Revision:</b>	<b>Designation:</b>
January 2021	1.0	Implementation
January 2022	1.0	Review - no changes
January 2023	2	Tel no. on pg 2 changed to office line.
		QU01/QMF60 referenced on pg 18. Face fits added to page 25.
August 2023	3	New address added.
January 2024	4	

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# **SECTION 1 - STATEMENT OF POLICY**

### STATEMENT OF POLICY INTENT

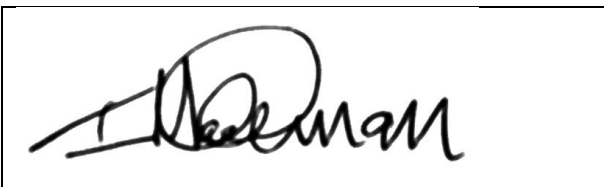
LSE Building Preservation Ltd T/A MacLennan, recognises and accepts its moral and legal obligations, to provide so far as is reasonably practicable, safe places of work that are free from risks to the safety and health of their employees, contractors, visitors and members of the public who may be affected by our processes. Furthermore, Top Management understand the potential consequences to families and to the business, should failures in the management of our safety and health responsibilities occur. The Company also recognises the benefits to our employees and to the business, of successful safety and health management.

LSE Building Preservation Ltd T/A MacLennan are therefore committed to implement and to maintain the following:

- To provide and maintain safe plant and equipment;
- To ensure safe transportation and handling of substances;
- To provide safe access and egress to places of work;
- To consult with employees on matters affecting their safety and health;
- To provide relevant information, instruction and supervision to employees;
- To ensure employee training has been identified and is effectively implemented;
- To maintain safe and healthy working conditions, including the provision of welfare and first aid;
- To prevent accidents and occupational health issues;
- To actively carry out systematic hazard identification and associated risk control;
- To regularly carry out monitoring of our activities; and
- To periodically review our practices and policies.

LSE Building Preservation Ltd T/A MacLennan is committed to continually improve the management of safety and health performance at all levels of the Company and to continually improve the working environment of employees. The Company therefore has adopted the principles of the Plan - Do - Check - Act model, as identified in [HSG-65 'Managing for Safety and health'](#).

By signing this Policy Statement, Mr. Ian MacLennan, Director, accepts full responsibility for ensuring this occupational safety and health policy is effectively implemented.

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**Mr. Ian MacLennan - Managing Director**

**LSE Building Preservation Ltd T/A MacLennan**

Date: 31st January 2024

## **POLICY OBJECTIVES COMMITMENT**

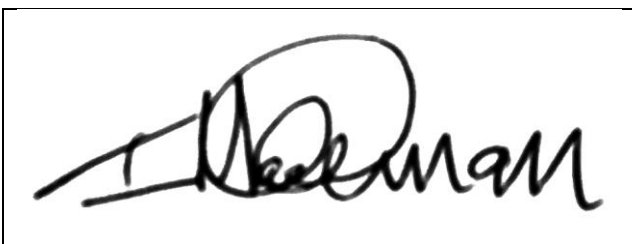
LSE Building Preservation Ltd is committed to establish, implement and maintain planned policy objectives for the following:

- To address risks and opportunities created by the Company's activities;
- To address legal and other requirements that challenge the business;
- To prepare and respond to emergency situations;
- To integrate and implement OS&H management processes into other business processes;
- To evaluate the effectiveness of our collective actions.

It is the responsibility of Top Management to ensure the objectives identified are consistent with other corporate policies and the achievement of the objectives demonstrate a continual improvement of occupational safety and health performance for all of the Company's undertakings. This can only be achieved by Top Management demonstrating strong and active leadership, notwithstanding other pressures the business may be experiencing.

All employees, contractors and the Company's health and safety advisors have a duty to assist the Company in achieving its planned objectives, by the actions they take during the course of their interaction with the Company.

By signing this Policy Objective Commitment, Mr. Ian MacLennan, Director, accepts full responsibility for ensuring the stated commitments are implanted and maintained.

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**Mr. Ian MacLennan**  
**LSE Building Preservation Ltd T/A MacLennan**

Date: 31st January 2024

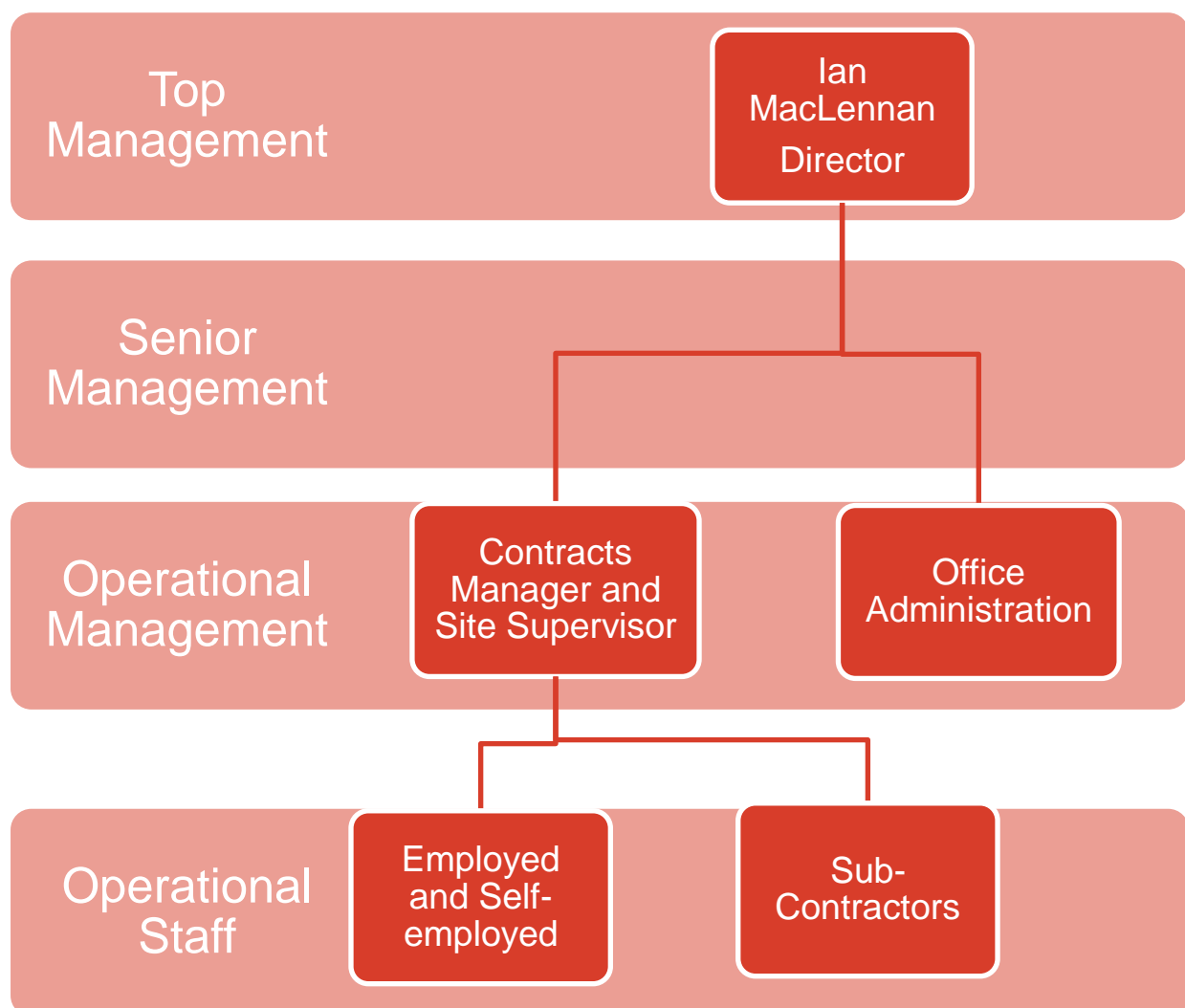
# **SECTION 2 - SAFETY AND HEALTH RESPONSIBILITIES**



## SAFETY & HEALTH MANAGEMENT STRUCTURE

The following chart defines the Company's structure for the management of safety and health matters.

What No Safety Services Ltd provide the necessary safety and health management support to all LSE Building Preservation Ltd T/A MacLennan staff.



### DIRECTOR

The principal functions of the Director with regards to the management of the Company's safety and health responsibilities, are to ensure effective implementation of this policy. The Director will therefore actively demonstrate leadership abilities, by maintaining attention to significant risks presented by the Company's undertakings and the adequate implementation of related control measures.

Furthermore, the Director will display a commitment to this policy and to the safety and health of all those affected by the Company's undertakings, by the actions taken to continually improve the safety and health performance of the business.

Directors Responsibilities Include:

- Ensure suitable resources are made available so the requirements of this safety and health policy can be successfully implemented;
- Ensure access to competent safety and health advice is available for all aspects of the Company's activities and management levels;
- Ensure own knowledge of safety and health legislation and industry good practice is up to date and is maintained to the levels as demanded by the Company's activities;
- Ensure all those who have responsibilities for the effective implementation of this Policy are aware of their obligations and accountability;
- Ensure the suitable monitoring of works directly carried out by the Company, or under the control of the Company;
- Ensure the Company's supply chain has the required safety and health competencies for the works that they are to undertake;
- Ensure the provision of suitable training is implemented and maintained;
- Ensure all new employees are given a Company induction prior to being authorised to work on any Company premises, or construction sites;

- Ensure all employees are consulted with regarding to matters that may affect their safety and health;
- Ensure arrangements are in place for the periodic review of the Company's safety and health management performance; and
- Be instrumental in the process of ensuring all incidents (accidents, near miss, dangerous occurrence & damage only) are appropriately investigated and subsequent corrective measures are implemented.

## CONTRACTS MANAGER

It is the responsibility of the Contracts Manager to take a practical approach in implementing the requirements of this safety and health policy, associated procedures and safe systems of work with regards to operational control of all site-based activities.

The Contracts Manager will provide support to the Site teams in the discharge of their duties, accurately report safety and health performance indicators and where necessary, seek the advice and guidance of the external safety and health advisor.

Contracts Manager Responsibilities Include:

- Ensure own knowledge of compliance and accountability with this policy is consistent with the responsibilities held;
- Ensure the planning of the works is in accordance with all relevant legislation and industry guidance;
- Ensure only suitably competent members of the Company's supply chain have been appointed;
- Ensure the site management arrangements are consistent with the nature and complexity of the project;
- Foster good communication between all interested parties to ensure compliance with the Client's and other requirements;
- Ensure the arrangements for hazard identification and associated risk assessment have been correctly implemented and are being maintained;
- Assist in the identification of training needs for employees;
- Undertake periodic review of contractor safety and health performance;
- Undertake periodic workplace inspections and implement corrective measures where required; and
- Ensure all incidents are promptly reported to the Directors.

## SITE SUPERVISORS

It is the responsibility of the Site Supervisors, to take a proactive approach in implementing the requirements of this safety and health policy, associated procedures and safe systems of work with regards to operational control of all site-based activities, to ensure site operations so far as is reasonably practicable, are free from risks to the safety and health of employees, contractors, visitors and members of the public who may be affected by the works under their control.

Site Supervisor Responsibilities Include:

- Ensure site works are carried out in a safe manner that is consistent with this policy and with the project planning;
- Ensure on LSE Building Preservation Ltd controlled projects, suitable site inductions are conducted prior to contractors and visitors entering the site for the first time;
- Ensure suitable toolbox talks are carried out at periodic intervals, consistent with the project planning;
- Ensure only trained and competent operatives are authorised to work with plant and the plant and equipment is suitable for the tasks envisaged, with the required inspection and test certification up to date and available;
- Ensure high standards of housekeeping are maintained at all times;
- Ensure effective cooperation with all other interested parties;
- Ensure all incidents are promptly reported to the Contracts Manager;
- Ensure relevant site records are being maintained and are freely available for inspection by interested parties; and
- Ensure the process of hazard identification and risk assessment is continuous throughout the project duration and immediate notification is given to the Contracts Manager for any safety and health matter outside of the limits of their control, knowledge and or experience.

## EMPLOYEES

It is the responsibility of employees to cooperate with the Company on all matters relating to safety and health, in pursuance of assisting the Company in achieving compliance to this policy, thereby creating places of work that are so far as is reasonably practicable, free from risks to the safety and health of all persons affected by the Company's undertakings.

Employees Responsibilities Include:

- To take reasonable care for their safety and health and of other persons who may be affected by their acts or omissions;
- Not to misuse or interfere with anything provided in the interests of safety and health;
- Ensure they have an adequate awareness of this policy and Company procedures;
- Ensure attendance and cooperation to relevant training provided by the Company;
- Comply with the requirements of safe systems of works;
- Inspect tools, plant and equipment where necessary and to promptly report defects;
- Adopt a 'do not walk by' attitude where matters that may affect the safety and health are present;
- Ensure site rules are conformed to;
- Have an awareness of the emergency procedures and first aid arrangements;
- Refrain from horseplay;
- Ensure a good standard of housekeeping at all times;
- Ensure PPE is worn and cared for appropriately and to promptly report defects; and
- Ensure the welfare facilities are maintained in a good order.

## CONTRACTORS

The procurement of appropriate contractors is based upon the requirements of the Publicly Available Specification (PAS) 91: 2013 Construction Prequalification Questionnaires. Relevant core questions are to be presented to potential contractors. The responses are to be considered and a decision is to be made by Top Management with assistance of the Contracts Manager, as to the suitability of the contractor becoming an approved contractor and for what types of contract they may be considered for.

Only contractors from the approved list of contractors are to be used, unless an emergency or exceptional situation arises whereby an alternative is required.

Contractors are required to monitor their own safety and health performance on a periodic basis and are to issue the findings to the Company's Contracts Manager. Furthermore, contractors will be subject to periodic site surveillance audits carried out by our Contracts Manager and our Safety and Health Advisor.

Contractors are not permitted to sublet any part of their works without prior approval from the Company.

Contractors Responsibilities Include:

- Comply with the requirements of this policy and instruction from our site teams;

- To carry out their works with due diligence to others and in accordance with all legal requirements and industry good practice;
- Prior to their works commencing, provide in good time to our Contracts Manager, suitable and sufficient risk assessments;
- To periodically carry out toolbox talks with regards to safety and health issues related to their works;
- To report any deficiencies with regards to the management of safety and health practices to the Contracts Manager;
- To report any accident, near miss and/or dangerous occurrence to the Contracts Manager;
- To adequately supervise their own works;
- To ensure all tools and plant must carry the relevant test and inspection certificates and must be inspected as for the relevant statutory requirements; and
- Ensure any necessary document in pursuant of the management of safety and health is made available to the Company or our Safety and health Advisor upon request.

## EXTERNAL SAFETY AND HEALTH ADVISORS

What No Safety Services Ltd have been engaged by the Company to provide support with regards to matters relating to the management of the Company's safety and health responsibilities and duties.

External Safety and health Advisors Responsibilities Include:

- To provide independent professional services to both management and employees in a timely manner;
- Ensure own competence is consistent with the Company's business activities and notify the Company should requests for advice be made that are not consistent with own competence;
- Advise as to compliance with the Company's legal obligations;
- Assist with hazard identification and subsequent risk management;
- Provide information with regards to training requirements where necessary;
- Assist where necessary with the planning of works;
- Provide relevant periodic information based upon the HSE's e-Bulletin service;
- Carry out periodic site surveillance audits;
- Assist the Company with reviews of safety and health management performance;
- Declare any conflicts of interest;
- Assist with, or carry out incident investigations; and
- Attend meetings as requested.

# SECTION 3 - SAFETY AND HEALTH ARRANGEMENTS

# MANAGEMENT ARRANGEMENTS

### **General:**

To ensure the successful implementation of this safety and health policy, the arrangements herein are to be applied to all of the Company's activities, by all employees, with strong effective leadership demonstrated from Top Management.

The management of safety and health is the responsibility of all employees, including all levels of management. Therefore, all employees and management have a vital part in the successful implementation of this policy, by the actions they take and the reporting of unsafe actions or conditions.

All reported safety and health concerns will be promptly acted upon by Top Management and feedback given to employees as to what action may be necessary to address employee concerns.

Failure to follow this policy, subsequent guidance and safety and health training may result in disciplinary action being taken against any person found to be in breach of the required standards.

Furthermore, the Health and Safety at Work etc. Act 1974, places a legal duty on employees for the following:

- To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;
- As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with; and
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

### **Hazard Identification & Risk Assessment:**

It is a requirement of the Management of Health and Safety at Work Regulations 1999, to carry out a suitable and sufficient risk assessment of work activities.

Consequently, the Company is committed to providing suitable and sufficient risk assessments that focus on significant risks, are recorded and are effectively communicated to those identified in the assessments.



## RISK PROFILING & IMPLEMENT

The following steps as stated in the HSE's document [INDG-163](#), 'Risk Assessment, A Brief Guide to Controlling Risks in the Work Place', are to be adhered to when developing risk assessments:

1. Identify the hazards;
2. Decide who might be harmed and how;
3. Evaluate the risks and decide on precautions;
4. Record findings and implement them; and
5. Review assessment and update if necessary.

The process of risk assessment must consider the routine and non-routine work activities, together with the abilities of those undertaking the tasks that are being risk assessed.

Dependent upon the findings of the risk assessment, further measures may be required to control significant risks such as the use of point of works risk assessments, method statements and permits to work.

It is the responsibility of the relevant responsible line manager, to ensure works do not proceed unless suitable and sufficient risk assessments are in place.

The Contracts Manager is responsible for ensuring that sub-contractors risk assessments have been reviewed and accepted prior to works commencing.

### **Legal Requirements:**

LSE Building Preservation Ltd understands and accepts its obligations to ensure the legal framework the Company operates in, is kept up to date and the requirements of the relevant legislation is considered throughout the planning phase of all projects and for all site operations. To assist in achieving this obligation, a legal register has been developed, that is to be periodically reviewed to ensue changes in legislation or the introduction of new legislation has been considered.

### **Consultation & Communication:**

LSE Building Preservation Ltd recognises the importance and value in ensuring effective consultation and communication between all parties affected by its undertaking and the benefits of involving all employees in the management of safety and health matters. Therefore, periodic staff meetings will be held whereby the concerns and opinions of employees can be heard and considered.

Top Management will also engage with employees when carrying out safety tours, to ascertain if employees have any concerns and to gather valuable data on the effectiveness of the management of safety and health system.

All new employees are required to attend a Company induction and will be issued with a copy of this policy. Existing employees will be issued with policy updates as and when necessary. All site operatives are required to attend a site induction prior to working on any site and are to be encouraged to participate in the induction process.

Records of consultation and communication will be prepared and will be made available to interested parties upon request.

### **Training:**

The Company is committed to providing appropriate and relevant training and instruction to all employees, thus enabling them to carry out their works in a safe and healthy manner.

Training needs of employees is identified using a variety of methods that include:

- Risk assessment;
- QU01 Processes and Job Descriptions
- QMF 60 Training Matrix
- Consultation;
- Introduction of new or revised systems of work;
- Introduction of new plant, equipment or processes;  
and
- Introduction of new or revised legislation.

Top Management with assistance from our Safety and Health Advisors are responsible for ensuring the provision of training is initiated in an agreed timely manner. Employees are responsible for ensuring they attend and cooperate with the requirements of the training.

The effectiveness of training will be evaluated on a periodic basis to ensure it remains relevant to the nature of the Company's activities and to employee's abilities.

Employees are not to proceed to any workplace until they have received the induction training and a record of the induction has been generated.

Toolbox talks will be undertaken by the relevant responsible line manager on a periodic basis, dependent upon the nature and level of risk of the tasks to be undertaken. Records are to be maintained and held on the company cloud for retention.

Only contractors from the approved database, whose employees have the appropriate training for the complexity and nature of the works are to be appointed.

### **Project Planning:**

It is a requirement of the Construction (Design & Management) Regulations 2015, '[Regulation 15 Duties of Contractors](#),' not to carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the same regulations. For notifiable projects, having a copy of the 'F10 Notification' will suffice, for non-notifiable projects, confirmation will need to be sought from the Client or Principal Designer if appointed.

The Company is committed to plan, manage and monitor its works to ensure so far as is reasonably practicable, it is carried out without risks to safety and health. This will involve the application of the following principles of prevention for all significant risk activities:

- Avoid risk;
- Evaluate the risks which cannot be avoided;
- Combat risks at source;
- Adapt the work to the individual;
- Adapt to technical progress;
- Replace the dangerous by non-dangerous or the less dangerous;
- Develop a coherent overall prevention policy;
- Give collective protective measures priority over individual protective measures; and
- Give appropriate instruction to employees.

All single contractor projects require a construction phase plan that demonstrates a suitable level of planning has been undertaken for the nature and complexity of the project. It is the duty of the responsible Contracts Manager, to initially draft the plan and to ensure subsequent reviews and revisions are carried out that reflect the changing nature of the project and therefore maintaining means for the successful management of the project.

### **Accident, Near Miss & Dangerous Occurrence Reporting:**

Accidents, near misses and dangerous occurrences are all classified as incidents.

Employees, contractors and visitors must report all accidents and make an entry in the accident book located in the site offices if the accident occurred on site and in the head office (within the office suite) next to the first aid boxes and fire log if the accident occurred in any other location.

All accidents no matter how minor they are perceived to be, must be reported to the relevant responsible line manager, whereby an investigation appropriate to the nature of the accident will commence to assist in the identification of the root cause(s), therefore, enabling corrective measures to be implemented and to identify possible trends.

All near miss events must be reported to the relevant responsible line manager and subsequently to Top Management, whereby an investigation appropriate to the nature of the near miss will commence to ascertain the root cause(s) of the incident and where necessary, apply corrective and preventive measures. Top Management may require the assistance of our Safety and Health Advisor in investigating incidents.

Near miss and accident reporting is vital to assist in the discovery of latent (hidden) failures within the organisational arrangements; treating the immediate cause of an incident, may only prevent a reoccurrence of a similar nature, treating the root causes may correct organisational failures that impact upon many elements of the Company's undertakings.

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013, (RIDDOR), requires certain accidents, occupational diseases and specified dangerous occurrences to be reported. The following are types of incident that are to be reported:

- Accidents resulting in the death of any person;
- Accidents resulting in specified injuries to workers;
- Non-fatal accidents requiring hospital treatment to non-workers; and
- Dangerous occurrences.

Reporting will be via the online forms found at: [online reporting](#). Fatalities must be immediately reported by the quickest means possible, i.e. by telephone. A report must be made within 10 days of accident causing a specified injury and for accidents resulting in the over-seven-day incapacitation of a worker, the accident is to be reported within 15 days of the incident using the appropriate online form.

All reportable incidents are to be investigated by the Company with the assistance of our Health & Safety Advisors.

### **Housekeeping:**

Failures in the standards of housekeeping create unsafe working environments and therefore increase the risk of an accident occurring. High standards of housekeeping help provide a safe and healthy place of work for all and it is the responsibility of all employees and contractors to maintain high standards.

The following are examples of good practice that should be encouraged in all workplaces:

- Clear waste and debris as the work proceeds;
- Clear up any spillages of substances or products likely to cause slips;
- Keep emergency routes clear;
- Do not walk by, report to line managers areas of concern; and
- Provide adequate supervision.

### **Mobile Phones:**

The use of mobile phones on construction sites can be distracting, resulting in the potential for adverse incidents. Therefore, the use of mobile phones on construction sites is to be restricted to the welfare accommodation, or a designated phone area.

The use of handheld mobile phones whilst driving Company vehicles is strictly prohibited, as using them causes distractions and can result in loss of vehicle control. If mobile phones are to be used whilst driving, it is to be strictly limited to those vehicles that are equipped with proprietary factory fitted hands free kits, and only if urgent. It is far safer to pull over in an appropriate location to make and receive calls and is considered best practice that should be aimed for.

### **Own Vehicle Use:**

Driving is the most dangerous work activity that most people do. Research indicates that over 100 people are killed and seriously injured every week in crashes involving someone who was driving, riding or otherwise using the road for work. HSE Guidelines, 'Driving at Work', state that "health and safety law apply to on-the-road work activities as to all work activities and the risks should be effectively managed within a health and safety system".

The Company is committed to reducing the risks which employees face and create when on the road as part of their work. Employees have a role in assisting the Company in achieving this commitment by driving within road traffic laws, safely and responsibly.

Road journeys should only be made if there is no other alternative to effective means of communication. Journey's should also be planned where possible to avoid minor roads and during adverse weather. For further details, refer to the HSE's publication '[Driving at Work](#)'.

Top Management must:

- Lead by example, by ensuring they drive within road traffic laws, safely and responsibly.

Line managers are to ensure:

## RISK PROFILING & IMPLEMENT

- They challenge unsafe attitudes and behaviours, encourage employees to drive safely and lead by personal example in the way they themselves drive;
- Employees understand the dangers and consequences of poor driving;
- Employees receive appropriate help and advice to ensure their vehicles are safe:
- Periodic checks of vehicle documents are conducted to monitor compliance of employees who use their own vehicle for work;
- Periodic visual inspections are conducted of employee's own vehicles that are used for work and employees understand what to do if they consider they are at risk due to the driving they are required to do;
- Employees are confident that they can report and discuss any road safety problems they might have with an appropriate person without fear of being treated unfairly;
- Work related road safety is included in team meetings and employee appraisals and periodic checks are conducted to ensure the policy is being followed;
- They follow monitoring, reporting and investigation procedures to help learn lessons which could help improve future road safety performance; and
- Help improve future road safety performance.

Employees who drive their own car for work must ensure:

- It meets minimum Department of Transport Vehicle Safety Standards;
- They have a valid driving licence;
- They have business use motor insurance for the amount of business mileage they undertake;
- Their car is taxed, MOT'd and serviced according to the manufacturer's recommendations;
- They co-operate with the Company's requirements for driving licence and vehicle checks;
- Their vehicle is used safely; (e.g. seat belt use, secured loads)
- They report crashes, incidents, fixed penalties, summons and convictions for any offence, including vehicle defects, to their line manager; and
- Co-operate with the Company's monitoring, reporting and investigation procedures.

### **Young Persons:**

The Management of Health and Safety at Work Regulations 1999, requires every employer to ensure young persons are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured. Following this requirement, the Company will ensure no young person will be engaged with work which:

- Is beyond their physical or psychological capacity;

## RISK PROFILING & IMPLEMENT

- Involves harmful exposure to agents which are toxic, carcinogenic, cause heritable damage or which in any other way chronically affects human health;
- Involves harmful exposure to radiation;
- Involves the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training; and
- Involves risks to health from extreme cold or heat, noise, or vibration.

All young persons employed by the Company will receive a Company induction and risk assessment to ascertain the full extent of the hazards and subsequent risks the young person may be exposed to. Appropriate control and supervision measures as well as training requirements can then be decided upon.

Prior to a young person being permitted to work on sites, detailed site induction training will be given together with any necessary toolbox talks and adjustments to the young person's risk assessment relating to the tasks to be undertaken.

### **Lone Working:**

The Company recognises that Lone working, which is described as persons who work by themselves without close or direct supervision, can generate significant additional risks to employees.

To this end, the Company will carry out risk assessments for all who are likely to be classified as lone workers, so the risks can be avoided, or controlled as necessary and to ensure emergency procedures have been established and are maintained.

### **Alcohol & Drugs:**

The Company considers that individuals under the influence of drugs or alcohol present a danger to themselves and others around them whilst at work. Employees found to be under the influence of alcohol or drugs may face disciplinary action and possible dismissal. The Company will make reasonable endeavours to assist those who may be suffering from an alcohol or drug related issue.

Those employees who are required to take prescription drugs for an illness or ailment are requested to seek the advice of their doctor regarding the possible side effects of any such drug and likely effects in the workplace e.g. drowsiness and loss of concentration. These effects should be reported to the Company and employees may be required to undertake light duties or abstain from work for a period, dependent upon the findings of a risk assessment.

### **Emergency Preparedness:**

It is the overall responsibility of Top Management to ensure location specific emergency preparedness procedures have been developed and are embedded within the project planning, office, and site locations and have been communicated to those who may be affected by an emergency, such as shared users of sites and visitors to the office.

It is the responsibility of the relevant responsible line managers, to ensure the planned arrangements are effectively managed and that the arrangements have been effectively communicated to all under their care. Employees are responsible for ensuring they adhere to any instruction given with regards to the arrangements.

### **Fire Safety:**

The Company will make a suitable and sufficient assessment of the risks to which relevant persons are exposed too whilst working at the office and all construction sites. The completed risk assessment will be reviewed regularly by Top Management to ensure it remains up to date and to account for significant changes that may have taken place.

The Company will ensure systems are in place to check all fire procedures, including monitoring, testing and maintenance of firefighting equipment, emergency lighting and alarm systems. Records of all checks are to be maintained by the appointed person.

### **First Aid:**

The appointed first aider(s) will be responsible for arranging appropriate assistance where required, making a record in the accident book of the event, notifying Top Management of the event and ensuring that the appropriate first aid provisions are maintained.

In the event of a serious accident or illness, the primary duties of all first aiders are to prevent the condition of injured persons from deteriorating and to monitor their condition until the appropriate assistance has been sought.

First aid procedures are to be outlined in Company inductions, and through site inductions given by Principal Contractors where applicable.



### **Personal Protective Equipment: (PPE)**

Requirements for PPE will be identified as part of the risk assessment process and is to be issued free of charge to all employees. If more than one item of PPE is to be worn together, the Company will ensure compatibility between each item.

Operatives will be responsible for ensuring that they wear, maintain and store all PPE as for the guidance and instruction given as part of the wearing of PPE training and are to report any defects to their line manager without delay.

The wearing of PPE should not be seen as an adequate means of sole risk control, it merely supplements other risk control measures decided upon, unless it has been demonstrated that there is no other reasonably practicable method of reducing risk to a tolerable level.

Should employees be required to wear respiratory protective equipment (RPE), they are to be face-fit tested for face piece masks if they have facial hair, to ensure the correct mask has been selected and employees have been given the correct training it its use.

### **Protecting the Public:**

Measures to protect members of the public are to first be considered during the planning phase of the project. It is the responsibility of the Contracts Manager to ensure the measures taken to protect the public are managed daily, to ensure they remain continuously effective.

Typical measures may include:

- Hoarding and fencing;
- Pedestrian gates and pathways;
- Scaffolds;
- Signage;
- Cleaning and maintaining public highways where necessary;
- Securing site plant, equipment, scaffolds and excavations; and
- Regular monitoring of provisions.

### **Access & Egress:**

The term access and egress mean any designated pathway, steps, stairs, entrance or exit etc. These must always be kept clear from debris and not used to store any item that is likely to present a hazard.

The relevant responsible manager/supervisor is to ensure regular checks and monitoring are being carried out to their specific domain of control, to ensure walkways remain free of obstructions.

### **Permit to Work:**

Permits to work are to be used to help manage tasks that pose additional significant risk. The use of permits to work will apply to the following:

- Excavations;
- Hot works; and
- Confined spaces.

The following are key features that must be included on all permits:

- Clear identification of who may authorise tasks;
- Who is responsible for specifying the necessary precautions;
- Training and instruction in the issue, use and closure of the permits;
- The monitoring and auditing to ensure the system works as intended;
- Clear identification of the types of works considered hazardous; and
- The identification of task, risk assessments, permitted task duration and supplemental or simultaneous activity and control measures.

It is the responsibility of Contracts Manager to appropriately manage the permit to work system and Contracts Manager to ensure the process is being carried out to the required standards.

### **Change Control:**

The Company recognises the importance of change management control and the associated risks with ineffective change management. Therefore, the Company will review this policy and working procedures following key changes to the Company that include:

- Changes to legislation;
- Changes to Top Management and other personnel;
- Client requirements;
- The introduction or changes to working practices and/or equipment; and
- Findings of audits.

### **Temporary Workers:**

Only temporary worker providers that are listed on the Company's approved supplier database are to be engaged with to provide suitable labour. Those charged with securing temporary labour,

## **RISK PROFILING & IMPLEMENT**

must issue the providers with specific details of the duties to be performed, thus ensuring the quality and competence of the labour provided is suitable for the tasks to be undertaken.



The Contracts Manager is to check the competence and experience of the temporary worker on first arrival to the workplace and to ensure an appropriate induction is given and a record of the induction made.

It is the responsibility of the Company to provide the necessary documented safe systems of works together with any specific PPE and RPE including face-fit testing required for the tasks to be undertaken. Temporary workers are considered as employees in terms of safety and health management and therefore should be afforded the same rights and conditions.

## SAFETY ARRANGEMENTS

### Electricity:

The Electricity at Work Regulations 1989, require electrical equipment to remain in a safe condition so that users are protected from hazards such as electrical shock, burns or fire. Therefore, the following maintenance and test schedule for all electrical equipment is to be adhered to:

Type		User Checks	Formal Visual Inspection	Combined Inspection & Test
Equipment hire		Daily/every shift	Before issue/after return	Before issue
Battery operated equipment (less than 40V)		No	No	No
Construction	110V equipment	Weekly	Monthly	Before first use on site, then 3-monthly
	230V equipment	Daily/every shift	Weekly	Before first use on site then monthly
	Fixed RCDs	Daily/every shift	Weekly	Before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Monthly	6-monthly	Before first use on site then yearly
Cables, leads & plugs connected to Class 1 equipment, extension leads & battery charging equipment		Daily/every shift	6 months to 4 years depending on type of equipment it is connected to	1 to 5 years depending on the equipment it is connected to
Light industrial		Yes	Before initial use then 6-monthly	6 to 12 months
Office IT rarely moved, e.g., desktop computers, photocopiers & fax machines		No	2-4 years	No if double insulated, otherwise up to 5 years
Double insulated  (Class II) equipment moved occasionally (not hand-held) e.g., fans & table lamps		No	2 to 4 years	No
Hand-held double insulated  (Class II) equipment,		Yes	6 months to 1 year	No

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e.g., some floor cleaners & kitchen equipment			
Earthed (Class I) equipment e.g., kettles & some floor cleaners	Yes	6 months to 1 year	1 to 2 years
Cables, leads & plugs connected to Class I	Yes	6 months to 4 years, dependent upon type	Yes 1 to 5 years' dependent upon type

Users of portable electrical equipment are to carry out visual and tactile inspection as for the requirements of the above schedule and are to immediately report any defects to their line manager.

Site temporary electrical installations are only to be installed and modified by company approved electricians and are to be inspected and tested on first installation and not exceeding subsequent 3-month periods. The use of 230V equipment is only permitted in office locations and when exceptional circumstances require its use. If exceptional circumstances are present, it must be demonstrated by risk assessment that there is no other viable means but to use 230V equipment and suitable control measures have been developed, such as using RCD's and armoured cables. General site power and lighting is to be restricted to 110V, with care taken as to the siting of transformers and leads. Where possible, the use of battery-operated tools should be encouraged as this reduces voltage and the need for trailing leads.

Only trained and competent persons are to carry out electrical works or maintenance on electrical equipment. When making adjustments or repairs to power tools, they are to be isolated from the supply.

### **Abrasive and Cutting Wheels:**

Persons who are required to change or mount discs or wheels must be competent to do so. If they have not received abrasive wheel training, they must not in any circumstance attempt to change or adjust the wheel and must cease using the device and are to immediately report to their line manager if they have concerns with regards to the safe operation of the device.

All users of abrasive and cutting wheel devices are to ensure they operate the device within the confines of their training at all times, including having regard for the following:

- Other persons in close proximity;
- Proximity of flammable substances;
- Production of dust or other harmful substances; and
- The correct wearing of the specified PPE.

### **Access Equipment:**

Only competent persons are authorised to plan the use of and inspect access equipment.

Equipment may include:

- Tower scaffolds;
- Podiums;
- Ladders and step ladders;
- General access scaffolds; and
- Mobile elevated working platforms (MEWPS)

Tower scaffolds are only to be erected, altered and dismantled by persons holding a current Prefabricated Access Suppliers & Manufacturers Association Ltd (PASMA) – Towers for Users competence certification and are to be used by competent persons strictly in accordance with the manufacturer's instructions.

Podium steps and step ladders are to be erected, dismantled and used strictly in accordance with manufactures instructions. Podium steps are to be used in preference over the use of step ladders.

Ladders can be used when there is no other reasonably practicable means of carrying out the task as demonstrated by risk assessment and for a duration not exceeding 20 minutes. If ladders are to be used, they must be appropriately footed or tied.

Only EN131 Professional Standard or equipment constructed in accordance with standards covered in the following link and the labels are to be clearly displayed on the equipment;

<https://ladderassociation.org.uk/en131>

### **Work Equipment:**

Only competent persons are authorised to operate items of work equipment. All work equipment is to be maintained in good order and used strictly in accordance with training and manufactures guidance. Risk assessments will detail the level of controls required for the safe operation of work equipment.

To comply with the requirements of the Provision and Use of Work Equipment Regulations 1998, (PUWER), the operators of equipment are required to carry out daily checks and record weekly inspections for certain items of work equipment. Items that require weekly inspections to be recorded will be stated within the project planning documents.

### **Working at Height:**

It is a requirement of the Working at Height Regulations 2005, to ensure any work at height is suitably planned and supervised. Falls from height are the most common cause of fatal injury and the second most common cause of major injury to those who in the construction industry.

The Company is committed to providing a safe working environment for those employees required to work at height, this will be achieved by the following actions being taken:

- Identification of work activities that may involve working at height;
- Eliminating the need to work at height whenever it is reasonably practicable to do so;
- Ensuring where working at height cannot be eliminated, a risk assessment is developed to adequately manage the risks;
- Implement a safe system of works that provides collective measures over individual measures to prevent falls of persons and items;
- Implement a safe system of works that protect against falls of person and items where it is not reasonably practicable to provide measures to prevent falls of persons and items;
- To provide suitable plant and equipment to allow safe access for persons and materials;
- Ensuring working platforms and any temporary works structures are appropriate and designed in accordance with current standards;
- Ensuring regular inspection of all equipment used for the purposes of working at height are inspected and the results of the inspections recorded; and
- To provide adequate information, instruction and training to those who are required to work at height.

It is the responsibility of the Contracts Manager to ensure any working at height required has been appropriately planned and suitable and sufficient risk assessments have been developed or have been issued by contractors prior to any working at height being undertaken.

If working at height is required to any area within the office, the relevant responsible line manager is to ensure a suitable and sufficient risk assessment has been undertaken.

Those who are required to work at height have the following responsibilities:

- To cooperate with requirements of this policy;
- To adhere to the requirements of any system of works designed to maintain their safety;
- To operate any plant and equipment in a safe responsible manner and only if they have received the required training; and
- To report any defects in the safe system of works or any plant or equipment to their line manager.

### **Lifting Operations:**

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), applies to all lifting equipment used for work purposes. The following examples illustrate the type of equipment which can raise or lower loads and the broad range of lifting operations, which should be assessed for the application of LOLER:

- Cranes;
- Lift trucks and telescopic handlers;
- Hand pallet trucks, specifically those that have the ability to raise the forks;
- Passenger and goods hoists;
- Simple systems such as a rope and pulley or gin wheel;
- Scissor lift or other mobile elevating work platform (MEWP);
- An excavator (or other earth-moving machinery) adapted to be used for lifting using lifting attachments (e.g. forks & grabs), but not when used for normal earth-moving operations
- A loader crane fitted to a lorry, e.g. used to raise bins for delivery duties;
- A skip collection vehicle; and
- Vehicle tail lifts.

LOLER requires all equipment used for lifting to be fit for purpose, appropriate for the task, suitably marked and subject to statutory periodic thorough examination. Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

All lifting operations the Company undertakes will therefore be appropriately planned, using people who are sufficiently competent with the correct level of supervision, thus ensuring the works are carried out in a safe manner.

Lifting operations will be identified during the planning phase of a project and a suitable safe system of work developed. The Site Manager will be responsible for ensuring the requirements of the planning are effectively discharged.

### **Confined Spaces:**

A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions e.g. lack of oxygen.

Examples of confined spaces include:



- Inspection chambers and sewerage systems;
- Ducts;
- Mortar silos;
- Certain excavations; and
- Unventilated or poorly ventilated rooms.

As part of the planning phase, potential confined space working is to be identified and an appropriate risk assessment developed by the relevant responsible manager.

Confined space working can only be permitted if it has been suitably demonstrated by risk assessment, that no other reasonably practicable means of carrying out the task within the confined space is viable and entry is to be strictly controlled by the issues of a confined space working permits.

Only suitably trained persons with the appropriate experience are to work in confined spaces and suitably developed and tested emergency and rescue procedures are in place.

### **Traffic Management:**

Vehicles and pedestrians are to be segregated wherever possible by means of physical barriers. If this cannot be achieved, banksman are to be in attendance when vehicles are manoeuvring and when vehicles enter or leave any of the Company's construction sites.

It is the responsibility of the Site Supervisor to ensure the traffic management arrangements are appropriate and are maintained.

### **Excavations:**

Only suitably trained persons with the appropriate experience are to plan and carry out excavation works. Excavations requiring trench support must be inspected prior to each shift commencing and operatives must not enter excavations that require support without the support being installed and inspected.

The selection of plant and equipment must be suitable for the task and prior to the ground being broken, an excavation permit must be completed. The permit will require a survey of the area to be excavated to ascertain if any buried services can be identified.

### **Demolition:**

Only suitably trained persons with the appropriate experience are to plan and carry out demolition works.

Prior to demolition works commencing, a demolition plan must be submitted. The plan must detail the following:

- Details of the project;
- Management arrangements for the works;
- Safety, health and welfare arrangements; and
- Arrangements for works involving particular risks.

It is the responsibility of the site management team, to ensure the plan is fit for purpose prior to authorising the works to commence. All non-demolition employees must be excluded from the demolition area.

### **Temporary Works:**

The HSE define temporary works as “Temporary works (TW) are the parts of a construction project that are needed to enable the permanent works to be built. Usually the TW are removed after use – e.g., access scaffolds, props, shoring, excavation support, falsework and formwork, etc. Sometimes the TW is incorporated into the permanent works - e.g., haul road foundations and crane or piling platforms may be used for hardstanding or road foundations”.

All temporary works must be planned in accordance with BS5975 by competent persons. For complex projects, a Temporary Works Coordinator (TWC) may be required. For less complex projects, the Temporary Works Supervisor (TWS) can fulfil both functions.

The specific requirement for temporary works is to be identified during the project planning phase and the appropriate temporary works register and associated safe systems of work are to be developed. It is the responsibility of the TWC to develop the register and safe systems of work, normally the Contracts Manager and the responsibility of the TWS, normally the Site Manager to maintain the arrangements.

# HEALTH ARRANGEMENTS

### **Display Screen Equipment:**

Regular users of display screen equipment, (DSE) that is for those who regularly use devices or equipment that have an alphanumeric or graphic display screen and includes, laptops, touch screens and other similar devices, are at risk from the following:

- Fatigue;
- Eye strain;
- Upper limb issues; and
- Backache.

The same problems as listed above can also be experienced from poorly designed workstations or work environments.

It is therefore Company policy to engage with all DSE users, to undertake a comprehensive risk assessment and to establish, implement and maintain control measures for each DSE user.

### **Silica:**

Exposure to silica particles can cause major respiratory health issues and lead to chronic illness and possibly a premature death.

Silica is a naturally occurring substance and can be found in the typical following construction products, sandstone, concrete, mortar, tiles, granite, slates, bricks, limestone, marble and dry wall compounds.

Silica dust is generated when silica-containing materials some of which have been listed above are subjected to, grinding, drilling, cutting, sanding, chiselling, breaking, brushing and screening. Silica dust can also be generated where amounts of dust have built-up and then are swept away rather than vacuumed or wet cleaned.

To prevent exposure, the Contracts Manager is to ensure a risk assessment for silica dust producing activities is developed; the risk assessment is to give priority to the prevention of dust production over all other control measures.

Employees will be responsible for ensuring that the risk assessment is adhered to and are to wear respiratory protective equipment (RPE) in accordance with training given.

### Manual Handling:

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling. Manual handling is one of the most common causes of injury at work and causes over a third of workplace injuries which include work related musculoskeletal disorders (MSDs), such as upper and lower limb pain/disorders, joint and repetitive strain injuries of various kinds.

Where reasonably practicable, mechanical means will be used to lift and transport loads. Where this cannot be achieved, the responsible line manager will ensure a suitable and sufficient risk assessment has been developed, considering the principles of Task, Individual, Load & Environment (TILE):

- **Task** – consider what and how the lifting operation is to be done, factors such as, repetitive tasks, position of hands, push or pull the load;
- **Individual** – consider the capabilities of the individual, they may have a pre-existing medical condition or may require specific training;
- **Load** – consider the weight of the load and the type of equipment likely to be used as well as planning the transit routes; and
- **Environment** – Consider factors such as slopes, lighting, temperature, available space and air currents.

The relevant responsible line manager and employees will be responsible for ensuring that the requirements of the risk assessment are followed.

### Noise:

Exposure to excessive noise can cause both short term and long-term hearing damage. The Control of Noise Regulations 2005 places a duty to protect those at work for excessive exposure to noise.

The following describe how this will be achieved:

- Reduce noise levels at source by the careful selection of quieter equipment and work processes;
- Identifying residual sources of excessive noise, those that are greater than 80dBA;
- Establishing hearing protection zones if the noise levels are likely to exceed 85dBA;
- Develop risk assessments and apply practical noise reducing measures where necessary;
- Provide employees with the appropriate hearing protection, information, instruction and any relevant training in the correct use of the hearing protection; and
- Limit the exposure time for those who may be affected by excessive noise.

It is the responsibility of the relevant responsible supervisor to ensure adequate measures for the control of noise have been established, including the development of suitable and sufficient risk assessments. Employees are required to follow the guidance issued and to appropriately wear the hearing protection and report any deficiencies.

### **Vibration:**

Excessive exposure to vibration from using handheld power tools over a long period of time could cause serious health issues, such as vibration white finger and other diseases such as carpal tunnel syndrome. The Control of Vibration at Work Regulations 2005 requires employers to protect their employees the adverse effects of vibration.

Therefore, the Company is committed to controlling vibration by implementing the following:

- To reduce vibration levels at source;
- To identify residual sources of vibration;
- To develop risk assessments and to implement practical vibration reduction measures so that the exposure action value (EAV) of  $2.5\text{m/s}^2 \text{ A}(8)$  is not exceeded;
- To provide employees with the relevant information, instruction and training so that they are aware of the risks and measures to protect themselves; and
- To ensure records of individual's exposure to vibration are maintained.

It is the responsibility of the Contracts Manager to ensure adequate measures to reduce vibration exposure have been established and are being implemented and maintained. Employees are required to follow the guidance given and are to report any deficiencies.

### **Control of Substances Hazardous to Health (COSHH):**

Hazardous substances can be classified as toxic, irritant, harmful and corrosive. It is a requirement of the Control of Substances Hazardous to Health Regulations 2002, to protect workers from the harmful effects of substances. It is the responsibility of the relevant responsible line manager to ensure suitable and sufficient COSHH assessments have been developed, which commands the use of alternative less harmful substances over other measures.

Those who are required to work with hazardous substances are to be given the appropriate instruction, information and training for the safe use of the substance and for any required specific items of PPE and RPE.

The use of some harmful substances requires employees to undertake health monitoring. COSHH risk assessments will identify those substances and the use of them should be strictly

prohibited on all sites.

Contractors COSHH assessments are to be reviewed by the Contracts Manager to determine if any residual health concerns are present for other site users. Suitable collective control measures are then to be developed with the Contractor.

### **Asbestos:**

Exposure to asbestos fibres poses major health risks and may cause death. It is a requirement of the Control of Asbestos at Work Regulations 2012, to control the exposure of asbestos fibres at work. Prior to works being carried out to structures built before the year 2000, a refurbishment and demolition survey must be available.

***Employees must assume that materials contain asbestos unless they have been identified in the survey that they do not. If materials have been located on site and do not appear in the survey, then it is to be assumed they contain asbestos until proven otherwise.***

All employees who are at risk of exposure to asbestos fibres, are to undertake suitable Category A UK Asbestos Training Association (UKATA) approved asbestos awareness training.

Should suspicious looking materials be discovered, works to the affected area is to immediately cease and the area protected to prevent accidental disturbance and transference of fibres.

Should asbestos containing materials be disturbed, works are to immediately cease, and the area protected to prevent access. Any individual who may have been exposed to asbestos fibres is to be assisted so that they can be safely decontaminated, those who offer assistance must protect themselves first by way of wearing the appropriate PPE. The disturbance is to be reported to Top Management as soon as possible. Top Management are to notify the Company's Safety and Health Advisor of the incident, so that an investigation can commence to understand the root cause(s) and to follow any necessary RIDDOR reporting requirements.

Employees who may have been exposed to asbestos fibres, are to undergo a period of health surveillance to monitor for any effects of the exposure. Records of the exposure and subsequent health surveillance will be maintained for a period of 30 years.

### **Health Surveillance:**

All employees are to inform Top Management at the earliest opportunity if they begin to suffer any health problems, such as pins and needles in fingers, sore or itchy eyes, back pain,

headaches, drowsiness and nausea, etc., the person in question would then be referred to an occupational health specialist for assessment.

Annual health screening by way of questionnaires are to be completed by all employees. The Company's Top Management will cross-reference them against previous health questionnaires, to determine if there have been any changes to the employee's health and if a referral to an occupational health specialist is required.

Monitoring of employee absence will also be undertaken to establish if patterns are appearing resulting from occupational health hazards, referrals to specialists may follow.

### **Work-related Stress:**

The HSE defines stress as 'the adverse reaction people have to excessive pressures or other types of demand placed on them'. People feel stress when they can't cope with pressures and other issues, therefore, the Company is committed to match job demands to employees' skills and knowledge.

To protect employees from work-related stress, the Company has adopted the HSE's Management Standards that represent a set of conditions that, if present:

- Demonstrate good practice through a step-by-step risk assessment approach;
- Allow assessment of the current situation using pre-existing data, surveys and other techniques;
- Promote active discussion and working in partnership with employees and their representatives, to help decide on practical improvements that can be made;
- Help simplify risk assessment for work-related stress by:
  - Identifying the main risk factors;
  - Helping employers focus on the underlying causes and their prevention; and
  - Providing a yardstick by which organisations can gauge their performance in tackling the key causes of stress.

The Standards cover six key areas of work design that, if not properly managed, are associated with poor health, lower productivity and increased accident and sickness absence rates.

The Management Standards are:

- Demands – this includes issues such as workload, work patterns and the work environment;
- Control – how much say the person has in the way they do their work;

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- Support - this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues;
- Relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour;
- Role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles; and
- Change – how organisational change (large or small) is managed and communicated in the organisation.



# **SECTION 4 – PERFORMANCE MEASUREMENT**

# PERFORMANCE MANAGEMENT

### **Purpose of Performance Measurement:**

The primary purpose of performance measurement is to establish the degree to which the Company is being successful in its management of its safety and health obligations – ‘what gets measured tends to get done!’ It is essential to identify and confirm what is working and why as to prevent successful management actions being degraded over time.

### **Monitoring Systems**

The Company uses a balanced approach to monitoring workplace activities, by employing the following methods:

- **Active monitoring** – before the event, identification through regular, planned observations of the workplace, systems and actions of people; and
- **Reactive monitoring** – after the event, involves learning from mistakes, regardless if they involve loss.

### **Active Monitoring:**

LSE Building Preservation Ltd's active monitoring programme includes the assessment of the appropriateness, implementation and effectiveness of safety and health standards in the form of objectives and arrangements, including risk control systems.

Active monitoring will:

- Identify the reliability and effectiveness of the system;
- Provide an opportunity for management to confirm a commitment to safety and health objectives; and
- Reinforce a positive safety and health culture by recognising success and positive actions instead of punishing failure.

A mixture of the following techniques will be used to assist the Company in gathering the appropriate information for review:

- Safety and health audits - a systematic, critical examination of the Company's systems to determine the extent of compliance with a set of agreed standards including legislation;
- Workplace inspection - to identify the safety and health status of what is being inspected and to confirm the safe condition of work equipment;

## PERFORMANCE MEASUREMENT & INVESTIGATE

- Safety and health tours - to provide an opportunity for management to explore the effectiveness of risk control measures through planned workplace visits and to demonstrate a commitment to occupational safety and health;
- Safety and health sampling - to establish the facts about a certain part of the system from a representative amount of a group of items, people or area, this will be used to indicate compliance over the whole group; and
- Safety and health surveys - to examine a narrow field of the safety and health programme on an exploratory basis with no fixed expectations of findings.

### **Reactive Monitoring:**

LSE Building Preservation Ltd understands the importance to identify in each case, why safety and health performance was sub-standard. Trends and common features may be identified, such as when, where and how accidents and near miss events occur. Subsequently, this provides opportunities for improvement in the overall system and to revise or specify additional risk controls.

The Company will use a range of reactive measures that include:

- Analysis of data relating to:
  - Accidents;
  - Ill-health; and
  - Other loss causing events.
- Events monitored include those resulting in:
  - Injuries;
  - Cases of illness – including sickness absence;
  - Property and environmental damage; and
  - Near misses.

### **Data Collection:**

The Company collates the data gathered from the monitoring process and compares it against previous data, with the aim of identifying if progress is being made in the management of safety and health matters and to establish if trends exist and ultimately to determine if corrective and preventive measures are required.

# **SECTION 5 – MANAGEMENT REVIEW**

## MANAGEMENT REVIEW

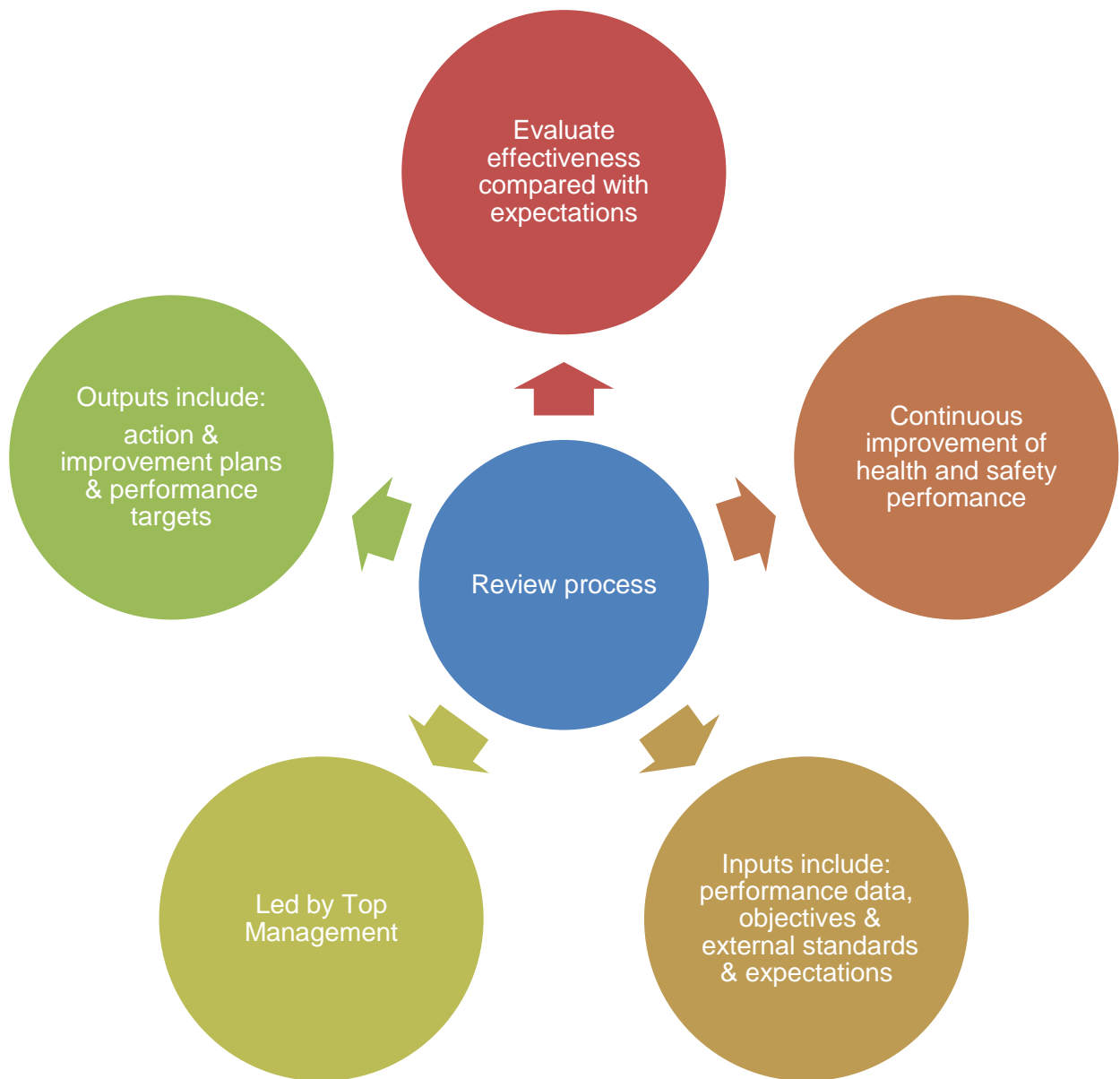
### Review Process:

The Company's belief is that reviewing is the process of making judgements about the adequacy of performance and taking decisions about the nature and timing of the actions necessary to remedy deficiencies. The purpose is that the Company learns from all relevant experience and applies the lessons.

Reviews are carried out of the safety and health management system holistically on an annual basis by Top Management and through to regular workplace level reviews, conducted by the relevant responsible line manager. The reviews at workplace level are collated and discussed at quarterly management meetings, so that if trends are identified and intervention is required, it is promptly acted upon.

Outputs from the review are shared with the relevant stakeholders so that any lesson learned can be shared throughout the business and with external stakeholders where required such as Clients, SSiP providers, enforcing authorities and insurance companies as well influencing future policy and objectives.

The following model demonstrates the review process:



# APPENDICES

## DEFINITIONS

Term	Meaning
Reasonably Practicable	Weighing a risk against the trouble, time and money needed to control it
Objective	Specific planned achievement
Top Management	Directors
Line Managers	Person with a direct responsibility for a particular employee or group of employees
HSE	Health and Safety Executive
Enforcing Authority	HSE, Local Authority, Environment Agency etc.
COSHH	Control of Substances Hazardous to Health Regulations 2002
RIDDOR	Reporting of Diseases and Dangerous Occurrence Regulations 2013
CDM	Construction (Design & Management) Regulations 2015
PUWER	Provision and Use of Work Equipment Regulations 1998
LOLER	Lifting Operations and Lifting Equipment Regulations 1998