

CLASSGRADE

Limited



Health and Safety Policy

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STATEMENT OF INTENT

It is the policy of **Classgrade Limited** to comply with the Health and Safety at Work etc. Act 1974 and with the legislation made under it to provide and maintain safe and healthy working conditions and workplace. Our Company's objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident free workplace.

This health and safety policy will be monitored and updated on a regular (annual) basis and if/when changes occur in the nature of our operations or when legislation has been updated or amended. The Director in charge of Safety and the Safety Adviser will conduct the reviews in consultation with employees.

We recognise and accept our duty to protect the health and safety of all visitors/guests to our Company, including contractors, temporary workers and any members of the public who might be affected by our undertakings.

In order to achieve our objective of an accident free working environment all employees will be provided with such equipment, information, supervision and training as are needed to implement this policy.

While the Directors of **Classgrade Limited** will do all within its powers to ensure the health and safety of its employees, it must be recognised that health and safety at work is the responsibility of every person associated with the Company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which might pose a threat to the well being of any other person.

The management of **Classgrade Limited** will provide every employee with the necessary training to carry out his or her tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this immediately to their Line Manager. We welcome any employee's comments and concerns regarding their work areas, open communications about health and safety issues are to be encouraged throughout our Company.

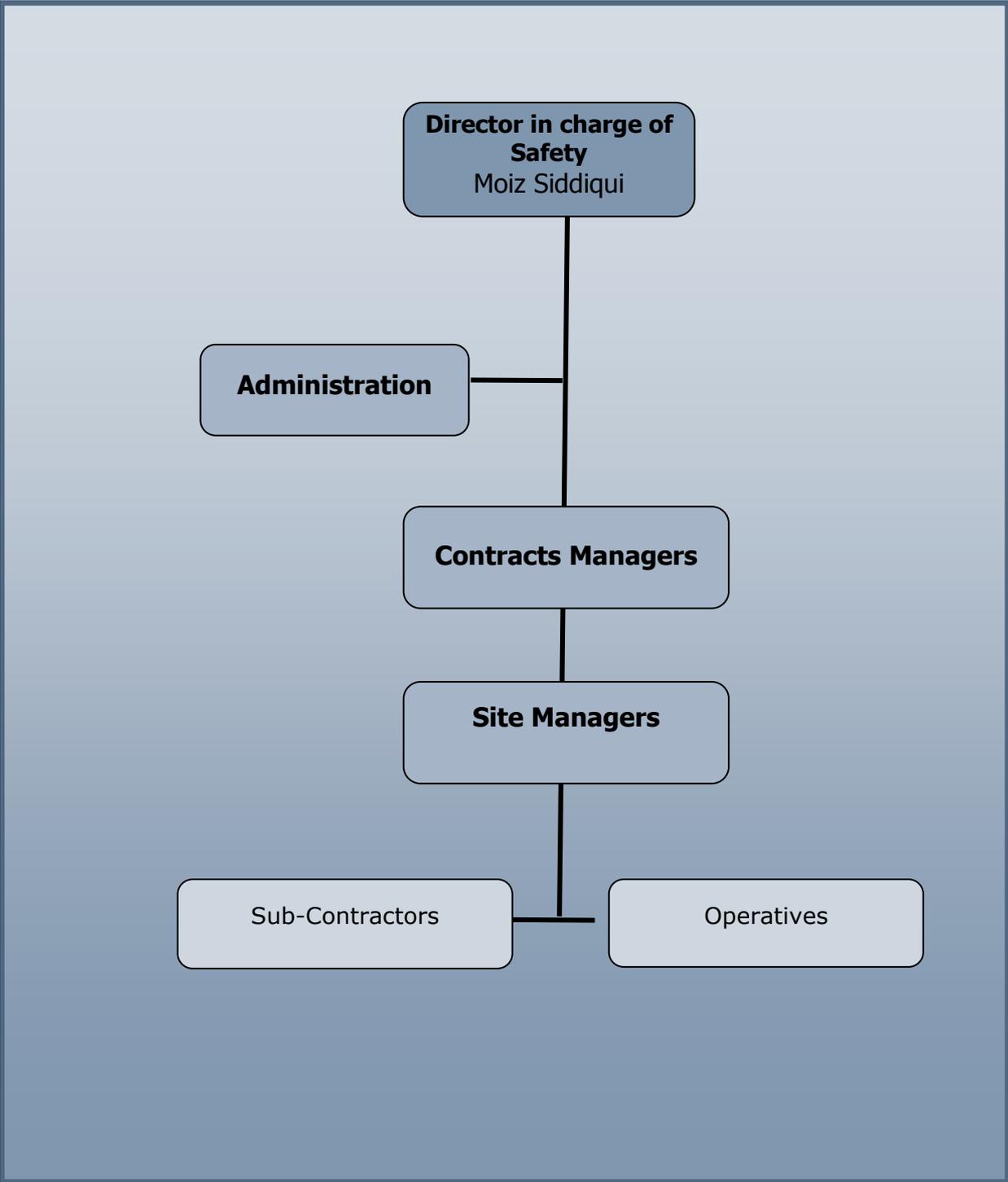
An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well being of himself or herself or any other person. Clear commitment and support with regard to Health & Safety matters from all employees is necessary in order for us to reach our objective.

Injuries at work (no matter how small) and any near miss incidents should be reported immediately to Line Managers. In order to effectively monitor our safety record it is essential that accurate, clear, comprehensive records are kept. This is vital to the effective monitoring and revision of our Health & Safety Policy.

Moiz Siddiqui
Managing Director
Classgrade Limited

ORGANISATION CHART

(Health, Welfare & Safety)



Organisation

The person with the overall responsibility for health and safety within **Classgrade Limited** is, Moiz Siddiqui, Director in Charge of Safety.

The management of **Classgrade Limited** will communicate their commitment to safety to employees - orally by verbal directives and statements and in writing via this policy. Management will lead by example. This will ensure that all employees are familiar with the contents of the Company's Health and Safety policy and the Management's commitment to health and safety issues.

Responsibilities

Director in charge of Safety - In particular:

- a) Introduce and implement the company's policy for the prevention of injury, ill health, damage and wastage and set targets for the reduction of accidents.
- b) Establish and maintain suitable and sufficient resources and facilities to meet the requirements of this policy.
- c) Ensure adequate funds are available to meet the health and safety requirements of the Company.
- d) Use disciplinary measures for any member of staff failing to satisfactorily discharge the responsibilities allocated to him/her self.
- e) Instigate liaison with external safety and health organisations; encourage the distribution of relevant information throughout the Company.
- f) Institute reporting, investigation of injury, ill health, damage and loss; promote action necessary to prevent a reoccurrence and analyse data to detect trends.
- g) Periodically review insurance claims and report any actions necessary to correct trends if needed.
- h) Remain aware of the requirements of current legislation and establish systems to monitor compliance.

Directors are responsible for ensuring that site activities comply with the Health and Safety Policy - In particular:

- a) Site operatives receive copies of policies and guidance notes relating to health and safety.
- b) Project Manager Staff is aware of legal requirements regarding personal protective equipment for operatives and shall carry out checks to ensure such equipment is worn.

- c) Suitable and sufficient risk assessments are carried out in line with current legal requirements.
- d) Training regarding health and safety is arranged.
- e) Site accidents on site are reviewed; accidents/incidents are investigated and reported with remedial measures proposed.
- f) When work has started, ensure that it is carried out as planned and that relevant legislation is observed on site.
- g) Adequate information is received in order to determine the appropriate safe system of work regarding matters which might affect health and safety including:
 - Provision of adequate access and egress
 - Provision of adequate lighting
 - Facilities for welfare and sanitation
 - Basic fire precautions
 - Suitable storage facilities on site
- h) Working methods and precautions are checked with site management before work starts.
- i) Absence records are reviewed, checking for any absences relating to accident or injury sustained on site. Notifiable occurrences are reported.

Office Manager - In particular:

- a) Responsibility for ensuring compliance with the Company Health and Safety Policy for office activities.
- b) He/She shall ensure office based staff receive copies of policies and guidance notes relating to health and safety.

Contracts Manager/Site Manager - In particular:

- a) Ensure all persons in their teams are competent to fulfil their duties/roles and are fully aware of any hazards that may affect them.
- b) Must seriously consider any representation about safety and health from employees and report the matter to his/her company Manager.
- c) Must ensure that supervision is available at all times, particularly where young or inexperienced workers are concerned.
- d) Must investigate all accidents promptly to eliminate recurrences and discover their cause.

- e) Must ensure that all machinery and equipment under their control is properly maintained and safe to use and that all safety devices are properly fitted and protective equipment is worn or used where appropriate.
- f) Must ensure that all abrasive wheels are mounted only by authorised persons holding a valid certificate and are stored and housed correctly.
- g) Must ensure that any unsafe equipment under their control is immediately withdrawn from service.
- h) Must ensure that all defects or hazards reported to them are promptly reported to the appropriate person and rectified.
- i) Must ensure that all such persons are drilled and know what to do in the case of fire, explosion or any other hazardous circumstances.
- j) Shall enter comprehensive and clear details of any accident/incident reported to them in the Company accident book and report all incidents to his/her line Manager.

Company Employees/ Self Employed Operatives (labour only) - In particular:

- a) Use safety equipment and personal protective equipment supplied, e.g. helmets, safety footwear, goggles, gloves etc., and use the correct tools and equipment for the job:
- b) Ensure that tools are kept in a good and safe condition.
- c) Immediately report any defects in plant or equipment, or any obvious health risks to their Line Manager.
- d) Develop a personal concern for health and safety - for themselves and others.
- e) Avoid improvisation that entails unnecessary risk.
- f) Refrain from horseplay and abuse of the welfare facilities.
- g) Ensure new operatives to site are aware of risks.

It is the policy of Classgrade Limited that no person who has not yet reached the age of eighteen shall work unsupervised on site whether through a sub-contractor or employed directly.

Arrangements

These general arrangements are to be used as the basis for detailed Health, Safety & Welfare plans for all projects.

All employees are expected to co-operate with the management and to accept their duties under this Policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.

Co-operation between workers at all levels is essential to build and maintain a healthy and safe working environment.

Employees have a duty to take reasonable steps to preserve and protect the health and safety of themselves and others who may be affected by the undertakings of the Organisation.

Risk Assessments/Safety Method Statements

Risk assessment involves a detailed analysis of the hazards associated with the project and the precautions taken to eliminate or reduce them. The assessment will be carried out by the Contract Manager/Site Manager with the Safety Adviser available for consultation.

The risk assessment provides the basis for preparing a safety method statement for the project.

The hazards and precautions are listed, and the individual(s) responsible for monitoring that precautions are taken are named in the safety method statement.

This makes the Policy for Health and Safety a live document, and by apportioning the responsibility leaves no doubts about who is to control the various aspects of health and safety at site level and above.

On major projects, safety method statements are reviewed every 4 weeks, all site activities within the forthcoming period are discussed, relevant actions agreed and information is provided to all parties who will be affected by our activities. The Contract Manager and Site Manager will conduct the review. The Safety Adviser will undertake a further review as part of the site inspection. These reviews allow all high-risk activities to be discussed and the appropriate safe systems of work agreed.

Training

The Director in charge of Safety will carry out an annual review of health and safety training needs and will produce an annual training plan for all levels of staff. Particular attention will be paid to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation. Employees taking onboard additional responsibility may need additional training.

The training needs will be agreed by the board and budgets allocated. The Director in charge of Safety will monitor that the training schedule is completed.

Safety training is a vital part of an effective health and safety programme. It is essential that every employee in the organisation is trained to perform his or her job effectively and safely. All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Site Induction Training

The Site Manager (or representative) will carry out induction training for all new personnel to site informing them of any significant risks together with site emergency and first aid procedures. The following will also be covered:

- a) Details of site welfare arrangements
- b) General site rules
- c) The significant risk and precautions to be taken
- d) Details of any method statements relevant to the actual work
- e) PPE requirements
- f) Details of emergency procedures

Plant Operatives

All plant operatives will be trained and certificated in accordance with an approved training scheme i.e., NPORS. Additional training will be carried out as required for other plant and equipment as required. A training matrix will be maintained at the head office.

Accident/Incident Reporting

Classgrade Limited view accident investigation as a valuable tool in the prevention of future incidents and in the event of an accident resulting in injury and/or damage a report will be prepared detailing: -

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury and/or damage sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a solicitor or trade union representative present.

The completed report will then be submitted to, and analysed by, the Safety Advisers who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the Company solicitors who will advise on liability, proceedings and quantum of damages. The solicitors will then submit the report to the Company's insurance risk advisers for assessment.

Reporting of Injuries, Diseases and Dangerous Occurrences

The Company recognises its legal requirement to report accidents and ill health at work and the Director in charge of safety will notify the RIDDOR Incident Contact Centre on 0845 300 9923 in the event of any such occurrence.

Near Miss Reporting

The Incident and Near Miss record form should be used for accidents and/or incidents that did not necessarily result in an injury, ill health or damage to property, but had the potential to do so. Reporting of a near miss incident is important as it is only a matter of chance that the incident did not result in physical harm and/or property damage.

All staff is to report any near misses or incidents to their Supervisor who will, in turn initiate the completion of the Incident and Near Miss record form. The completed form will be given to the Director in charge of safety for further investigation if necessary and for monitoring purposes.

Welfare and First-Aid

The Construction (Design and Management) Regulations 2007 specify minimum requirements for welfare facilities on sites. The Workplace (Health, Safety and Welfare) Regulations 1992 specify minimum standards for offices.

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first-aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

All work will be planned to take into account the requirements of the above regulations.

The Contracts Manager will ensure that the welfare and first-aid requirements are established before work starts or that sub-contractors are notified of their requirement to provide such facilities.

The Site Manager will ensure that all planned welfare and first-aid facilities are provided and that they are maintained to at least the minimum required standards.

The Contracts Manager will formally notify any contractor/sub-contractor to whom joint/shared facilities are provided on site.

A First Aid box will be provided in the kitchen/staff welfare area. The contents will be monitored and maintained by the company's Appointed Person for first aid. Vehicle first aid kits are provided in all company vehicles, employees are responsible for maintaining these individually.

Arrangements may be made for employees to make use of any existing on-site first aid arrangements provided by the client or Principal Contractor (where applicable) and in such cases all such arrangements will be confirmed prior to starting work.

The company will carry out a first aid risk assessment to determine the number of trained first aiders (in-date HSE approved course) to be employed by Classgrade Limited. Additional first aiders will be provided in accordance with HSE guidance and subsequent first aid risk assessments.

Monitoring and Review of Classgrade Limited Safety Performance

The Director in charge of Safety and the Safety Adviser has specific responsibility to monitor the implementation of the Classgrade Limited Health and Safety policy and to review the company's performance. A formal safety report will be produced at bi-annually and will cover:

- a) Accident/incident/near miss - review of any significant accidents/ incidents / near misses and subsequent procedural changes.
- b) Review objectives from the previous periods.
Review of any new legislation, guidance notes, or HSE initiatives.
- c) Review working procedures and training requirements.
- d) Set safety objectives for next period.

In addition, the Safety Advisers will carry out routine site inspections to monitor working practices and be available to advise all employees on health and safety issues.

Safety Inspection and Report Procedures

Safety Advisors Site Inspection

Routine inspections will be made of the site by the Safety Adviser to monitor working practices and report will be made on findings. The Site Manager and operatives will be advised of any relevant health and safety issues as they arise.

As well as monitoring work in progress he will be concerned with work to be completed in the immediate future, discussing with the Site Manager and Contract Manager the items that should be included in the risk assessment, and what job planning has been carried out.

A written safety report will be produced which will be discussed with the Site Manager who will sign, to acknowledge receipt.

The action column on the report will at this stage be blank. As the Site Manager actions the items raised, he should indicate this in the action column with his initials and the date

action was taken. Once all items have been cleared, the Site Manager should send one copy to the Director in charge of safety as confirmation that the items have been actioned.

If on a subsequent visit the Safety Adviser is of the opinion that adequate action has not been, and will not be taken, he must inform the Contract Manager.

If the Safety Adviser is of the opinion that an operation constitutes a risk of serious injury to any person then he will take whatever action he feels necessary. If the Supervisor disagrees with this action, the Safety Adviser will record his opinion in his written report and inform the Director in charge of Safety as quickly as possible and copy him with the report by the quickest possible means. The Director in charge of Safety will then resolve the issue.

Fire precautions and Emergency Procedures

Site Operations

All contractors carrying out work should ensure any flammable materials are moved away from the area, or adequately covered by a suitable fire blanket. They should also have their own fire extinguisher close-by and available for immediate use in case of a fire.

All potential fire hazards will be identified in the site risk assessment and steps will be taken to remove the hazards from site or to minimise the risks. If Classgrade Limited Ltd is the principal contractor for the project and the project has high risk fire aspects to be controlled or if there is a lot of burning and hot work to be carried out, then a fire safety plan will be produced which will form part of the overall project safety plan.

Emergency Procedures

If Classgrade Limited is the principal contractor it will produce emergency procedures for the project and these will be detailed in the project health and safety plan. All employees and contractors will be advised of these procedures via the site induction.

If Classgrade Limited is working as a contractor on a site under the control of a principal contractor then they and their sub contractors will follow the emergency procedures laid down by the principal contractor for that project.

Offices

The Office Manager will ensure that fire risk assessments are undertaken and any actions arising from the assessments are taken.

The Office Manager will ensure that the appropriate number of fire extinguishers together with a fire alarm system is provided.

Notices will be posted stating the evacuation procedures together with names of the fire wardens for the various sections of the buildings. Appropriate fire drills and alarm tests will be carried out and the results recorded.

Site Accommodation

The site accommodation will be provided with adequate fire extinguishers. These will be positioned inside the accommodation and should only be used in an emergency.

Maintenance of Fire Equipment

The Office Manager will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection for the various fire systems and fire extinguishers. He will also ensure fire/evacuation drills are carried out and any necessary records updated.

Hot Works

Hot work includes the welding and cutting, brazing and the use of blow lamps, soldering equipment and other equipment producing heat, sparks or having naked flames.

Dependent upon the work environment and the nature and duration of the hot work consideration will be given to the use of a hot work permit. All the area will be checked for flammable materials and substances and made safe before work commences. Precautions taken during the works will be checked by those doing the work and by the Site Manager. The area will be checked again after work is completed at a timescale no longer than 1 hour.

Work Equipment

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

Classgrade Limited will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

Abrasive Wheels

Only personnel trained in the mounting of abrasive wheel shall mount the wheels. Those appointed to change abrasive wheels are listed in the company register, which is kept in the main office.

Personal Protective Equipment

Employees/self employed operatives (labour only) must inform their foreman / Site Manager / person in charge immediately of any loss of or damage to their personal protective equipment.

All personal protective equipment provided by Classgrade Limited will be properly assessed prior to its provision.

All personal protective equipment provided by Classgrade Limited will be maintained in good working order and stored appropriately to manufacturer's recommended guidelines.

Manual Handling Operations

Manual handling operations will be avoided, so far as is reasonably practicable, where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Hazardous Substances

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Classgrade Limited will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Asbestos

All work in customers/clients premises will be suitably assessed for the risk of asbestos. Copies of clients/customers asbestos registers will be requested and details made available to site operatives. Classgrade Limited will NOT allow employees to repair, remove or disturb asbestos or asbestos products.

All operatives will undertake, as part of our normal education and training programme asbestos awareness training, and be made fully aware of the dangers of asbestos, types of asbestos and where asbestos can be expected to be found in buildings.

Noise

Damage to a person's hearing can occur when that person is constantly subjected to a noisy environment. All Classgrade Limited operations will be suitably assessed for the risk of noise and suitable ear defenders provided.

Where noise levels exceed 80db, then ear defenders will be made available.

Where noise levels exceed 85db, then ear defenders will be made available and must be worn.

Consideration will be given to other building occupiers on the effects of noise and suitable information provided when working on customers' premises. Suitable ear defenders will be worn in mandatory areas.

Vibration

To comply with the Control of Vibration at Work Regulations 2005, risk assessments will be carried out of any undertakings likely to expose operatives to risk from vibration.

Exposure levels shall be taken into consideration when using vibrating plant, tools and equipment to actively control risk from this hazard.

Sub Contractors

All potential sub contractors shall be assessed for competency through an approval process by the Director in charge of safety, before they are employed and before the commencement of any contract there shall be a pre start meeting to discuss health and safety issues.

The performance of Classgrade Limited sub contractors on site shall be monitored by the foreman/supervisor/person responsible and any unsafe acts or unsafe conditions caused or created by the sub contractor shall be formally brought to the sub contractor's attention. The Site Manager will complete a Health and Safety Non Conformance Notice and provide copies to Classgrade Limited Director in Charge of Safety and the Sub-Contractor in question.

Construction Design and Management

Classgrade Limited will fulfil its duties under the Construction (Design and Management) Regulations 2007 (known as CDM). In most cases it is likely our involvement will be as a contractor working for the Principal Contractor.

All relevant work will be tendered for, negotiated and planned in accordance with the CDM Regulations. All tenders must include sufficient resources and time allocation to carry out the work safely and in accordance with the plan.

Where we act as a contractor we will assist the Principal Contractor in planning the works in a safe and controlled manner, notifying him of any specific requirements and/or hazards which are likely to be encountered.

Classgrade Limited undertakes to co-operate and co-ordinate our work with others working on projects, so as to ensure the health and safety of construction workers and others who may be affected by the work.

The company will also ensure that all sub-contractors are competent and adequately resourced for any work allocated to them.

The Contracts Manager will ensure that any information relevant to the Health and Safety Plan/File is compiled with throughout the contract and issued to the Principal Contractor/ CDM Co-ordinator. The Principal Contractor is responsible for developing the Health and Safety Plan and passing any relevant information to the CDM Co-ordinator for the Health and Safety file.

The Contracts Manager will ensure that all the necessary precautions have been taken to comply with this legislation.

Support will be given to the Supervisor to ensure that any necessary additions to the Safety Plan and information for the Health and Safety file are passed to the Principal Contractor/ CDM Co-ordinator.

Workers and Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, CDM Co-ordinator, Principal Contractor etc.

Electrical Risks

In accordance with the Electricity at Work Regulations 1989 electrical risks must be assessed and controlled by the use of:

1. Statutory inspections and testing of portable electrical appliances by a competent person whether used on sites or within the company's premises.
2. 5 yearly statutory inspections and testing of fixed installations, the company having a duty to ensure that the landlord of the premises complies with his duty regarding this matter in order to protect the safety of employees.
3. Any power tools used, including drills etc are to be of low voltage type and must be stringently inspected and maintained.
4. Prohibition of any employee to access live electrical installations.

Visual Inspections by the User

All users must look critically at the electrical equipment they use from time to time. This needs to be daily in the case of hand held and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first!!). Checks must be made for:

- i) damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering;
- ii) damage to plug, e.g. the casing is cracked or the pins are bent;
- iii) non-standard joints including taped joints in the cable;
- iv) the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing);
- v) equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace;
- vi) damage to the outer cover of the equipment or obvious loose parts or screws;

vii) signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets. Any faults must be reported to the Contracts Manager and the equipment taken out of use immediately and labelled as faulty (and why). It must not be used again until repaired.

Note: Equipment which exhibits intermittent faults e.g. sometimes it works, next time it doesn't, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

Testing of Portable Electrical Equipment

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspections:

- a) whenever there is a reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection);
- b) after any repair, modification or similar work;
- c) at regular intervals.

Combined inspection and testing should be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge.

Portable Electrical Equipment

Only battery operated or 110v electrical tools will be used, unless circumstances dictate that 240v supply has to be used then a R.C.D. will be used in the circuit.

All portable electrical equipment will be fully tested by a competent person with the necessary training and skills required.

Further to this a visual inspection will take place prior to use. Portable Appliance Testing (PAT) certificates will be held at head office with copies on site. A portable appliance register will be utilised to record inspections.

Portable electrical equipment is defined as any item of electrical equipment that is not fixed in position and is not permanently connected to the hard wiring of the electrical system.

Communication of Health and Safety Information

The effective communication of our health and safety arrangements is essential to maintaining good health and safety standards on site. We fully appreciate that construction processes, culture, legislation and materials may differ between countries; and therefore migrant workers or those with a poor understanding of the English language may not comprehend the job specific requirements.

Good communication is essential in any job, it is even more important in construction where health and safety is a major issue that needs to be managed effectively.

Consideration must therefore be given by managers and supervisors when delegating work to migrant workers, and those with a poor understanding of the English Language. It is important to ensure that all workers are clear about what is expected of them, and that they are aware of any specific safety rules and requirements etc.

Clear communication is particularly important in the following situations:

- At job interviews, check candidates have the appropriate construction skills. This also provides an opportunity to assess their level of understanding of the English language
- During site inductions
- At health and safety briefings
- When giving instructions about work
- When explaining risk assessments and method statements etc

In such situations, it is important to ensure that all persons fully appreciate and understand what is required of them. To further assist in ensuring that the safety requirements are understood, use will be made of universal safety signs with standard pictograms, these will help to ensure that the key risks, hazards and precautions are made aware to all persons at all times. Further to this, we will, where necessary, adopt the use of translators and/or buddy systems to help ensure effective communication is achieved.

Safety Committee & Employee Consultation

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, all staff will be encouraged to openly discuss any safety issue with their supervisors or the Company Director; to make suggestions for improvements in workplace/site safety issues and to participate in the establishment of a positive safety culture. A formal consultation will take place on a regular monthly basis with additional consultations carried out as needed in the event of the following:

- The introduction of any measure which may substantially affect employees health and safety at work, for example the introduction of new equipment or new systems of work;
- Arrangements for getting competent people to help them comply with health and safety laws;
- Information given to our employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- The planning and organisation of health and safety training;
- The introduction of new technology.

Health and safety information will be communicated to staff in a number of ways, including safety signs/posters, information being displayed on the company's safety notice board; through site safety briefings/toolbox talks and through the issue of memos and

procedures to each employee. Wherever necessary, all staff shall be consulted on changes in health and safety arrangements and given the opportunity to discuss any proposals or changes that may be required.

Work at Height Regulations 2005

Classgrade Limited will comply with its duties under the Work at Height Regulations 2005 (WAHR), as part of its risk assessment procedures. All work at height will be thoroughly assessed by a competent person and alternatives to working at height will always be considered. The use of ladders for any work at height will only be approved where other more suitable work equipment is not considered to be appropriate.

The hierarchy of control measures listed in the Work at Height Regulations are:

- Avoid work at height
- Prevent any person from falling
- Use an existing place of work which complies with Schedule 1 of the Regulations
- Use work Equipment
- Mitigate falls by using work equipment to minimize the distance and consequences of a fall
- Where work equipment does none of the above, provide additional training and instruction or other suitable measures

The above hierarchy will be considered during the preparation of risk assessments and method statements to ensure that safe systems of work which comply with the WAHR are established and implemented.

Other factors such as the location and duration of the work; the weather conditions; the task to be carried out and the experience and competence of the individual should also be taken into consideration.

In this policy a ladder / step ladder (ladder) should be referred to as a temporary measure which may be used as a working platform for no more than 30 minutes.

Step-Ladders

All step-ladders will be provided and used in accordance with the Work at Height Regulations 2005. Only British/European Standard approved and equipment design for the required usage will be used.

The information and recommendations in Health and Safety Executive Guidance Notes GS 31 "Safe Use of Ladders, Step-ladders and Trestles" will be applied to the work on site.

All step ladders are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998.

Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

All work will be planned to take the above standards into account.

Training provided to employees will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

Step ladders should only be used for short term, low risk work (<30 minutes).

Lone Working

In the event of employees being required to work alone, the following is mandatory:

- Access to contacting assistance (mobile phone or radio device in areas without signal)
- The employee is required to inform his immediate line manager of where he is going and for how long.
- No employee shall enter a void site alone if there is a significant risk of the site being occupied by unauthorised persons liable to commit acts of violence if disturbed.
- No employee shall enter a void site alone if the state of the premises is unknown and a risk of falling due to unsound structural materials exists.
- Employees are required to call the office on a regular basis to confirm their whereabouts.

Health Surveillance

Classgrade Limited will ensure that all employees are provided with health surveillance if deemed appropriate, due to hazards identified by detailed risk assessments. The primary benefits of, and therefore the objective, of health surveillance will be to detect adverse health effects at an early stage, enabling further harm to be prevented. Once it has been decided that health surveillance is appropriate, it will be maintained during the employees employment unless the risk to which the worker is exposed and associated health effects are short term. Health surveillance will be recorded on individual records. Surveillance will include:

- Inspections of readily detectable conditions by a competent person
- Enquires about symptoms, inspection and examination by a qualified person
- Medical surveillance, which may include clinical examinations
- Biological effect monitoring

The frequency of the use of such methods will be determined either on the basis of suitable general guidance or on the advice of a qualified practitioner.

Protection of Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974 and in particular, the recommendations contained in HSE Guidance Note GS 7 - Accidents to Children on Construction Sites.

Consideration will be given at the planning stage to any operation for the protection of the public. All working areas should be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.