


Health, Safety, Welfare, Quality & Environmental Policy

For and behalf of:
Conker Nation Limited
 Yard 18, Ivorys Business Centre
 Harper Lane
 Radlett
 Hertfordshire
 WD7 7H

Issue control

Revision	Schedule	
Rev 3	The policy issued upon appointment of advisor to provide competent Health and Safety Advice	26 th July 2015
Rev 4	Full review 3.3.8 Stress Management 2.3.14 Temporary Works Appendix F - Modern Slavery and Human Trafficking Policy	05 th November 2016
Rev 6	Annual full review	5 th November 2017
Rev 7	Annual full review Addition of GDPR policy, CSRP, Whistleblowing Policy, update TG and SG references	21 st January 2019
Rev 8	Addition of COVID 19 policy and general updates, including addition of 3.3.2.0 Exposure to diesel engine exhaust emissions at work, 2.3.9.1 Towing, 3.3.5.1 Noise assessments and 3.3.5.2 use of earplugs, 4.6.5 Restraining Systems. Amendment to 2.3.14 on BS 5975 2019, ladders section, 3.4 first aid.	29 th September 2020
Rev 9	Amendment to sections appendix J, 3.2, 4.2, 2.3.14, appendix B updated. Addition of Appendix K Fatigue management policy, 3.2.5 New & expectant mothers & 3.2.6 Young persons, 3.2.7 Lone workers, 3.4.2 RIDDOR procedures, 3.1.30.3.1 Use of step ladders, Appendix L Premises management.	24 th November 2021
Rev 10	Amendment appendix G reference to external advice in the whistleblowing policy, 3.3.9 COVID procedures, 4.10.2 Office, Appendix B Scaffolding technical performance standards update, Appendix L Asbestos management flowcharts. Addition of 2.3.9.2 Mobile phones, 3.3.3.1 Controlling exposure to dust, 3.3.3.2 Legionella, 3.3.3.3 Blood borne viruses, Appendix M smoke & vape free policy, Appendix N Capability Procedure, Appendix O Road Traffic Safety Policy Statement.	29 th November 2022
	Authorised and signed off for and on behalf of Conker Nation Limited  Kevin Mudd Managing Director	Date: 29 th November 2022

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1.0 Introduction

This Health & Safety Policy and Safety Management System (SMS) has been prepared to comply with the statutory requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974. Contained within this document is Conker Nation Limited policy organisation and arrangements for occupational health, safety, and welfare, for all our business activities in the UK.

At Conker Nation Limited, health, safety, and welfare issues rank equally with other business objectives. Achieving good health and safety performance is recognised as being consistent with overall successful business performance. We also recognise that failure to integrate health and safety into our operations will result in harm to people and associated loss. Therefore, we take an integrated approach where managing health and safety forms part of the overall day to day business strategy.

The Safety Management System (SMS) is an integral part of any effective management system. It ensures that all levels of staff are properly trained in the duties that they are to undertake. It is important that management are thoroughly trained in their duties and responsibilities.

Ensuring that the correct people in the organisation to carry out the correct tasks is an essential element of self-supervision, direct supervision, and overviewed by Conker Nation Limited management. Their responsibilities should be sufficiently detailed to enable people to understand thoroughly what is required of them. They should also be held accountable for their actions or omissions.

1.1 Principals of the Safety Management System

The company operates a Safety Management System based upon a process of 'Continuous Improvement' setting clear objectives and targets.

The key to providing a safe and healthy work environment is to ensure that effective health and safety management systems are in place and are operating correctly by management.

This means that management within Conker Nation Limited must plan, organise, control, monitor and review procedures for health and safety in the organisation.

The key phases: Planning, Implementation, Check and Management Review.

Leadership & Accountability

- Senior Management Commitment & Direction;
- HSE Policy implementation and communication;
- Employee Roles & Responsibilities Communicated and understood;

Planning (Plan)

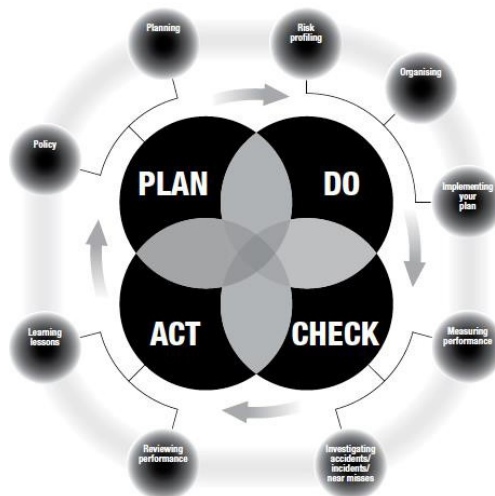
- Hazard Control & Risk Management
- Laws & Regulations (**understanding & implementation policy**)

Implementation (Do)

- Education & Training, (**new and existing employees**);
- HSE Communication (**TBT, Etc.**);
- Documented Procedures & Work instructions;
- Management of Documents & Records;
- Operational Controls (**Direct, Indirect Supervision**);
- Design and Engineering Solutions;
- Management of Change (**Safety Behaviour**);
- Emergency Planning & Medical Surveillance.
- Incident Investigation & Reporting.

Check & Monitor (Check)

- Monitoring and Measuring (**Audits & Inspections**);
- Internal audits;
- Consultation with employees and workers;
- Training records.



Management Review (Act)

- Corrective and preventative action (**following accident/incident**);
- Proactive action (**following other company's accidents/incidents**);
- Reviewing and updating SMS.

Process Assessment & Improvement

These duties are explained more fully in the Safety Management System (SMS) detailed in this document, which is based upon the Management of Health and Safety at Work Regulations 1999, and its Approved Code of Practice and a proven interpretation of the Health and Safety Executive's publication HS (G) 65 – Managing health and safety.

1.2 Performance Statements

This document details performance standards for health, safety, and welfare that must be adhered to. However a number of these arrangements are expanded upon in other documents including where relevant:

- The Health and Safety at Work etc Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- The Work at Height Regulations 2005 (as amended);
- Construction Design and Management Regulations 2015 (CDM);
- British & European Standards;
- Company Health and Safety policies and procedures;
- HSE Guidance;
- The National Access and Scaffolding Confederation (NASC) - Safety and Technical Guidance Notes, particularly SG4 and TG20 latest editions.

1.2.1 Generally Recognised Configurations

The Work at Height Regulations 2005 requires that all scaffolding structures are designed and calculated for strength and stability, unless constructed in accordance with a generally recognised standard configuration. All tube and fitting scaffolds must be assembled in accordance with TG20:13, the NASC's 'A comprehensive guide to good practice for tube and fitting scaffolding', or in the case of system scaffolding be erected in compliance with the manufacturer's instructions/manual, or be specifically designed.

Basic Tube & Fitting scaffolds deemed not to require bespoke design should be constructed in accordance with a standard solution TG20:13 compliance sheet that takes account of the site location, season adjustment and topography of the scaffold assembly.

1.3 Health and Safety Objectives

To help maintain the highest standards of health and safety performance and ensure continuous improvement, the Senior Management of Conker Nation Limited will establish and review objectives for health and safety as part of the PDCA cycle. These objectives and the processes for monitoring, reviewing, and up-dating health and safety are contained within the various sections of this document.

2.0 Leadership & Accountability (Health and Safety)

Introduction

In order for any business to succeed effective level of health and safety it must have a clear strategy for achieving this. In addition, there will need to be regular monitoring and review by Conker Nation Limited management to ensure that the strategy remains effective too.

- Planning the way forward to establish a safe system of work;
- Delivering on what matters conformance, compliance and competency;
- Regular monitoring to ensure that the delivery remains effective; and reviewing performance and direction of safety so that the next planning cycle (PDCA) can be effective.

2.1 Occupational Health and Safety Policy Statement

The objective of Conker Nation Limited Policy is the continual improvement in Occupational Health and Safety (OH&S) management OH&S performance and the prevention of injury and ill health to those who may be affected by our undertakings. The company is committed to the prevention of any accidental occurrence resulting in:

- Injury to any person;
- Damage to or loss of any plant, equipment, property, materials or products;
- Delays in any processes or operation;
- Events that may otherwise be detrimental to efficiency and/or prestige.

The policy is applicable to all employees, workers and all persons whose presence is necessary at our premises, construction sites or workplaces. This includes the employees of subcontractors, self-employed persons and consulting design practices.

All employees will be involved in the decision-making processes either on an individual basis, or through their representatives. The performance of both individuals and the organisation will be monitored for pre-determined standards with continual improvements being made to health and safety standards.

Adequate planning, monitoring and review of the implementation of the health and safety policy will be carried out in order to ensure that this general statement is achieved, the following will form the company aims and objectives.

1. The company will ensure that there are arrangements put into place for the effective planning, development and review of this policy statement.
2. Management will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation.
3. The company will provide the necessary information, instruction and training to employees and others, including temporary staff to ensure their competence with respect to health and safety.
4. Management considers that health and safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets.
5. The company will devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety compliance and conformance. The assistance of expert help will be sought where the necessary skills are not available within the company.
6. The company will liaise and work with all necessary persons to ensure health and safety. The company will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.
7. The company believes in constantly improving health and safety standards and performance. It will to this end endeavour to ensure that all relevant Statutes, Regulations and Codes of Practice are complied with. The minimum standards that will be adopted by the company are those required by law, although the company will seek always to exceed these where there is a demonstrable benefit.
8. The company recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Managers will have specific duties and responsibilities to comply with the letter and spirit of company policy. Employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required. The company will ensure that health and safety management is an integral part of the manager's function and will monitor their performance along with their other duties.
9. The company will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation.
10. The company will set up a system to ensure that accidents and 'near-misses' are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.
11. The company will ensure that procedures are established to ensure that safe equipment and plant are provided for employees and non-employees.
12. The company shall work in compliance with HSG65 and plan, do, check, and act (PDCA) to ensure continuous improvement in the organisation's health and safety performance.

For and on behalf of Conker Nation Limited



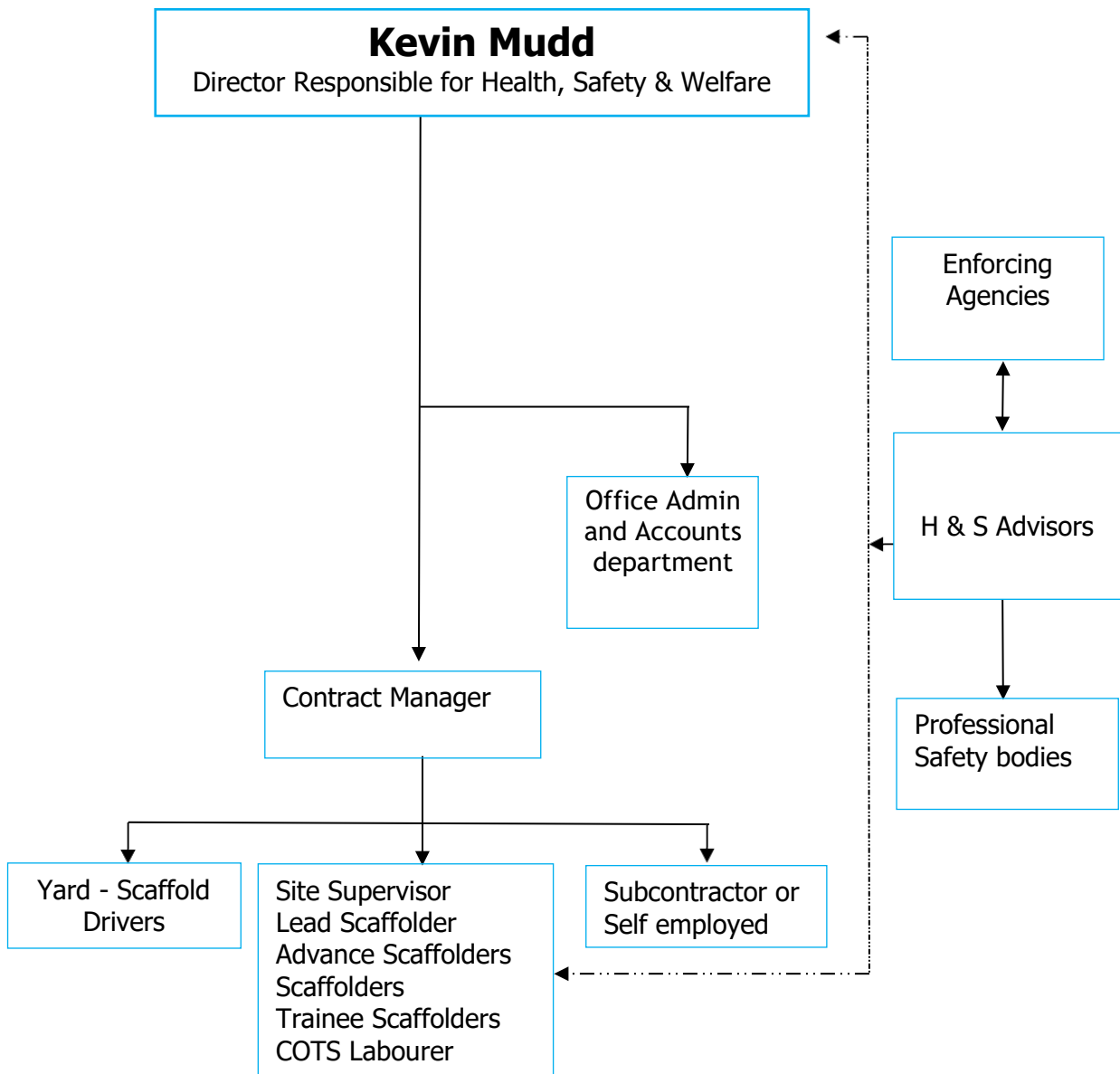
Mr Kevin Mudd

Director Responsible for Health and Safety

Date: 29th November 2022

2.2 Organisation Chart

The following organisation chart defines the General Responsibilities, and hierarchy for managing Health & Safety within the Company. The interrelationship of the various parties involved in the management of safety is shown in the following diagram.



← - - - - - → Indicates a routing for advice, inspection, consultation, and communication.

————— Indicates Management Responsibilities 'relevant duty of care' A number of duties are specified which are based on the law of negligence, namely a duty owed. Ultimate responsibility lies with the Managing Director, but specific duties are delegated to senior management and staff according to their roles and responsibilities, and training.

2.3 Implementation of this policy

An integral part of any effective management system is ensuring that all levels of the staff are properly trained in the duties that they are to undertake. It is important that directors, managers, supervisors (where appointed) are thoroughly trained in their duties, roles, and responsibilities.

The directors to ensure that the correct people in the organisation to carry out the correct tasks is an essential element of management. The role and responsibilities should be sufficiently detailed to enable people to understand thoroughly what is required of them. They should also be held accountable for their actions.

The organisation chart provide the role of responsibility ensure that competent staff assist the Conker Nation Limited in carrying out his statutory responsibilities;

- Ensure that adequate planning and organisation for health and safety occurs;
- Provide information to employees and other persons to carry out work on behalf of the company;
- Undertaking 'risk assessments' and regular review.

Adequate monitoring of the arrangements for health and safety management should be regularly carried out and maintained by management. In addition, the whole process should be reviewed by directors and senior management so that lessons can be learnt and incorporated into planned improvements.

Whilst overall responsibility for the implementation of the Safety Management System is vested with the Managing Director, responsible for the day-to-day application of the Safety Management System is delegated to the Line Management.

To clarify the roles and responsibilities for health and safety, the following duties have been allocated to nominate employees and must be carried out.

The Managing Director (Kevin Mudd) to ensure that the correct people in the organisation to carry out the correct tasks is an essential element. The following duties have been allocated to selected employees:

Area	Persons responsible	Area of responsibility
Induction/skills/informal Training	Director	Kevin Mudd
Work at Height Assessment	Director/ Competent person	
CoSHH Assessments	Director/ Competent person	
Fire Safety/Assessment	Director/ Competent person/user	
Risk Assessments	Director/ Competent person	
DSE Assessments	Director/ Competent person	
HAVS/Noise assessment	Director/ Competent person	
Portable Appliance Testing	Competent person/contractor	
Manual Handling Assessments	Director/ Competent person	
First Aid Appointed Person	Director/Competent person	
PPE/PFPE Inspections	Director/ Competent contractor/user	
Plant/Equipment Inspections	Director/ Competent person/user	
Sub-Contractor Assessments	Director	
Workplace Safety Inspections	Director	
Fire Warden	Director/ Competent person	
All relevant maintenance schedule, checking procedures for safety critical plant (Forklift truck, FFE, etc) maintained and updated.	Director/ Competent person/user	
Accident/incident procedures	Director	
Direct/self-supervision	Line Management	

Note, Unless staff appointed in writing by the director (roles and responsibilities), the Managing Director has overall responsibility for the above duties.

New legislation and recommendations will be incorporated at the revision date but will be notified earlier than this date, depending on their health & safety and environmental importance to our working practices.

We will monitor The Health and Safety (Amendment) (EU Exit) Regulations 2018, which come into force on exit day. These regulations ensure that EU-derived health and safety protections will continue to be available in domestic law after the UK has left the EU.

2.3.1 General Responsibilities for Managing Health & Safety

This section covers the basic general responsibilities for managing occupational health and safety at Conker Nation Limited that all employees have duties to:

- Co-operate with the Company to enable it to fulfil its statutory duties.
- Take steps to ensure that, so far as is reasonably practicable, they do not adversely affect the health and safety of themselves or of other persons.
- Ensure that they do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- Install a positive safety culture.
- All employees are responsible for ensuring that any act or condition identified as unsafe, or any situation that introduces the imminent danger in the workplace, is dealt with in the correct manner.
- Allow continuous improvements in management standards.

2.3.2 Managing Director (Kevin Mudd)

These duties are to:

1. He is responsible for bringing the policy to the attention of all staff, and subcontractors, upon or soon after joining the company and ensure compliance through monitoring arrangements. To ensure arrangements are made within their control for trained personnel, including the duty holder if appropriate, to carry out suitable, and sufficient risk assessments of work activities including use of substances, to eliminate or control risks to the health and safety of employees.
2. It is the responsibility of Kevin Mudd with the assistance of the Independent Safety advisor, to assess the implications of new legislation, and best practice, investigation/audit reports, monitoring systems etc., for the Company, and to amend the Safety Management System as necessary.
3. Ensure that arrangements are in place so those that are under their control, particularly young persons under 18 years of age, persons whose first language is not English and trainees are made aware of, and understand their roles and responsibilities as set out in this Policy, including the control measures put in place for safe working, relevant to the work that they carry out.
4. Ensure that managers under their control are fully aware of their roles and responsibilities, procedures relating to their work e.g. safety management system, etc.
5. Ensure that arrangements are in place for risk assessments, and regularly review is carried out.
6. Ensure that arrangements are in place for safe systems of work to be established and communicated to all concerned through toolbox talks.
7. Encourage management under their control to openly discuss any health and safety issues of concern to ensure early and satisfactory closure with all staff.
8. In conjunction with the Health and Safety Advisers arrange safety meetings for operatives and staff to draw to their attention any changes in legislation or potential hazards in the workplace.
9. Foster an understanding of those under their control that the prevention of occupational injury or illness are an integral part of the business and operational efficiency, as well as being a moral and legal obligation.
10. Ensure that recruitment, selection and training processes are in place so that staff is competent in their work and see that all, particularly those under 18 and trainees, are properly supervised and records kept of their progress.

11. Ensure workers' participation and representation via safety committees.
12. Set a personal example in accordance with Company health and safety requirements.
13. Liaise, co-operate and collaborate with Company managers in other areas, sites and customer or client representatives to ensure the promotion of good health and safety practice to help prevent accidents and ill health to employees and third parties.
14. Ensure that adequate welfare and first aid facilities including sufficient numbers to administer first aid are provided in each workplace under their control.
15. Ensure that any recommendations made by Company Health and Safety Advisers during audit, accident investigation and inspection are actioned in good time.
16. See that all accidents and incidents are recorded and reported.
17. Ensure that fire equipment is properly maintained and that adequate fire signage is in place and that staff are properly trained in fire procedures.
18. Ensure that measures are in place for vehicles to be checked daily, regularly serviced and keeping driver training up to date.

2.3.3 Contract Manager

This duties are to ensure that:

1. To ensure adequate supervision, training and instruction (induction) on their first day of employment. Provided for persons under their control, particularly young person, and whose first language is not English and trainees are made aware of and understand their roles and responsibilities and set a personal example on the elimination of potential hazards and working safely.
2. The policy to the attention of all employees, and subcontractors, upon or soon after joining the company and ensuring compliance through monitoring arrangements. To ensure arrangements are made within their control for trained personnel, including the duty holder if appropriate, to carry out suitable, and sufficient risk assessments of work activities including use of substances, to eliminate or control risks to the health and safety of employees.
3. Arrangements are made within their control for trained personnel, including the duty holder if appropriate, to carry out suitable and sufficient risk assessments of work activities including use of substances, to eliminate or control risks to the health and safety of employees.
4. All personnel under their control are competent and that the safety management system is adhered to.
5. To ensure that the company health, and safety procedures, documents, and all relevant information remain current with the Company's activities, and changing legislation.
6. Personnel under their control are supervised, so far as is reasonably practicable, to ensure that the arrangements for health and safety are properly implemented.
7. All work carried out at the workplace assembled to a recognised standard. All plant, machinery and equipment therein complies with statutory requirements and approved or agreed standards.
8. They and their staff are conversant with the Company's accident/incident, dangerous occurrence and damage reporting procedures and the reporting of injuries, diseases as specified by current regulations. The cause of any accident, dangerous occurrence or work related ill-health is to be thoroughly investigated and any recommendations made to prevent a recurrence must be carried out.
9. Adequate first aid supplies and facilities are available to an appropriate level and a sufficient number of first aiders and responsible persons are appointed to administer first aid.

10. Statutory notices are displayed, as required, and that all statutory or Company registers are provided and used.
11. They have available and arrange to issue where necessary, suitable and sufficient safety equipment and protective clothing, in accordance with current regulations and Company instructions.
12. On site they set a personal example by wearing the appropriate protective clothing and equipment and arrange for adequate stocks of PPE (Personal Protective Equipment) to be available at each location under their control.
13. All employees and contract staff under their control have been instructed and trained in relation to health and safety so far as is reasonably practicable in their work activities and adequate training records are kept.
14. Adequate programmes of safety inspections, review and audits are in place and that adequate resources are available to implement any required improvements.
15. Ensure that arrangements are in place for safe systems of work to be established and communicated to all concerned by toolbox talk.
16. See that all accidents and incidents are recorded and reported to the Managing Director.

2.3.4 Yard Manager and Yard Staff (or Trainees)

1. These arrangements outline the standard operational procedures, when working in the yard.
2. All visitors to Company locations, including delivery drivers, sub contractors etc. are instructed to follow Company site rules for health and safety.
3. Ensure that all employees are company inducted, appropriately trained or instructed and authorised people to operate any plant or equipment.
4. Company procedures for segregation, inspecting, checking for faults or damage to various items of returning equipment is carried out after checks have taken place.
5. Damaged materials are those materials that require repair. Materials that require checking/servicing are also to be categorised as damaged/faulty.
6. Damaged materials are to be stored in an area of the yard suitably signed (ie material not fit for use).
7. When repairs have been carried out, or the items have been serviced, the materials are then to be moved to a fit for use area in the yard.
8. All relevant statutory inspections and relevant maintenance schedule, checking procedures for safety critical plant (Forklift truck, FFE, etc) should be maintained and updated.
9. All plant and equipment is easily identifiable by paint, number, safe working load, nameplate, scaffold board band, or other means of identification laid down by the Company.
10. Before dispatch, all ropes, gin wheels and any other item of registered plant are numbered and carry valid certification.
11. Due care and attention should be paid when handling, loading, unloading and stacking equipment to ensure that Company procedures and relevant risk assessments are in place and complied with and that safe working loads are not exceeded.
12. PPE identified in the various risk assessments is supplied and used.
13. The first aid box is well stocked.

14. Weights of various materials and manual handling limitations and techniques are explained, emphasising that mechanical means or help should always be obtained for anything that is too heavy to handle alone.
15. Responsibility is taken for any sub-contractors or visitors in the yard, seeing that they have been suitably inducted, wear the correct PPE and follow Company rules and procedures.
16. Ensure that fire equipment is properly maintained and that adequate fire signage is in place and that staff are properly trained in fire procedures.
17. Ensure that measures are in place for vehicles to be checked daily, regularly serviced, and keeping driver training up to date.

2.3.5 Administration Support

- Providing daily administrative support to senior management.
- Managing the efficient distribution of incoming mail, ongoing monitoring of quality and distribution of quotes, extras, correspondence, method statements, and providing secretarial back up.
- Ensure that all accidents reported in accordance with Company Policy for Health, Safety & Welfare.
- Preparation of staff induction hand books.
- Monitoring and maintaining holiday, and sickness records. To issuing and keeping efficient filing system for staff disciplinary letters.
- To develop and implement the company planning, training strategies with line and senior management, which consider immediate, long, and short-term staff training requirements and development sufficient skilled staff to undertake and maintain company function.
- To maintain and keep up to date staff training in the form of a training matrix. To book and develop the company employees.
- To maintain periodic statutory tests and inspections relating to the maintenance of premises, plant and equipment, e.g. lifting equipment and accessories, forklift trucks etc., are carried out. Records must be kept in the location safety file for inspection and audit.

2.3.6 Supervisors, Foreman, Leading hand or equivalent

Their duties are to ensure that:

1. All personnel under their control are adequately trained, fully aware of, and instructed in their responsibilities as imposed by regulations, codes of practice and company procedures, and take steps, so far as is reasonably practicable.
2. To allocate work in accordance with the employee's level of training, establish, manage and implement the contents of the task specific Risk and method statement and safe systems of work. To coordinate with the visiting management on any non-conformance, or any employee concern regarding health and safety issues.
3. They take part in risk assessments of work activities to eliminate or control risks to employees and that these assessments are communicated to all those concerned by means of a toolbox talk and ensuring that advice or instructions given are properly implemented of their responsibilities.
4. Each workplace under their control is safe, that the appropriate equipment is available and used, that proper consideration is given to other persons who could be affected by Conker Nation Limited work activities and that a safe system of work is in place.
5. Foreseeable risks of injury, such as poor housekeeping or damage are brought to the attention of company and site management and express steps are taken to eliminate such risks.

6. All equipment is erected, installed or operated to a high standard, which complies with relevant NASC Technical and Safety Guidance notes (e.g. TG 20, TG4 & SG4 latest edition), codes of practice, system manuals, current regulations, and design and company procedures.
7. Adequate supervision, training and instruction are provided for persons under their control, particularly trainees. They must set a personal example on the elimination of potential hazards and working safely.
8. Adequate personal protective equipment is readily available and used where necessary.
9. Set a personal example by wearing the appropriate protective clothing and equipment.
10. To maintain and implement NASC SG4 Preventing Falls in Scaffolding Operations implementing the advance guardrail system or a similar collective fall device.
11. Notify the Managing Director as soon as possible of any change to your medical condition, particularly if the condition may affect your ability to undertake your job in a safe manner, all notifications will be treated in the strictest confidence.
12. Complete checks of finished works to ensure compliance with company and statutory standards.
13. Ensure that all registers, records, and reports are kept in a safe place for future storage as required.
14. Ensure that the 'competent persons' appointed to make the necessary inspections of plant, scaffolding, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
15. Ensure that all requirements for pavement licences, road closures, etc. have been undertaken and that the relevant paperwork is maintained on site. Ensure the requirements of the local authority have been complied with and continue throughout the contract.
16. Have a general understanding of the Control of Noise/Vibration at Work Regulations 2005.
17. Have a general understanding of the Manual Handling Regulations 1992. Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner as per the Manual Handling Operation Regulations 1992.

2.3.7 General duties of employees (How every engaged)

All persons at work carry individual responsibilities that are laid down in several relevant statutory provisions, the main statutes being the Health and Safety at Work etc., Act 1974, and the Management of Health and Safety at Work Regulations 1999 as follows:

- All employees have overall responsibility for the effective planning and implementation of the Health and Safety Policy. Strategic objectives to take reasonable care of themselves and others who may be affected by their acts or omissions.
- To cooperate with Conker Nation Limited so far as is necessary to enable the employer to comply with his statutory duties.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, or welfare.

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the company, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms, this means employees shall:

- Where PPE is required to adequately control risks following the risk assessment, the employer must ensure compatibility of equipment. To understand reporting loss or defect procedures, use of personal protective equipment in line with information, instruction and training.

- To ensure all materials and equipment are inspected prior to use, free from defects and fit for purpose.
- Staff before using substances that could be hazardous to health ensure an understanding of the requirements provided on safety data sheets and COSHH Assessments.
- The Company requires the full support of all employees and subcontractors to have effective accident prevention, and implement risk management.
- Subcontract agencies should provide evidence of competency for the tasks they are expected to perform, and that their agents and representatives are both qualified and competent to carry out works on our site and premises.
- To follow safety procedures (TG20, SG4 latest edition) and CISRS training.
- To inform on any situations posing serious and imminent danger.
- Do not play dangerous practical jokes or "horseplay" on site.
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.
- Notify the Managing Director as soon as possible of any change to your medical condition, particularly if the condition may affect your ability to undertake your job in a safe manner, all notifications will be treated in the strictest confidence.
- To report defective equipment and dangerous situations. Complying with management requests and instructions.
- To advise on any shortcomings in the employer's control measures that he might reasonably be expected to notice.
- Not do anything likely to endanger themselves or others.
- All young persons under 18 years of age are properly supervised.
- Where employers have devised safe systems of work for handling loads, employees must follow them.
 - To avoid hazardous manual handling operations where reasonably practicable.
 - To follow manual handling skills and techniques covered as part of the Construction Industry Scaffolders Record Scheme (CISRS) and NASC SG6 Manual handling in the scaffolding industry.

2.3.8 Contract/agency workers

1. Subcontract agencies should provide evidence of competency for the tasks they are expected to perform, and that their agents and representatives are both qualified and competent to carry out works on our sites and premises.
2. Subcontract/agency labour is bound by the same rules as direct labour and is required to carry out work in accordance with the Conker Nation Limited Safety Management System.

Managers should ensure that:

3. Arrangements are in place to ensure that contract/agency workers are acquainted with and adhere to the Company Safety Management System and any other procedure or special instructions, which may be in force relevant to specific operations.
4. A copy of the Safety Management System and other relevant information is given to the sub-contractor upon acceptance of the terms and conditions of the contract agreement. Further copies will be made available, including any revisions or additions to its contents.

5. Managers will ensure through structured meetings that contract and agency workers understand our procedures or specific work methods.
6. Adequate supervision complements the provision of information, instruction and training in ensuring that the Company Safety Management System is effectively implemented and developed. Subcontract/agency labour will therefore be supervised to the same degree as direct labour.
7. Subcontractors working at Company locations, carrying out maintenance work etc., must provide risk assessments and method statements (if applicable) for the works being carried out. The levels of training required for using any plant or equipment to be consistent with that applied to employees working directly for the Company.

2.3.9 Company vehicle drivers

Only persons who have been appointed by the Director may drive company vehicles. All authorised drivers must provide a copy of their drivers licence. A copy of the drivers licence will be retained in the personnel file. Driver's licences may be checked periodically.

Authorised company vehicle drivers must:

- Obey the Highway Code at all times and behave with respect to other road users and pedestrians and drive safely at the correct speed limit.
- Ensure their vehicle is maintained in accordance with the manufacturers recommended service intervals.
- Carry out daily vehicle checks, and Report/record any defects immediately and arrange repairs accordingly.
- Check oil, water and tyre pressure regularly, i.e. weekly.
- Clean the vehicle regularly.
- Not overload the vehicles or carry more passengers than the vehicle is rated for.
- Adhere to the highway legislation as the driver is responsible for all enforce action e.g. fines, endorsements etc.
- Carry company vehicle insurance details in case of an accident
- Report all accidental damage to the company immediately and complete all necessary insurance paperwork promptly.
- Plan all journeys to allow sufficient time for breaks e.g. plan a break every 2 hours. Do not drive when tired.
- Avoid making mobile phone calls whilst driving. Only use mobile phones with hands free kits.
- The employee must ensure that passengers are protected against the discomfort of tobacco smoke.

2.3.9.1 Towing

When required to tow, the driver must ensure that the vehicle is suitable to tow the trailer or plant and that the correct towing attachments are used.

The driver must have the correct category for towing on their licence, if they don't have it, they must not tow. A full car licence already lets you tow trailers weighing no more than 750kg. You can also tow heavier trailers with a car as long as the total weight of vehicle and trailer isn't more than 3,500kg.

If the driver passed their driving test before January 1997 then they may automatically be able to drive vehicles weighing up to 7.5 tonnes (the categories on the back of your driving licence will clarify this). If they passed their driving test after that date, they need to pass a further test to be able to drive vehicles over 3.5 tonnes.

If the driver is required to tow a trailer weighing more than 750 kilograms when the combined weight of the towing vehicle and trailer is more than 3,500 kilograms they will have to have passed a further test in category B+E, which would be shown on the back of the licence. They will then be able to tow trailers up to 3,500 kilograms. To pull a heavier trailer they must have passed a C1E test.

Conventional vans with a Gross Vehicle Weight of up to 3.5 tonnes are allowed to tow trailers up to seven metres long and 2.55 metres wide, so we will need a heavier vehicle and an appropriate licence if we need to tow anything larger than that.

Correct checks must be done on the item to be towed to ensure it is connected in accordance with instructions provided.

Lifting gear must not be used for towing. Only ropes and chains designated for towing must be used and the following precautions are to be followed:

- The safe working load of the rope or chain is not to be exceeded;
- Ropes attached to coupling points shall be provided with eyes fitted with thimbles;
- The rope or chain shall be securely attached to the coupling points and shall be as low as possible;
- The towing vehicle shall be provided with sufficient protection to ensure that the driver is not struck by the rope or chain should it break;
- All personnel shall keep clear of the rope or chain, and no one shall be permitted to stand in the path of a rope or chain under strain.

2.3.9.2 Mobile phones

We realise the importance of obeying the Highway Code and the relevant legislation concerning the use of mobile phones whilst driving. These arrangements have been put together to notify our employees of the company procedures to be followed.

The use of hand-held phones and other similar devices when driving is illegal.

Drivers will still risk prosecution whilst using hand free devices for failure to have proper control of the vehicle.

The penalties are:

- Driving whilst using a hand-held mobile phone;
- Causing or permitting another person to drive while using a hand-held mobile phone;
- Driving a vehicle in a position, which does not give proper control or a full view of the road and traffic ahead. This offence can be used where a driver has been distracted by a hands-free phone, or has driven poorly by eating a sandwich;
- Causing or permitting another person to drive while in a position, which does not give proper control or a full view of the road and traffic ahead.

A hand-held phone is classed as device that is or must be held at some point during the making or receiving of calls. The receiving and sending of text messages, still or moving images and the accessing of the internet are also a breach of the regulations.

The use of hands free devices are not covered by this regulation however they are still classed as distracting and you can still be prosecuted for not having proper control of the vehicle under regulation 104 of the Road Vehicles (Control and Use) Regulations 1986.

If there has been any traffic incident whilst using a hand-held phone or similar device then a charge of careless driving may be used.

Under no circumstances must a phone be cradled between the ear and shoulder whilst making or receiving a call. Proper control of the vehicle must be exercised at all times.

Phones do not need to be turned off whilst driving; a passenger will be able to answer phone for the driver. If the driver is on his own then let it ring off and return call when parked in safe manner or when on site. Voicemail can also be turned on prior to setting out on journey.

In the regulations driving also includes when stationary in traffic or hold ups, when the vehicle is expected to move off after a short while. If in a major traffic jam, when you are not expected to move for some time, then phones are considered safe to use if engine has been switched off.

The only exemptions to the rule are for calls to 999(112) in a genuine emergency when it is either unsafe or impractical to stop.

The regulations apply to anyone who causes or permits any other to use a hand-held mobile phone whilst driving. Employers would not be held liable for telephoning an employee whilst driving, although employers will be held liable if they require employees to use a hand-held phone.

Therefore we do not require our drivers to answer a hand-held phone whilst they are in control of a company vehicle or their own vehicle.

2.3.10 Managing refusal to work on grounds of health and safety

The company recognises that all staff, however employed has the responsibility to reasonable care of themselves. The refusal to work on grounds of health and safety the objective is to remove employees' fear of disciplinary action, or being disadvantaged in any way, if they refuse to work on the grounds of health and safety and thereby encourage the identification of unsafe acts and conditions.

Arrangements for investigating refusals to work due to safety concerns

- Operative refuses to carry out a task due to concerns that the task is unsafe;
- He reports this to his immediate supervisor;
- The supervisor will investigate the concern with the operative and refers to the risk assessment and method statement to identify if they are suitable. The supervisor and the operative will discuss the concern and hopefully identify a safe method to complete the task;
- Where the operative continues to refuse to carry out the task, the supervisor will call for assistance from the contracts supervisor and the company H&S advisor. They will again discuss the concern with the operative and refer to the risk assessment and method statement to identify if they are suitable and hopefully identify a safe method to complete the task;
- At this point the safety officer will record the concern and the outcome of the investigation on the Refusal to Work Form;
- Where the operative's safety concern is justified the safety officer will stop the task until a new safe system of work is provided to the operative;
- Where the operative's safety concern is not justified and the safety officer will record the fact on the investigation report and instruct the supervisor to recommence the task;
- If the operative continues to refuse to carry out the task due to his opinion that it is unsafe, he will be reallocated another task;
- If the company considers the operative's refusal to work as unreasonable or malicious then normal company disciplinary procedures will be followed.

Record keeping

Records will be kept by the following:

- Employee concern record;
- Investigation reports;
- Statements;
- Employee disciplinary hearings.

Notes: the internal incident and the investigation form will be passed onto the Managing Director for their information and comment. The incident will also be raised at the quarterly safety meeting.

2.3.11 Health and safety committees

Health and Safety Committees are to be formed at each Company location, including sites where Company managers and scaffolders are permanently based to enable everyone to have a say in matters of health and safety. The makeup of the committee and agenda is described in the forms section.

The role of health and safety committee is to:

1. Representing the rights and interests of all those working at the location in the control of risk and prevention of accidents, safety and ill health.
2. Ensure the regular consultation and co-operation of workers.
3. Develop health and safety programmes to ensure the continuous improvement of health and safety at the workplace for all.
4. Help to develop good health and safety management, practice and culture.
5. To review sample risk assessments related to the location where the meeting is being held.
6. Assist in monitoring health and safety performance against group targets.

2.3.12 Independent Health and Safety Advisor

Conker Nation Limited employs the services of an independent health and safety advisor provide professional advice. They are appointed as competent advisor, and help discharge the Company's duty under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Health & Safety advisor is responsible for keeping the Company up to date with occupational health and safety any new and changing health and safety legislation, case law, and best practice.

2.3.13 Co-opted Technical Advisor/Designer Temporary Works Engineer

Responsible and accountable to the Board of Directors in the first instance, to advise the company on matters relating to scaffold design and the production of drawings and calculations. To include sketches/drawings applied to the scaffolding process or structure as necessary.

The designer shall form part of the accident investigation committee in the event of any scaffold or structure initially designed by Conker Nation Limited, which is involved with collapse. As defined under RIDDOR 2013 Regulations, or current legislation affecting scaffolding, and any ancillary process where scaffolding under the control of Conker Nation Limited is affected.

Construction (Design and Management) Regulations 2015: All persons with design responsibilities will be required to comply with their duties placed on them under the CDM Regulations 2015 and requirements placed on them by the principal designer and the Client.

2.3.14 Temporary Works

This section is to provide outline of the requirements of 'The Construction (Design and Management) Regulations 2015, and BS EN 12811-1. Temporary works provide engineered solutions for scaffolding, or NASC TG20:21 provides standard solutions.

Temporary Works in the form of temporary supports or structures are often required to ensure the safety and stability of structures during excavation and demolition.

All temporary works must be carried out in accordance with BS 5975 2019 and a detailed procedure defined within our safe systems of work on how we intend to reduce the risk.

In accordance with the CDM Regulations 2015 temporary works must be designed and installed by competent

persons in a safe and timely manner. The skills, knowledge and experience of the designer will depend upon the extent and complexity of the structure concerned. We will ensure that the relevant competent person is appointed to undertake the works accordingly.

Temporary supports or structures used to support permanent structures must only be erected or dismantled under the direct supervision of a competent person as required by the CDM Regulations 2015, copies of signing off certificates for such temporary structures must be requested prior to entering any building. A design brief will be prepared for each item of temporary works to assist the designer in understanding what is required.

There must be an appointed Temporary Works Coordinator to ensure that our procedures are followed and to coordinate information on large scale projects to an appointed Temporary Works Supervisor.

Full reference will be made to BS 5975 2019 for the defined categories of design checks and what is defined as a simple and/or potentially low risk of temporary works, more complex and/or potentially medium risk of temporary works and the more complex and/or potentially high risk temporary works, so that correct consideration can be given to the design, construction, commissioning, inspection and loading required.

Requirements for design checks must be carried out by an independent competent person, who must be assessed for their ability to undertake the checks relevant to its complexity and category as defined in BS 5975 2019.

Further reference will also be made to the 'Effective management of scaffolding to BS 5975: 2019' which helps to define the 2 different roles of TWC and TWS in relation to scaffolding works.

A person appointed as Temporary Works Coordinator's role must have undertaken the 2 day TWC course and have the competency relevant to the design of the temporary works that they are required to safely manage and given sufficient time to attend the relevant sites and ensure the works are undertaken sufficiently.

A Temporary Works Supervisor's role is to assist in the day to day running of a temporary works site, therefore supervisors would need to attend the one day TWS course to maintain competency on spotting possible risks and hazards on site with regards to the temporary works. Their role is to report back to the TWC for further guidance as required.

There is no legal requirement to have a Temporary Works Coordinator however the legal requirement is that the party in control of a project (regardless of size) must ensure that work is allocated and carried out in a manner that does not create unacceptable risk of harm to workers or members of the public, therefore the TWC role came along to answer this requirement.

The legal requirement is that the party in control must ensure that work is allocated and carried out in a manner that does not create unacceptable risk of harm to workers or members of the public. On projects with relatively simple TW needs, we may choose not to appoint a TWC.

However, we must still make sure that TW are properly managed to ensure safety, this could be covered by the designer, but they would need to attend site to ensure the works have been carried out in accordance with the design and know that they have been appointed to that role.

For scaffolding and TW, it often involves the ground loading before erecting scaffold, or if a scaffold is to be erected on floors what is the loading and if props required to support the floors, etc.

Roles and responsibilities of organizations

Organizational aspects

Conker Nation Limited involved in temporary works should have a designated individual responsible for establishing, implementing and maintaining a procedure for the control of temporary works for that organization.

The procedure should cover the management of the design process, and include measures for ensuring that the design function and the roles of the temporary works co-ordinator and temporary works supervisor are carried out by competent individuals.

There's six steps to temporary works to enable Conker Nation Limited to comply and the client to manage temporary

works:

1. Appoint competent designers/installers/inspectors and coordinators (Conker Nation Limited & Client);
2. Produce procedures for managing Temporary Works;
3. Define Temporary Work requirements at the design stage and initiate Temporary Works Register;
4. Provide documentary evidence of Temporary Works design and control;
5. Inspect and maintain to ensure fitness for purpose throughout the period that the Temporary Works are in place;
6. Review Temporary Works design whenever there is a change in requirements and update Register.

Scaffold Design

Conker Nation Limited recognises that all scaffolding will be provided in compliance with the Work at Height Regulations 2005, and the relevant British and European Standards.

Any scaffold structure requiring design input (e.g. Special structures) will be subject to a design risk assessment. Calculations will be made by a suitably competent Design Engineer and drawings produced. Any significant hazards or hazardous work sequences that cannot be designed out will be detailed in the drawing in text also, where appropriate within Conker Nation Limited specific method statement and risk assessment which will be kept available for the use of persons concerned in the assembly, use, dismantling or alteration of scaffolding until it has been dismantled.

Design Check: Category 0

Scope: Restricted to standard solutions only, to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution.

Scaffolding Context: This would be anything that constitutes a 'Basic Scaffold' as defined in TG20:13 which can be erected within the parameters of TG20:13 guidelines (or a system scaffold that conforms to the requirements of a standard solution in the User Guide for that system). As standard solutions, these scaffolds do not normally require a design, although one may be required by the main contractor or the client.

Design Check: Category 1

Scope: For simple designs. These may include: formwork, falsework (where top restraint is not assumed) needling and propping to brickwork in openings in single storey construction.

Scaffolding Context: A few examples that would fall into this category would be simple bridges with beams, simple loading bays founded on the ground (such as typical brickwork for new build), straightforward towers and birdcages, Class A or B protection fans or edge protection made from scaffold components. Anything involving public protection or supporting the public, temporary roofs or buildings would NOT fall into this category.

Design Check: Category 2

Scope: On more complex or involved designs. Designs for excavations, for foundations, for structural steelwork connections, for reinforced concrete.

Scaffolding Context: Public protection, temporary roofs or buildings will either be category 2 or 3 depending on their complexity and the risks involved. Complicated bridging arrangements, heavily loaded birdcages, truss-outs, Line crossings, masts or scaffolds for vehicular access could all fall into this category. Network Rail, LUL and Highways Agency scaffolds will generally be either category 2 or 3 due to the increased risk (and consequences of failure) associate with interaction with the public or live vehicle movement. This means that even simple scaffolds normally checked as Category 1 or 2 may have to be checked as Category 2 or 3, due to their location or interaction with other works.

Design Check: Category 3

Scope: For complex or innovative designs, which result in complex sequences of moving and/or construction of either the temporary or permanent works.

Scaffolding Context: Network Rail and LUL related designs that are in close proximity to the running rail are

usually checked as category 3. This category can also include shoring work, scaffolding used for structural support and any design providing or forming an access route for the public. The definition of a 'complex' or 'innovative' scaffold can be somewhat subjective but any significant variation from 'typical' scaffold arrangements can be considered complex. Such variations include unusual load paths (wind transferred through guy wires or beams on-flat) or bridging/cantilever beams at several levels in different directions. It is not possible to compile an exhaustive list of examples, or a set of rules, as the important determining factor is often the experience of those involved (designer, checker, TWC, contractor) and their familiarity or otherwise with the principles of the proposal.

3.0 Planning (Plan)

3.1 Training and Competency

Conker Nation Limited, recognise its general duty to employees under section 2 (2) c of the Health and Safety at Work etc. Act 1974. To provide all necessary information, instruction, training, and supervision. To this end the company continually assesses the competency level of all staff, and where applicable sub-contractors. To ensure that they are competent to fulfil their position within the company, and to carry out work safely.

On initial employment or following reassignment by the Director, or manager, supervisor gives all new employees' job-specific induction training with regards to their employment position, operations within this company.

All scaffolders must hold a CISRS card to the appropriate level (e.g. Advanced Scaffolder, Scaffolder, Trainee Scaffolder or Scaffolding (COTTS) Labourer).

All scaffolders must be able to demonstrate training in the NASC Safety Guidance SG4 (current edition) 'Preventing falls in scaffolding'.

Scaffolders using proprietary system scaffolding must be trained in accordance with the manufacturer's instructions, ideally the CISRS System Scaffold Product Training Scheme (SSPTS) for the particular product used.

3.1.1 Induction Training

Induction training should commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work. Where this is not practical the induction will take place as soon as possible. The induction shall include specific roles or responsibilities, briefing to company rules, and procedures.

The induction is recognised as an opportunity to convey by the contract manager, supervisor believing and company values for health and safety management, and to help influence the attitudes of all new starters.

To establish individual safety leadership, establish employee responsibilities to conformance, compliance, and competency.

A record of induction must be kept, signed by the inductee as an acknowledgement that they have been briefed on the contents.

Training gaps will be established by the contract manager, supervisor at the induction stage. This will form a baseline for employee levels of competency within the company organisation.

The induction consists of:

- Personal Details;
- Use the Online Card Checker to validate cards and tests details;
- Record PPE issue;
- Copy of driving license (as necessary);
- Work time directive opt out form (Signed);
- Medical Questionnaire (Complete);
- Manual handling (training).
- Establish training gaps to ensure levels of competency (TG20, SG4)

3.1.2 Migrant Workers

Conker Nation Limited has drafted this policy to ensure compliance with the requirements of UK's immigration laws and to state our commitment to provide a safe working environment for employees and contractors whose first language is not English.

Kevin Mudd will be responsible for ensuring that this policy is implemented throughout the company and that safe working environment is achieved and maintained at all times. Where there is risk to the safety of non-English speaking persons under their control the appropriate control measures are adopted.

In order to comply with the legal requirement the company will check and copy certain original documents BEFORE appointment letters are issued the only exceptions to this rule are Work Permit holders entering the UK.

The Director will check the validity of the documents.

- Check that photographs are consistent;
- Crosscheck dates of birth;
- Check the expiry dates of limited leave to enter or remain in the UK have not passed;
- Check any UK Government endorsements (stamps, visas, etc.) To see if the person is able to do the type of work you are offering;
- Satisfy the company that the documents are genuine and have not been tampered with;
- If the names are different on any of the documents, ask for an explanation and further documentary evidence i.e. Marriage certificate;
- Take a photocopy or scan;

For passports or travel documents a copy will be taken of the document's front cover and any page containing the holder's personal details. In particular, the responsible manager will copy any page that provides details of nationality, photograph, date of birth, signature, date of expiry or biometric details; and

- Any page containing UK Government endorsements, noting the date of expiry and any relevant UK immigration endorsement, which allows the person to do the type of work you are offering.

Record keeping

- The copies will be filed in the individual's Personnel Files.

Ensuring safety

The company will ensure the health & safety of migrant workers under their responsibility by:

- Providing information, instruction, training and supervision and making sure all workers can understand it.
- Ensuring migrant workers have the necessary knowledge and skills to do the work for which they have been employed, competently and safely;
- Ensuring workers understand that the company or employment agency/business or other labour provider has responsibilities for their health and safety;
- Providing literature in their native language;
- Providing translators for groups of workers where required;
- Monitoring this procedure for its compliance with line management.

3.1.3 Further training is identified at the induction stage.

- Basic accident prevention techniques and causation and consequences of accidents to be understood by staff.
- All sites based staff will receive specific on-site training, relating to safe systems of work & safe working practices of the project via risk & method statement induction.
- Reinforcement training will be required at appropriate intervals, which will depend on the observation of the workforce. (Training needs assessment) Toolbox talks.
- In-house training needs shall be reviewed annually by management and advised by our H&S Advisor to ensure the training needs analysis provides for both the needs of the individual and the requirements of the company to meet current industry standards.
- The induction shall include roles or responsibilities, briefing to company rules, and procedures. The induction must include NASC SG4: current for fall prevention, TG20: current for tube and fitting scaffolds, and SG6: current for manual handling and any other relevant information.

3.1.4 Modular training (Tool Box Talks)

Modular training in the form of toolbox talks is used to help increase, and maintain general levels of health and safety awareness including maintaining, and developing personal key skills.

The Managing Director and or line Manager can establish their own frequency of toolbox talks, as necessary (e.g. weekly, fortnightly). However, every operative must receive at least one toolbox talk per calendar month, covering a specific topic, as a minimum. A schedule of monthly toolbox talk topics must be prepared for a six month period. Additional general toolbox talks are a useful medium for general day to day communication of information such as sharing accident learning or introducing best practice. A record of attendance must be kept, with the signature of each attendee.

3.2 Risk assessment

Pre-start Risk Assessments shall be carried out for all site activities by the Manager as appropriate. All risk assessments will be communicated to employees by toolbox talks.

Introduction

The management regulations require risks to be assessed; however, the risks do not have to be re-assessed under other legislation provided the initial risk assessment is adequate. The first operation is to assess whether any existing operations are in place. These could have been carried out under the following legislative requirements:

- Control of Substances Hazardous to Health Regulations 2002 (as amended);
- Control of Noise at Work Regulations 2005;
- Health & Safety (Display Screen Equipment) Regulations 1992;
- Management of Health & Safety at Work Regulations 1999 (as amended);
- Manual Handling Operation Regulations 1992;
- Personal Protective Equipment at Work Regulations 1992 (as amended);
- Fire Safety Regulatory Reform Order 2005;
- Control of Asbestos Regulations 2012;
- Control of Vibration at Work 2005.

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as satisfying legal requirements.

This arrangement is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in the risk assessment process will receive appropriate training.

The persons responsible for conducting and for reviewing existing risk assessments is: Kevin Mudd.

There are several general principles applicable to risk assessments that should be understood by the people who undertake them. These principles apply to all risk assessments undertaken, including those required by other legislation to identify the hazards arising from work activities that employees and other people are exposed to.

- To decide on the likelihood of harm or damage occurring to people, equipment or property from those hazards.
- To determine what action needs to be taken to control adequately the risks identified.
- To help decide what needs to be done to comply with health and safety legislation.

3.2.1 Planning for risk assessments

Risk assessment should be a well-planned and systematic process designed to consider all work activities and situations. In order for any assessment to be successful. It should not be restricted to a purely desktop exercise as it is the actual work activity which needs to be addressed. The competent person risk assessment based on a 'theoretical' understanding of the work activities, will be far more successful and will save time during the assessment process, and sufficient time should always be allocated to this stage of the process. There are a number of approaches to undertaking assessments, each with its own merits, and the competent person

consideration should therefore be given to deciding what activities will form the basis of the assessment.

Activities can be divided into:

- Those at risk - Individual work tasks,
- Individual processes,
- Individual or groups of persons,
- By section or department,
- Generic assessments,
- A combination of the above.

3.2.2 Generic risk assessment

Risk assessments should be specific to an individual work activities. Ideally, they should also be site-specific to ensure that all risks are adequately assessed at each work location. If the work activities are similar, the process of individually assessing each of those activities at every site can prove a daunting task, if not a wasteful exercise. The competent person may therefore find it useful to carry out a generic risk assessment that covers activities on a group basis. This could take the form of assessing a group of similar activities such as constructing basic independent access scaffold in accordance with SG4, and TG20 current, or loading and unloading materials, or assessing a single activity that occurs at several locations, example raising and lowering materials by rope and wheel.

3.2.3 Specific risk assessment

There will often be occasions, particularly where there are multiple-site operations, where either work method differs from those on which generic assessments are based or where no generic assessment exists. In these instances 'local' assessments will need to be undertaken.

It is often the case that the Contract managers, supervisors are tasked with identifying such work activities and assessing the risk. It is important to ensure that the person undertaking the assessment is competent to do so. Such assessments need to be fed into a task specific risk assessment so that a degree of corporate control is exercised over the process. It can also highlight areas where further generic assessments can be undertaken. Central control also allows for review periods to be monitored with reminders being sent out at the appropriate time. It is also important to ensure that such locally produced assessments have a degree of site ownership by the onsite competent person.

3.2.4 Dynamic risk assessment

Supplemental assessments are designed to support both generic and local assessments and are undertaken where work activities are subject to significant variation, which would render normal assessments inaccurate or invalid. They are also used in situations where work is of an 'emergency' nature where there is insufficient time for a formal written assessment to be undertaken. Such assessments are often referred to as 'dynamic risk assessments'.

3.2.4.1 Managers' or Supervisors' Duties

Managers or supervisors must ensure:

1. Assessments are carried out and where relevant records are kept;
2. Control measures introduced as a result of assessments are implemented and followed;
3. Employees are informed of the relevant results and provided with necessary training;
4. Any injuries or incidents lead to a review of relevant assessments;
5. Employees always adhere to safe systems of work;
6. Safety arrangements are regularly monitored and reviewed;
7. Employees identified by the assessment as being at risk are subject to appropriate health surveillance;
8. Special arrangements are made, where necessary, for vulnerable persons.

3.2.5 New and expectant mothers

The Company will ensure that women of child bearing age are not put at any risk and that new or expectant mother needs are taken into consideration with respect to their working conditions, the type of work in which they are involved and their working environment conditions.

The Managing Director is responsible for ensuring that we:

- Determine whether females of child-bearing age are working in the Company;
- Ensure all women of child-bearing age are aware that there are special risks to pregnant and breastfeeding women, and they should notify the Managing Director as soon as they are aware that they are pregnant;
- Undertake an assessment to specifically cover risks to pregnant and breastfeeding workers and determine whether the existing control measures in place provide for adequate protection;
- Wherever possible if required modify the working conditions or hours of work to prevent or reduce the risks;
- Ensure that adequate rest facilities are provided for pregnant workers and new mothers;
- Review assessments as and when necessary.

Once a written notification has been made, that a woman is pregnant or has given birth in the last six months or is breast-feeding, an additional assessment of the risks to the health and safety of the woman will be undertaken.

Risks to be avoided by new and expectant mothers:

Physical agents:

- Shocks/vibrations/movements (including travel and other physical burdens);
- Lifting, moving and handling of loads entailing risks;
- Noise;
- Non-ionising radiation;
- Ionising radiation;
- Electric shock;
- Compressed air;
- Extremes of heat and cold;
- Fatigue and stress.

Biological agents:

- Listeria;
- Rubella;
- Chickenpox;
- Toxoplasma;
- Cytomegalovirus;
- Hepatitis B and HIV;
- Herpes;
- Tuberculosis;
- Syphilis;
- Typhoid.

Chemical agents:

- Substances labelled R40, R45, R46, R47, R61, R63 and R64;
- Benzene;
- Anaesthetic gases;
- Mercury;
- Antimitotic drugs;
- Carbon monoxide;
- Lead;
- Percutaneous absorption;
- Anti-malarial chemoprophylaxis-mefloquinine;
- Pesticides;
- CS gas.

Working conditions:

- Diving.

- Flying.
- Aircraft passengers.
- Display screen equipment.
- Ergonomics.

3.2.6 Young persons

We will provide employees with guidance and information on reducing and removing the health and safety risks associated with the employment of young persons.

We will carry out a suitable and sufficient risk assessment for all work involving young persons (16 to 18 years old) prior to their employment, and we will communicate the results of the risk assessment to the Young Person on their commencement of work.

Where risk assessments have already been undertaken, they will be reviewed when a young person is performing the work.

We will ensure that suitable safe working arrangements are implemented, and procedures are in place for monitoring and reviewing whenever necessary, the effectiveness of this procedure.

These arrangements will take into consideration the points listed below:

- Work which is beyond their physical or psychological capacity;
- Work in which there is a risk to their health from extreme cold or heat, or from noise or vibration;
- Work involving their harmful exposure to radiation;
- Work involving their exposure to agents which are toxic, carcinogenic, cause heritable damage, or harm to the unborn child or which in any other way chronically affect human health;
- Work involving the risk of accidents, which it may be assumed, cannot be avoided by young person's owing to their insufficient attention to safety or lack of experience or training;
- Working hours, rest from work and annual holidays;
- The location of work, task and processes to be applied;
- The type of equipment to be used and how it is handled;
- What health and safety training is required;
- What training is required in order to carry out the task.

Consideration will be given to the maintenance of closer supervision, ongoing training, and toolbox talks. We will ensure we do not to employ young people on certain work which creates significant risks, to their health and safety.

Records of the risk assessment made in relation to Young Persons will be saved until no-longer required

If the young person is a child in addition to the child, the parents (or guardian) of the child will be informed of the findings of the risk assessment and any control measures that have been implemented or the child needs to take.

The following prohibitions do not apply where work is necessary for a young person's training, and they are adequately supervised by a competent person and any risk is reduced to the lowest level that is reasonably practicable.

Young persons – hazard and safe working method checklist carried out in relation to young persons are as follows:

- The fitting-out and layout of the workplace and workstation;
- The nature, degree and duration of exposure too physical, biological and chemical agents;
- The form, range and use of work equipment and the way in which it is handled;
- The Company of processes and activities;
- The extent of the H&S training to be provided.

Prohibited work for young persons must not be employed on work which:

- Is beyond their physical or psychological capacity;
- Involves harmful exposure to agents which are toxic, carcinogenic, cause heritable genetic damage to an unborn child or in any other way chronically affect human health, such as working with asbestos;
- Involves harmful exposure to radiation;
- Involves the risk of accidents which young people might reasonably not recognise because of inexperience;
- In which there is a risk to health from extreme cold or heat;
- In which there is a risk to health from noise;
- In which there is a risk to health from vibration.

Physical agents:

- Ionising radiation; work in a high-pressure atmosphere, e.g. in pressurised containers, diving.

Biological agents:

- Those which can or do cause severe human disease and present a serious hazard to workers and may present a risk of spreading to the community.

Chemical agents:

- Substances and preparations classified as toxic, very toxic, harmful, corrosive, explosive or irritant.

Processes and work:

- Manufacture of auramine; work involving exposure to aromatic polycyclic hydrocarbons present in coal soot's, tar, pitch, fumes or dust; work involving exposure to dusts, fumes and sprays produced during the roasting and electro-refining of cupro-nickel mattes; strong acid process in the manufacture of isopropyl alcohol;
- Manufacture and handling of objects containing explosives;
- Work with fierce or poisonous animals;
- Animal slaughtering on an industrial scale;
- Work involving the handling of equipment for the production, storage, or application of compressed, liquified or dissolved gases;
- Work with vats, tanks, and reservoirs containing chemical agents referred to above;
- Work involving a risk of structural collapse;
- Work involving high-voltage electrical hazards;
- Work the pace of which is determined by machinery and involving payment by results.

Employees' Duties

Employees must ensure:

1. They report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities;
2. They comply with all instruction and training;
3. Their own health and safety is not put at risk when carrying out work activities;
4. They use equipment and machinery in accordance with instruction and training;
5. Any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.

Information and Training

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

Lone workers

Lone workers are those who work by themselves without close or direct supervision.

Lone working represents a situation where a person has neither visual nor audible communication with someone else who can summon assistance in the event of an accident, illness, or another emergency. Lone working can, therefore, include those work activities undertaken both:

- during normal working hours;
- outside normal working hours.

We recognise the importance of ensuring that all lone working activities are managed appropriately to minimise risk. The safety of employees must always be carefully considered in these situations since other colleagues are unlikely to be present to assist in an emergency. Such emergencies may arise due to fire, accidents, and unauthorised intruders.

Lone working activities should be limited to activities presenting a low risk even if control measures fail. For example, staff working alone in offices outside normal working hours are unlikely to be at significant risk provided that appropriate fire and security precautions are in place. There is no evidence that this type of lone working activity presents an unacceptable risk requiring special monitoring arrangements, any more than many other activities that individuals undertake alone outside work.

When risk assessment shows that it is not possible for the work to be done safely by a loneworker, arrangements for providing help or back-up will be put in place.

Risk assessment will help decide the right level of supervision. There are some high-risk activities where at least one other person may need to be present e.g. high risk confined space working, working at height, where a supervisor may need to be present as well as someone dedicated to the rescue role or electrical works at or near exposed live conductors where at least two people are sometimes required.

When carrying our assessment other potential hazards that need to be looked at can include:

- Location of premises, e.g. geographical, parking, passageways, walkways, high rise blocks;
- Unfamiliarity with premises and/or location, difficulty in withdrawing;
- Unhealthy or dangerous environment / premises;
- Other unknown, aggressive, volatile persons on the premises;
- Unfamiliarity with persons concerned – suspicious persons in the vicinity;
- Time of day (darkness or daylight hours);
- Perceived as carrying valuables, equipment etc.;
- Vehicle breakdown unable to summon assistance – accident/illness;
- Unpredictable animals, e.g. dogs.

Lone workers face particular problems. Some of the issues which will be given special attention when planning safe working arrangements are as follows:

- Will the workplace present a special risk to the lone worker?
- Is there a safe way in and a safe way out for one person?

- Can any temporary necessary access equipment, e.g. ladders or trestles be safely handled by one person?
- Can all plant, substances and goods involved, be safely handled by one person?;
- Consideration will be given to work which involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment
- Is there a risk of violence?
- Are women especially at risk if they work alone?
- Are young workers especially at risk if they work alone?
- Does the lone worker have any medical condition which makes them unsuitable for working alone and if necessary seek medical advice;
- Consideration will be given to both routine work and foreseeable emergencies e.g. fire, equipment failure, illness and accidents, which may impose additional physical and mental burdens on the individual.

Training will be given where there is limited supervision to control, guide and help in situations of uncertainty:

- To avoid panic reactions in unusual situations;
- To ensure they have sufficient experience to fully understand the risks entailed and precautions needed;
- To be aware of the Company's limits as to what can and cannot be done while working alone;
- To ensure that employees are competent to deal with circumstances which are new, unusual or beyond the scope of training e.g. when to stop work and seek advice from a supervisor;
- How to handle aggression.

Procedures will be put in place to control the risks of solitary work and to monitor lone workers to see they remain safe applying the following:

- Risk assessments undertaken to help identify foreseeable events;
- Managers to periodically visit and observe people working alone;
- Regular contact between the lone worker and supervision using either telephone or radio;
- The use of automatic warning devices which operate if specific signals are not received periodically from the lone worker;
- The use of other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity;
- Emergency procedures established and lone workers trained in them;
- Ensuring that lone workers will be capable of responding correctly to emergencies;
- Risk assessments to ascertain if lone workers need training in first aid;
- Lone workers having access to adequate first aid facilities and mobile workers will carry a suitable first aid kit for treating minor injuries;
- Checks made to ensure that a lone worker has returned to their base or home on completion of a task;
- Information and training about emergency procedures and danger areas will be given to all lone workers.

3.3 Occupational health

3.3.1 Asbestos

The objective of this policy is to prevent any harmful asbestos exposure to employees and any other persons who could be affected by the company operations where asbestos is present.

The company currently do not undertake any asbestos scaffolding ancillary works to erect, alter, and dismantled within the vicinity of licensed ACMs. We will use our decision flowchart in section 3.3.1.1 to ensure the correct assessment is made when we have received the asbestos survey.

The company does recognises the first stage in the management of asbestos in buildings is to ensure that, so far as is reasonably practicable, the presence of asbestos in the workplace is correctly and professionally identified by Refurbishment and Demolition surveys. This will require the preparation of a detailed asbestos register and building plan providing comprehensive survey of the interior and exterior of the building and its plant and equipment.

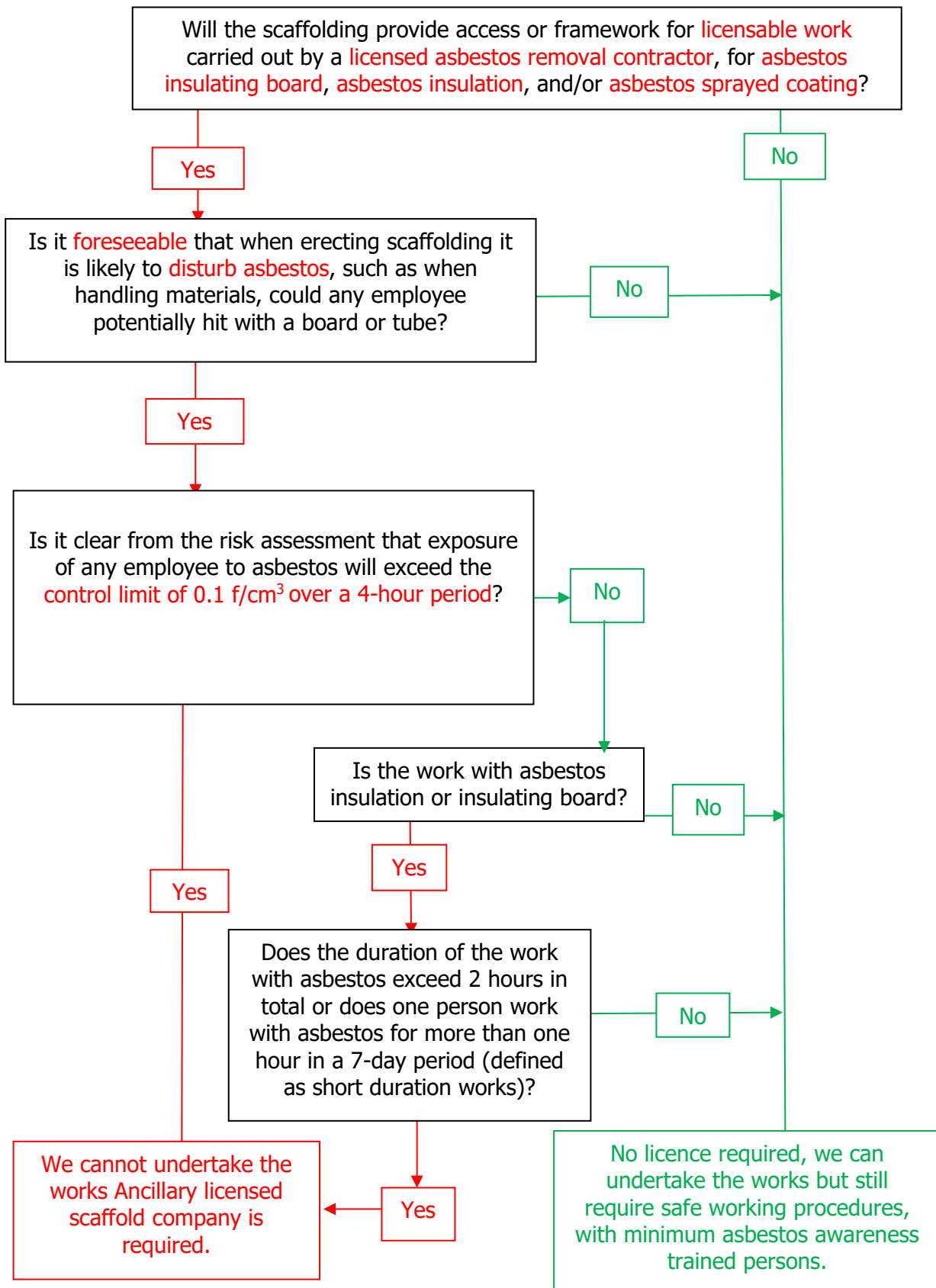
Conker Nation Ltd

The company shall ensure that adequate information, instruction and training has been given to those employees who are, or who are liable to be exposed to asbestos, or who supervise such employees. This will ensure that they are aware of the properties of asbestos and its effects on health, including its interaction with smoking the types of products or materials likely to contain asbestos.

The company is aware that asbestos awareness training supported by regular toolbox talk is required to be given to employees whose work could potentially expose them to asbestos. In particular, to all demolition, and refurbishment projects or those workers at risk of becoming exposed buildings that contains ACMs.

3.3.1.1 Decision flowchart

We will use the following flowchart to assess whether the works will require ancillary licence scaffold company to undertake the works.



3.3.2 Hazardous Substances

Control of substances hazardous to health (COSHH) is all about controlling the exposure of persons to substances hazardous to health with the aim of preventing illness.

Many such substances have a specified exposure limit that should not be exceeded. Some substances, despite being classed as hazardous, have no specified exposure limit and it is up to the employer to decide on a safe level.

The COSHH Regulations hinge around the process of 'risk assessment' where Conker Nation Limited has to decide whether the exposure levels in the workplace are likely to cause risks to health and safety.

The assessment process is based on a number of factors including:

- Who is being exposed;
- What substances are being used;
- How long people are being exposed for;
- What levels they are being exposed to.

A hierarchy of control measures must be followed if it is found that the exposure to such substances is not being adequately controlled. The control measures must either eliminate the exposure or reduce it to an acceptable level. These control measures must be properly used and maintained in efficient working order. All control measures must be employed in accordance with a number of 'principles of good practice'.

The assessment and control process can be simple or complex, depending on the situation. It may only take a few minutes to assess the health risks associated with some substances.

For example, Occupational dermatitis is an inflammatory condition of the skin that can occur when the skin comes into contact with certain substances that then penetrate the surface layer of the skin.

Others may well require a significantly greater input with some form of air monitoring being undertaken.

Procedures for dealing with accidents, incidents and emergencies may have to be drawn up, depending on the risks arising from any unintentional release of substances in the workplace.

Health surveillance of employees may be required if the control measures are not sufficient to define exclude the risk of ill-health occurring.

Adequate training and instruction must be provided to employees on the risks to their health and how to use the control measures provided.

The assessment will have to be monitored to ensure that safe working procedures are being followed and it may have to be reviewed at regular intervals to ensure that it remains valid.

3.3.2.0 Exposure to diesel engine exhaust emissions at work

3.3.2.1 Introduction

Exposure to diesel engine exhaust emissions (DEEEs) is an increasing workplace health and safety issue and with the known health effects of exposure to DEEEs, we as an employer will take the necessary steps to reduce the risks from exposure from our company vehicle use.

DEEEs are composed of a complex mixture of gases, vapours, liquid aerosols and particulate substances, which contain products of incomplete combustion and therefore include carbon monoxide, aldehydes, nitrogen oxides, sulphur oxides, polycyclic aromatic hydrocarbons (PAHs) as well as carbon particles, nitrogen and water.

It is the fine particulate matter (PM) in DEEEs that has the greatest effect on human health. PM consists of inhalable and respirable particles from a variety of components including sulphate, nitrates, ammonia, sodium chloride, carbon particles, mineral dust and water. PM with a diameter of less than 10 microns (PM10), is capable of penetrating peoples' lungs and entering the bloodstream, causing adverse health effects, with research pointing towards the smaller particles, in particular PM less than 2.5 microns (PM2.5), as being more closely associated with adverse health effects than PM10. PM2.5 is mainly particles of elemental carbon caused by incomplete combustion of fuel, with many hazardous substances, including aldehydes, nitrogen oxides, sulphur oxides and PAHs from the combustion process absorbed onto the particles.

The composition of the DEEE can vary with the fuel type or rate of consumption, speed of engine operation, the type

of engine and what it is used for.

Exhaust emissions arising from the combustion of diesel fuel in compression ignition engines includes those from motor vehicles, trains and ships and generators. Anyone who works on or adjacent to these engines is exposed. In our trade some of the potentially highest work exposures will be to vehicle drivers, forklift drivers, other heavy machinery operators, garage workers and mechanics, anyone working long periods by main roads can also be affected.

3.3.2.2 Health effects of DEEEs

DEEEs can cause irritation to the eyes or respiratory tract even after the exposure has ceased. These effects are generally short term. However, prolonged exposure to DEEEs can lead to coughing, chestiness and breathlessness. There are also observations supporting the hypothesis that diesel exhaust can exacerbate allergic inflammation and induce the development of allergic immune responses.

It is not known which elements of the complex mixture of gases, vapours, liquid aerosols and particulate substances are responsible for the adverse ill health effects.

There is also evidence that repeated exposure to diesel fumes increases the risk of lung cancer, therefore exhaust emissions arising from the combustion of diesel fuel in compression ignition engines (DEEEs) have been classified as a Group 1 carcinogenic to humans.

3.3.2.3 Key legislation applying to DEEEs

As per this section of our policy a substance hazardous to health such as DEEEs are subject to the general provisions of the Control of Substances Hazardous to Health Regulations 2002 (COSHH). COSHH requires us as an employer to ensure that the exposure of our employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. This involves carrying out a suitable COSHH assessment of the risks of exposure and taking steps to prevent or limit those risks.

3.3.2.4 Controlling exposure: specific situations

The Health and Safety Executive (HSE) recommends in INDG286 Diesel Engine Exhaust Emissions that we as employers make a suitable and sufficient assessment of the risks to health where there is a risk of exposure to DEEEs. This will be used to identify the necessary steps to prevent or adequately control the exposure.

Where possible the emission of DEEEs must be prevented or reduced. Advances in diesel engine technology, including application of filters, will be used to reduce particulate matter emissions, and catalytic converters to reduce gaseous emissions where possible. These techniques will significantly reduce emissions from diesel engines we use.

Indoor workplaces where DEEEs are generated, such as garages, must be kept well ventilated, e.g. by air extraction fans or by installing air vents in the walls and ceiling. Exhaust gas scavenger systems can be connected to the vehicle tailpipe when static running, particularly when working in a vehicle inspection pit. Any such engineering controls used must be properly maintained and checked regularly.

More general control measures will also be considered, such as:

1. turning off engines when not required;
2. job rotation;
3. reducing exertion and the pace of work and avoiding long periods of strenuous work (the greater the exertion, the faster the breathing and the more DEEE is delivered to the lung);
4. providing suitable personal protective equipment (although respiratory protective equipment must only be provided as a last resort when other means of control are not suitable).

Employees likely to be exposed to DEEEs must have:

1. the necessary information on the risks of exposure to DEEEs;
2. instruction and training on the safe use of the control measures and any personal protective equipment that they are using;
3. the awareness to look out for:
 - a. blue smoke, which indicates a poorly serviced and/or tuned engine or black smoke, which indicates a mechanical fault with the engine and to inform us if workplace vehicles are producing either blue or black smoke so that prompt action can be taken to correct any problem;

- b. the presence of soot on the walls or on other surfaces in the workplace, as this is a useful indicator that DEEEs are not being adequately controlled.

3.3.2.5 Monitoring DEEEs

To preventing harm to health, as an employer we must first determine if a worker is exposed to hazardous levels of DEEEs. This can only be done through personal exposure monitoring.

DEEEs are complex mixtures of variable composition. There are several components of DEEEs such as nitrogen dioxide and sulphur dioxide which have WELs and could be measured. However, determining the elemental carbon concentration is considered the most appropriate monitoring method, e.g. by using a cyclone sampler with quartz filter and subsequent analysis for respirable carbon. Although EH40/2005 fourth edition Workplace Exposure Limits does not contain a WEL for elemental carbon, SOCOTEC, the provider of testing, inspection and compliance services, recommends an exposure limit of 0.1 mg/m³ for elemental carbon. This is in contrast to the 0.05 mg/m³ required by the amendment to the Carcinogens Directive.

Where a significant risk has been identified we will arrange the required personal exposure monitoring to be undertaken and review data provided.

COSHH requires that if there is a reasonable likelihood that a disease or effect may occur under the particular conditions of the work and there are valid techniques for detecting indications of the disease or effect, as employers we must ensure that our employees are under suitable health surveillance.

3.3.3 Health Surveillance & Screening

Health surveillance must be provided to employees whose health is at risk from exposure to identify any hazardous effects. Health surveillance will be undertaken where identified in the COSHH risk assessment. In addition, certain pieces of legislation also require health surveillance, i.e. Occupational dermatitis, The Control of Noise at Work Regulations, the Control of Asbestos Regulations 2012, the Control of Vibration at Work Regulations 2005, and the Control of Lead at Work Regulations.

All new employees must complete a pre employment medical questionnaire, which is contained in the application form. Employees and workers are also briefed to report any illnesses or medical issues to their contracts supervisor immediately thereafter. To ensure the company has full knowledge of their fitness to work and can if necessary make arrangements to change employees and worker's duties where required.

The medical questionnaire should be used as the employee's main record of health surveillance. Employee details should be recorded together with a record of their work. This should be cross-referenced with the appropriate risk assessment so easy access to the levels of exposure and control measures is available. The date that the health surveillance was undertaken, together with details of the person conducting the surveillance and the results and conclusions should be recorded. If the employee was medically examined, then this information normally remains confidential. In those instances a 'fit/unfit to work' record should be made. The collective results of any health surveillance can provide useful information as to the actual risks that employees face and relevant issues should be recorded.

The Managing Director must vet the medical questionnaire. Any medical conditions identified should be referred to the Safety Advisor for advice and the new employee must not start until authorisation has been given.

3.3.3.1 Controlling exposure to dust

COSHH imposes a general duty on employers to reduce the risk of harm to employees, arising from exposure to excessive levels of dust. The presence of airborne dust can arise in many construction operations and in particular in association with refurbishment work on existing structures or undertaking roof works. Silica is one of the most natural substances on earth and can be found in sandstone, concrete, tiles, granite, slate, bricks/blocks, limestone and marble, which are all products that we may come across in our works.

Such operations such as drilling, cutting, grinding, breaking out may require the need for health surveillance to be in place depending on the potential level of exposure to silica dust. This must include as a minimum looking for the early detection of breathing or lung problems or persistent cough in our employees. Any such identification of health concerns, then the employee should be referred to their GP initially or we may need to arrange appointment with a suitably qualified health professional, which may include the requirement to maintain health records for 40 years. If

such an incident of exposure is reported and the diagnosis is occupational related, then we must refer to RIDDOR section on the requirements of reporting an occupational disease.

All dust fumes, mists and vapours must be considered potentially harmful, as health effects depend upon toxicity, which cannot be known until a suitable assessment has been made. Dust can enter the body by way of inhalation and ingestion and affect sensory organs such as the eyes and nose.

Risks associated with dust at work will depend upon its nature and can include:

- Poisoning;
- Irritation of eyes, or sensory membranes giving rise to coughing and sneezing;
- Respiratory difficulties and shortness of breath;
- Contracting silicosis.

All work activities will be evaluated, risk assessments undertaken as appropriate and methods of working established in accordance with applicable standards. Any form of abrasive blasting must be considered as a last resort and will require further detailed risk assessment to be completed on the selection of silica free abrasive material and ensuring wet/saturation or vacuum blasting methods may be more suitable. Any form of shot blasting must be undertaken by competent persons and may require a higher level of RPE protection for the blaster, such as an air fed blasting helmet and suitable overall protection.

We shall:

- Ensure suitable training for employees on dangers and safe working practices relating to dust, that all information and competent supervision is provided, and appropriate control procedures established;
- Confirm that employees are competent and conversant with the appropriate procedures;
- Ensure that employees are issued with the appropriate personal protective equipment and that it is properly used and maintained;
- Monitor operations and take action to prohibit activity where risk assessment/ control procedures are considered inappropriate;
- Provide suitable extraction or suppression control measures applicable to the task;
- Continue to monitor work practices when cutting, drilling breaking, crushing, using substances that contain silica exposure risk.

3.3.3.1.2 Drilling into concrete blocks, bricks or other concrete based structure

This type of work can create medium to high levels of exposure to silica dust depending on the amount of holes to drill, which can cause serious lung diseases, therefore we must put in place safe controls to help reduce the risk and reduce exposure to as low as is possible.

Where possible we assess whether other forms of ties can be selected first.

If drilling is required on site we will apply the following controls:

- Ensure all workers know the risks and that the controls must be applied;
- Set up sufficient extraction system where site conditions allow, if not possible water suppression must be applied;
- Check the drill and drill bit is right for the work;
- Issue and wear minimum of FFFP 3 or half mask with P3 filter, ensuring a qualitative face fit has verified tight fitting to the wearer, refer to section 4.11 on RPE use;
- Issue and wear suitable and sufficient PPE with particular reference to section 4.11 on eye protection and 4.11 on hand protection;
- Use minimum of a medium rate vacuum with correct attachment to extract at source;
- Ensure that there is enough water for the amount of work and it flows at the rate needed;
- Use a water main connection where available on site to ensure continuous suppression;
- If mains not available use a pressurised water container such as a pump up spray bottle suitably filled and maintain pressure so spray applies evenly;
- Protect water against freezing in cold weather;
- Ensure you control the slurry created by the work and do not allow to run down surface drains;
- Set up one defined area away from drains or use a tray to catch the run-off;
- Clean up as we go to avoid excessive build-up of waste;
- Hose down and wet brush at least at the end of each day;
- Ensure all persons wash their hands before eating, drinking, smoking and going to the toilet, including after going to the toilet.

All operations that may give rise to silica dust will be risk assessed and incorporated into the site specific safe systems of work and applied accordingly.

3.3.3.2 Legionella

This section describes the methods to prevent, or where not possible minimise, the risks to health from the Legionella family of bacteria by having in place procedures and systems to prevent the spread of the bacteria.

3.3.3.2.1 Risk assessment

Hazard identification as part of the risk assessment process will identify the need for an assessment of risk from exposure to legionella from work activities and water systems on the premises and any necessary control measures.

The assessment will include identification and evaluation of potential sources of risk and:

- The particular means by which exposure to legionella is to be prevented, or
- If prevention is not reasonably practicable, the particular means by which the risk to exposure from legionella is to be controlled.

Where the assessment demonstrates that there is no reasonably foreseeable risk or that the risks are insignificant and unlikely to increase, no further assessment or measures are necessary. However, if the situation changes the assessment will require review and any necessary control measures implemented.

The assessment needs to be reviewed at least every two years or if there is reason to believe that the original assessment is no longer valid.

3.3.3.2.2 Conducting a risk assessment

A number of factors are required to create a risk of exposure to legionellosis, these include:

- The presence of legionella bacteria,
- Conditions suitable for multiplication of the organisms to high numbers e.g., suitable temperature (20°C to 50°C) and a source of nutrients e.g. sludge, scale, rust, algae and other organic matter,
- A means of creating and disseminating breathable droplets e.g. the aerosol generated by a cooling tower or shower,
- The presence of susceptible individual's e.g. heavy smokers, people with chest disorders.

The individual nature of each site and systems needs to be considered when conducting a risk assessment.

3.3.3.2.3 Control measures

The risk from exposure to will normally be controlled by implementing measures to prevent the proliferation of legionella bacteria in the system and reduce exposure to water droplets and aerosol.

Precautions will, where appropriate, include the following:

- Control of the release of water spray,
- Avoidance of water temperatures between 20°C and 50°C,
- Avoidance of water stagnation,
- Maintaining the cleanliness of the system and the water in it,
- Only utilising approved materials in the construction and maintenance of the water system,
- Implementing a suitable water treatment regime where appropriate and it is safe to do so,
- Ensuring that the system is operated correctly, safely and is kept well maintained.

3.3.3.2.4 Record keeping

To ensure that the necessary control measures continue to be applied and that adequate information is available, a record of the assessments, precautionary measures and treatments will be kept.

3.3.3.3 Blood borne viruses

This section applies to all employees who may be exposed to potential risk from any blood borne viruses during work activities.

The procedure outlines the management of risks associated with work related communicable diseases through contact with human blood and body fluids including contact with discarded used drug injecting needles.

This procedure relates to the transmission of blood borne diseases and includes:

- ensuring that equipment, etc used in the workplace will not, so far as is reasonably practicable, present a risk of cutting, abrasions or puncture wounds;
- anyone who sustains an injury that may result in bleeding must cover the wound;
- spillages of blood or body fluids must be cleared up as soon as possible by someone using disposable protective gloves;
- contaminated needles or other sharps and any waste resulting from blood, etc spillages or cleaning wounds must be disposed of safely;
- first aiders must be trained in, and be provided with the necessary equipment for, preventing contact with body fluids and sharps.

3.3.3.3.1 Risks from human blood and other body fluids

The hazards associated with exposure to communicable disease through potential contact with human blood and other body fluids through needlestick injury and/or transmission of blood borne pathogens include Hepatitis B-C & HIV/AIDS.

Any employee finding needles or syringes must contact their manager immediately and advise the location. No member of staff is to touch sharps under any circumstances. The manager should inform the site contact who should arrange for disposal.

3.3.3.3.2 Needlestick Injury or exposure to blood / body fluids

In the case of a needlestick injury or exposure to blood / body fluids, seek urgent medical attention.

Follow company procedure for reporting incidents.

Immediate Action:

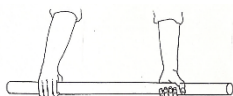
- make the wound bleed for a few seconds, but do not suck the wound;
- wash wound with soap and warm running water, do not scrub;
- cover the wound;
- conjunctivae (eyes), mucous membrane (mouth) must be washed well under running water report the incident to the immediate manager and ask them to complete an accident/incident form as soon as possible. The accident/incident form must note whether the injury is deep, if there was visible blood on the device causing the injury, if the injury was caused by a needle which has been placed in our vein or artery, or if there was known HIV related illness in the source.

3.3.4 Manual Handling

The Manual Handling Operations Regulations 1992, the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999 require employers to avoid manual handling operations and where they cannot be avoided, make an assessment of the risk of injury. This will establish control measures to reduce the risk as low as reasonably practicable, and to provide the relevant information, instruction, and training.

Conker Nation Limited recognizes that manual handling is an inherent part of the Scaffolders job function, and that the special handling techniques used in scaffolding are essential enabling skills. These skills are taught as part of the current Construction Industry Scaffolders Record Scheme (CISRS).

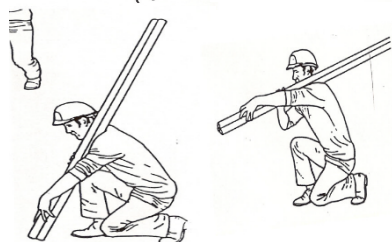
CISRS/CITB trained scaffolders and other operatives who are required to carry out manual handling operations will require guidance and training in the correct handling techniques, supported by NASC SG9 handbook at the induction stage.



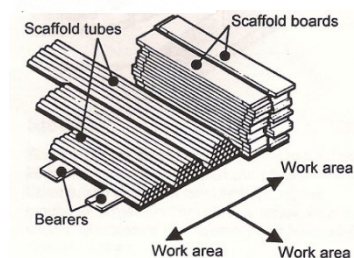
The correct grip of tubes is paramount to assist in good manual handling techniques and reduce damage to hands, also boards must be handled with care and reduce the risk of splinters, correct gloves must be worn at all times when handling equipment.



Long tubes should always be lifted carefully and never putting fingers into the end that may have metal burrs that can easily cut through medium duty gloves and penetrate skin. Correct position is to get down close to the tube and use the legs to push up when lifting the load.



When handling short tubes the same method of getting down with the load applies and using the legs to push up with the load.



Stacking materials correctly can assist in reducing manual handling, keep stacks neat and tidy and allowing good movement around the work area can also reduce the risk of slips and trips. The height of stacks must not be exceeded to heights that may cause unstable stacking. When using racking we must ensure it is not overloaded and the safe working load must be defined.

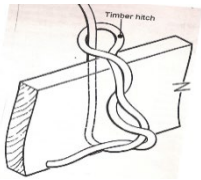


Other valuable lifting aids such as scaffold hoist can be used to reduce manual handling exposure applying the manufacturer's instructions for securing and safe working load. The users must be briefed on the safe operation and segregate working area below.

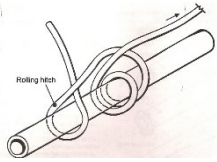


Heavy duty v-barrows can be used to assist moving materials longer distances to reduce carrying loads, but will still require good techniques of pushing and ensuring the barrow is not overloaded. Ground conditions must be suitable to move the load safely, if unstable ground with pot holes or uneven surface then this may not be suitable.

When it comes to using rope and wheel to assist in man handling materials to height the users will be trained in the correct use and how to tie the correct knots.



Boards must be secured by timber board hitch



Scaffold tubes secured by rolling hitch.



Fitting bags can be used to assist in manual handling, ensuring that the safe working load defined on the bags is not exceeded, the average weight of the number of fittings the bag can take, must be included in the manual handling assessment for the job. Inspect for damage, remove from use if no longer safe.

3.3.5 Noise at work

Controlling noise in the workplace centres on reducing noise exposure as far as is reasonably practicable to levels that are not going to cause hearing damage. The Control of Noise at Work Regulations 2005 stipulates a number of 'exposure values' at which the employer has to take certain actions. The higher the action level, the more the employer has to do to control the noise. There is a general requirement for employers to ensure that the risk of noise exposure is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

Where the noise exposure is at or exceeds the 'lower exposure action values of 80 dB (A) (averaged over 8 hours), or a peak sound pressure of 135 dB (C) then a competent person must undertake a written noise assessment. The assessment will need to determine the actual level of noise exposure together with the measures that are required to comply with the Regulations. The 'significant findings' of the assessment will need to be recorded together with the control measures that are to be employed. Assessments need to be regularly reviewed. Personal hearing protectors are to be provided on request.

Where the assessment reveals that exposure levels are at or above the upper exposure action value (85 dB (A) averaged over 8 hours) or the peak sound pressure of 137 dB (C) then the employer must reduce exposure to as low a level as is reasonably practicable through a programme of technical and organisational measures excluding the use of hearing protectors. If unable to reduce then hearing protection must be worn.

The control measures must be based on the general principles of prevention set out in the Management of Health and Safety at Work Regulations. The use of engineering control measures to reduce ambient levels can prove to be the most cost-effective solution in the long term. Where the employer is unable to reduce the noise to below this level by other means, then personal hearing protectors must be provided to all those exposed.

Employees should not be exposed to noise above an exposure limit value of 87 dB (A) or a peak sound pressure of 140 dB (C). Any such exposure must be reduced forthwith to below that level, the reasons for it being exceeded identified and measures introduced to prevent it being exceeded again.

Measures must be taken to ensure that control measures are both used and maintained in a good condition. Employees have responsibilities as well to manage the control measures.

Health surveillance must also be provided to employees whose health is at risk from exposure. Such health surveillance shall include audiometric testing.

Information, instruction and training shall be provided for employees to the risk and control measures associated with exposure to noise levels above the action level.

3.3.5.1 Noise assessments

Where a noise problem is known to exist, or is suspected, then a noise assessment must be carried out. A competent person who is familiar with the operation of and evaluation of results from a noise meter must only carry out such assessments. When completed, the noise assessment sheet must be filed either with the safe

system of work for that task or with the risk assessment for that task and the information passed to those who need it.

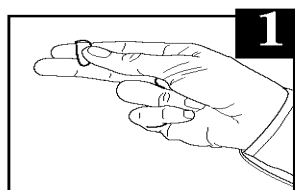
To monitor noisy work operations we may employ the use of a sound meter to ensure levels are not exceeding the anticipated levels provided by the manufacturer and that other environmental factors are not adding higher noise exposures.

The user will be given an internal briefing on the correct use and how to record the data generated by the meter.

3.3.5.2 Use of earplugs

The earplugs selected must have a single noise rating (SNR) of between 37 to 39 as a minimum to ensure exposures can be reduced as low as possible and at least below the upper level.

The fitting of earplugs is important to ensure the correct level of protection is given, therefore the we conduct a training session including the description as below of the correct fitting procedure. This is also displayed on each individual pack of ear plugs and box.



1 Ensure fingers are clean, roll (do not squeeze) the ear plug between your thumb and first 2 fingers until the diameter is as small as possible.



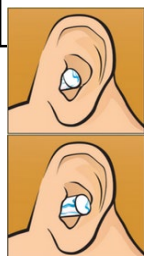
2 Reach over your head with opposite hand and pull the top of your ear to open the ear canal.



3 Keep holding ear open and push in rolled end of plug into ear as far as possible and hold in place for about 10 seconds, allow to expand until sealed ear.



4 Plug should be properly in position as shown.



If it has not sealed properly, remove and try again, if not expanding properly discard plug/s and replace with fresh

Checks on fitting correctly must be carried out before hood of overalls goes on.



pair.



Mandatory signage must be displayed at the point of where noise levels will be above the upper level, therefore work areas where noisy works are being undertaken and the surrounding area and/or floor level will be defined as mandatory zones. This will generally be set up by the person/s in control of the premises/site and we will obey accordingly.

3.3.6 Vibration

Vibration exposure from prolonged work with power hand held tools or equipment can have an adverse effect on the hands and arms of the user.

It is the purchasing policy of Conker Nation Limited to ensure that the noise and vibration produced by work equipment are considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. Conker Nation Limited will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

Various forms of injury can be caused by not effectively controlling vibrating equipment, collectively known as hand arm vibration syndrome (HAVS). The best known condition is vibration white finger (VWF), which is a reportable disease.

Conker Nation Limited will consider the risks of health from vibrating work equipment as part of the risk assessment process in accordance with the Provision of Work Equipment Regulation 1998.

The risk assessment process will look at the work activities and the staff undertaking them. Calculation of the employee's vibration exposure will be required which is always averaged over an 8-hour reference period. An exposure action value of 2.5 m/s² is set at or above which an employer has to introduce control measures. An exposure limit value of 5 m/s² is set at a level which should not be exceeded. The company risk assessment will have to be reviewed periodically by line management.

- To control the risk, by reducing high vibration levels tools and equipment, exposure times;
- To eliminate by seeking alternative ways of carrying out the task without using high vibration tools;
- To reduce risk by making sure that all new tools have vibration control built in; limiting the usage time to those recommended by the manufacturer or supplier; keeping all tools and machines in good working order;
- Isolation by job rotation;

All controls established must as a minimum requirement and are provided in accordance with those specified in the Control of Vibration at Work Regulations 2005.

- To provide information, instruction and training in the correct use of tools and equipment;
- Method statement and safe systems of work briefings;
- Recognition of early symptoms of injury;
- Arranging advice and routine health checks if the use of high vibration tools is unavoidable;
- Assessing exposure levels; keeping warm and dry; use of anti-vibration PPE.

Information

To ensure that operatives are aware of the effects of hand, arm vibration they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.

3.3.7 Smoking at Work

The primary legislation concerning smoking in the workplace can now be found in the Health Act 2006 and subsidiary legislation. The legislation relating to smoke-free premises came into force on 1 July 2007.

It is the policy of Conker Nation Limited to maintain a smoke-free workplace to protect employees from the effects of second-hand tobacco smoke and to ensure compliance with the Health Act 2006.

3.3.8 Stress Management

Conker Nation Limited is committed to ensuring that all staff are able to work in a harmonious and productive environment conducive to promoting a stress free workplace.

In the first instance, individual Managers are responsible for the implementation of the requirements detailed within this safe system of work. Where the immediate line manager cannot resolve specific concerns, these must be referred to a member of the management team immediately.

Background Information

Stress can be defined as 'the adverse reaction people have to excessive pressure. It isn't a disease, but if it continues for a prolonged period of time it can inevitably lead to mental and physical ill health.

The causes of stress can be fairly rudimentary, they can also be masked by other factors, typical causes of work related stress are as follows;

- Poor management culture,
- Unreasonable demands,
- Lack of control,
- Poor relationships,
- Change Management,
- Inadequate training and support,
- Insecurity and uncertainty.

Arrangements for Ensuring the Health and Safety of Workers:

Where the potential for workplace stress is identified, the company shall conduct a risk assessment to determine who is at risk and how they shall be affected. The risk assessment hierarchy shall then be used to reduce the risk to the lowest practicable level.

As part of the controls adopted to reduce the levels of workplace stress all staff shall adopt the following measures:

- All staff are actively encouraged to discuss problems with their supervisor, a blame culture is to be avoided where it is practical to do so.
- Employee's are to be encouraged to plan and organise their own jobs in a manner which suits them, provided this does not interfere with the operational needs of the business or affect the level of customer service expected by our clients.
- Where employees have concerns regarding the level of work this should be communicated to their supervisor for further discussion.
- Line supervisors are responsible for providing all relevant on-the-job training to ensure that staff can perform the tasks required, to an acceptable level of competence. Where additional training needs are identified, these are to be communicated to a member of the management team.
- Where it is foreseeable that violence and aggression may be encountered, staff are to be provided with the relevant training to enable them to deal with the situation effectively.
- Employee's are to be encouraged to report all acts of aggression or violence within the workplace.

Advice to Contract Manager or Supervisors

If an employee complains about being stressed, it is important that you listen to them!

If the source is work-related:

- Try to address the source(s);
- Involve the employee in decisions;
- If necessary encourage them to seek further help through their doctor;
- If you are not their supervisor / manager ensure that you treat the matter with confidentiality.

Where you cannot control the source of the problem it may be appropriate to move the employee to a different task or work area. If a period of sick leave is recommended, keep in touch with them and their Doctor.

It is not acceptable to implement the disciplinary procedure when an employee comes to you requesting assistance. Any form of action leading to dismissal may result in a claim for unfair dismissal. If in doubt, take no immediate action and seek further advice.

Advice to Employees

You can help the company by:

- Talking to us! If we don't know there is a problem, then we can't help;
- Support your colleagues, if they are experiencing problems as a result of work related stress;
- Consult your GP if you are worried about your health;
- Discuss the possibility of altering aspects of your job or position with your immediate superior, even if only temporarily;
- Try to focus on solving any problems you may have, rather than just worrying about the problem;

- Look after your health, eat healthily, stop smoking, reduce alcohol consumption, consider learning relaxation techniques;
- Talk to family and friends about what you are feeling.

Record keeping

Where the intervention of the company is required as a result of deteriorating performance, the company shall maintain records of any interviews and recommendations to ensure that the appropriate course of action is taken and that the employee receives all possible assistance in resolving the problem, where it is within the power of the company to do so.

These records shall be considered confidential and will not to be divulged to other employee's.

3.3.9 COVID 19 Safe Working Procedures

When we have assessed the site /works / project along with the PC / Contractors / Client and others that may be affected by the works / project, the safe working procedure as follows will be implemented.

We will continue to operate during the pandemic with the need to ensure that we are protecting our workforce and others on the site and at the same time minimising the risk of the spread of infection.

The measures necessary to minimise the risk of the spread of infection rely on everyone on the site or working in the premises or others who may occupy the premises, taking responsibility for their actions and behaviours, and all must follow the additional measures required.

We actively encourage employees to raise any issue as per our Worksafe Policy and that they must report unsafe behaviour or breach of this or any other safe working procedure to the Managing Director.

We advised all Employees that they need to stay alert and be aware at all times of other persons movements around them.

If they have any concern they must move away from others, do not aggressively challenge anyone as this may escalate the situation.

If they have any concern for their own personal safety or any person using the threat of COVID 19 towards them, again they must move away and at the safest possible moment dial 999.

The setup of additional requirements for COVID 19 safe working procedures rules will be covered in the company / site induction.

The following measures will continue to be applied to reduce the spread of COVID-19 following the government, CLC & Health & Safety Executive's guidelines & advice to help reduce the spread of the COVID-19 as far as is reasonably practicable whilst continuing to work in a safe and compliant manner.

All employees are reminded that the government guidance has moved to you being personally responsible for protecting yourself and other work colleagues from COVID.

Therefore, this section will always continue to be applied for the foreseeable future and any personnel showing any of the symptoms of the coronavirus must not turn up to work on any of our projects or at the office/yard, until such time as they have received a negative test result, which can be either by lateral flow test and/or PCR test following government guidance at that time on time required before returning to work.

Symptoms of COVID-19 (novel coronavirus)



Any change in health/symptoms of the coronavirus must be reported to a member of the management team as soon as possible, this may require a replacement supervisor/operative to be arranged for the works.

Any person notified by the NHS Test and Trace that they must self-isolate must not attend work.

Any person notified of a positive case of someone they live with either via school or other such establishment and is required to self-isolate must not attend work.

Also any employee returning from a red list country or an amber list country and who has not been fully vaccinated under the UK vaccination programme must also self-isolate, therefore they must consider this extra requirement when booking holiday dates.

Our employees do not come under any such exemption from self-isolation, this may change in the future and will be reviewed at that time.

Such exemption requires a confirmation from the relevant government department indicating that their requirement to self-isolate would have a severe impact on critical services, having reviewed at this current time we would not fall into this category.

Employees traveling to work must continue to operate with caution and use a common sense approach, and as above employees must not travel together if any of the symptoms present themselves or they are informed to self-isolate.

We will continue to encourage good ventilation (i.e. keeping windows open) throughout employees' journeys, and continue to maintain good vehicle hygiene using appropriate cleaning products, paying particular attention to the common touched areas.

Hand sanitiser will continue to be made available in all company vehicles as we assess this as a continued good standard of maintaining hygiene.

If employees are going to use public transport then we require a face covering to be worn during their journey as per government guidance and instruction given by the relevant transport network, unless medically exempt.

Employees must continue to maintain and use COVID 19 station/s as appropriate to the site conditions.



General stock of disposable face coverings are to be kept as a precaution should the site rules still require face coverings to be worn or if works are to be undertaken in a crowded area or enclosed space where mixing with others we do not normally meet.



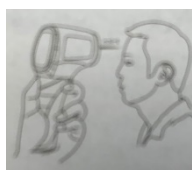
The medical reasons for non-wearing of face coverings will continue as required.

We will continue to recommend the use of sanitiser as often as required when you do not have access to hand washing facilities. Appointed person to monitor refilling requirements and maintain cleaning.



We will only monitor temperature checks should any person identify that they may be at a high risk of potentially having a fever. Appointed person to follow manufacturer's instructions on use.

Keep outstretched arm distance when checking temperature, about 3 – 5 cm away from persons forehead, press test button and wait for reading.



Use chart below to define if persons can continue on site if in the green normal indicator, if amber check if they have been exposed to a high ambient temperature on the way to work, allow them to cool and recheck in approx. 20 minutes to see if they drop to the green, if they remain in amber recheck for third time in 15 minutes time, if no change then request they leave site as a precaution. If red immediately request they leave site and follow government guidance on monitoring for further symptoms.

Green light	32 °C – 37.5 °C = Normal
Orange light	37.6 °C – 37.9 °C = A little high
Red light	More than 38 °C = Fever

We will continue to apply site specific rules as required reviewing the various different site scenarios that may apply:

- Other contractors currently working on site, the client may need to arrange for personnel on site to vacate the area to where our team are working. Social distancing is no longer required but we will still require those that we do not generally mix with to leave the area, as far as possible depending on other works being undertaken.

- If the works are being carried out in a residential property, the tenant will be requested to vacate the working area. Social distancing is no longer required but advised to continue to be maintained as far as possible.
- If the property is a void unit, our client may need to arrange for no other contractors/persons to enter the property while our works are being carried out.
- If the works are being carried out in the communal areas of a building/premises, the client/PC may request that face coverings are to be worn in these areas. Social distancing is no longer required but advised to be maintained wherever possible with the occupants of the building.

Welfare facilities must continue to be provided and cleaning regime must be agreed on site. All staff on site must follow the site rules while using the welfare on site, hands to be washed prior to & after using the welfare facilities.

Maximum capacity must be clearly displayed, made known during the site induction and personnel must comply.

Personnel must avoid sitting with other persons who they are not generally in contact with and if possible, the site should continue to stagger breaktimes on large sites with many different contractors.

Hygiene cleaning regime must continue to be applied by the client/PC responsible for the site including surfaces that are touched regularly by others and sanitiser or hand cleaning facilities made available at the entry point to the facilities and personnel must use them.

Continue to apply the use of toilet facilities on site in a safe manner and ensure the client/PC is maintaining hygiene cleaning regime.

Restricting access to others during our works will continue to be applied by site controls if required, if existing one-way systems and space markings are still in place on site, then personnel must continue to comply.

This may still include limits on numbers attending site inductions or meetings and we will apply accordingly.

Where possible, and weather and site conditions permit, we will continue to hold site meetings outside.

PPE and RPE will continue as per normal standard procedure, no additional requirements.

The government website will be consulted for the most up to date guidance on information when a person has suspect COVID or has been notified to self-isolate or family member has been notified and we will follow the procedure as prescribed at that time.

All staff have been instructed on the correct washing methods and they are expected to comply with COVID 19 safe working procedures which has been implemented in addition to all other safe working procedures.

Requirements where COVID 19 has been diagnosed with the assessment indicating that the exposure may have occurred whilst at work, then refer to RIDDOR section.

3.4 First Aid & Recording

Conker Nation Limited is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries at work.

Conker Nation Limited will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

Should employees have concerns about the provision of first aid, they should inform a responsible person so the organisation can investigate and rectify the situation if necessary.

The person responsible for the implementation of this policy is Kevin Mudd

Arrangements

First-aid personnel

First-aid personnel are employees who have volunteered for the role and have been assessed as suitable. The organisation will also nominate an appointed person to take charge if a first aider is unavailable in exceptional circumstances. The organisation understands that the appointed person does not need to be a qualified first aider, but will be given a clear indication of the responsibilities required and will be appropriately trained.

First aiders are qualified personnel who have received formal training in accordance with risk-assessed requirements of the organisation. First-aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

Conker Nation Limited will ensure there are sufficient first-aid personnel within the workplace to adequately cover every shift using the HSE guidance table below. This includes night shifts and weekend working. Notices will be displayed in all workplaces, giving the location of first-aid equipment and the names and locations of relevant personnel.

Category of risk	Numbers employed at any location	Suggested number of first aid personnel
Lower risk e.g. shops, offices, libraries	Less than 25	At least one appointed person
	25-50	At least one first aider trained in EFAW
	More than 50	At least one additional first aider trained in FAW for every 100 employed (or part thereof)
Higher risk e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture.	Less than 5	At least one appointed person
	5-50	At least one first aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

Legal indemnity of first aiders

It is unlikely that first-aid personnel giving assistance to a colleague will become subject to legal action because of deterioration in the colleague's condition. However, the organisation can guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists an employee who becomes ill or is injured.

First-aid boxes

First-aid boxes will be provided within the workplace as required to ensure there are adequate supplies for the nature of the hazards involved. Only specified first-aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

First-aid kits of the appropriate size and type will be placed in strategic locations as indicated by a first-aid risk assessment.

Using this table shows the BS 8599 recommendation for the size of first-aid kit required, based on a combination of the level of risk and the number of employees in the workplace.

Risk/No. of Employees	Small kit	Medium kit	Large kit
Low risk — less than 25	X		
Low risk — 25–100		X	
Low risk — 100+			X
High risk — less than 5	X		
High risk — 5–100		X	
High risk — 25+			X

Note: this information is for guidance only and a risk assessment will be carried out for each workplace.

- Low-risk environments include such examples as offices, libraries, shops, etc.
- High-risk workplaces include those with engineering, processing, warehousing, construction and manufacturing work activities.

When conducting our first-aid needs assessment, the following will be considered:

- the type of the work we will be undertaking;
- specific hazards and risks in our workplace, including those that may need special arrangements (e.g. on construction sites where there is an increased presence of dust and other particles, an eye-wash station will be required and a burns station where there is hot work being undertaken);
- the nature and size of our workforce (e.g. different size sites or some employees for whom English is not their first language);
- different working patterns of staff, which will require greater communication and planning to ensure there is enough cover at all times;
- separate car emergency kits where employees drive for work;
- past accidents that have occurred within our organisation.

We must also consider:

- the needs of travelling, remote and lone workers;
- how long it would take emergency medical services to reach our site;
- whether our employees work on shared or multi-occupancy sites;
- first-aid provision for non-employees (e.g. members of the public).

Further additions include:

- The location of first-aid boxes and the name of the person responsible for their upkeep will be clearly indicated on Noticeboards. First-aid boxes will display the:
 - name of the person responsible for upkeep;
 - nearest location of further supplies;
 - contents of the box and replenishing arrangements;
 - location of the accident book.

First-aid boxes will be maintained and restocked when necessary by authorised personnel. These personnel will be aware of the procedure for re-ordering supplies.

Portable first-aid kits

First-aid kit contents, as recommended by BS 8599-1, are shown in the table below and we will use this as a good guide to maintain suitable equipment at our places of work after assessing as per the table above.

From papercuts or lacerations to falls or manual handling injuries, injuries can occur at any time whatever our work activities. As an employer, we must determine what needs to be included in our first-aid kits.

The size of our first-aid kits is something that only we can decide, and applying BS 8599-1:2019 First Aid Kits for the Workplace offers us a basic structure for a kit and we have assessed the level of risk and number of employees in our workplaces as per the table below.

First-aid kit contents, as recommended by BS 8599-1, are shown in the table below and we will apply accordingly to the vehicles and sites.

Contents	Small	Medium	Large
First-aid guidance leaflet	1	1	1
Medium sterile dressing	2	4	6
Large sterile dressing	2	3	4
Triangular dressing	2	3	4
Eye dressing	2	3	4
Adhesive dressings	40	60	100
Sterile wet wipes	20	30	40
Microporous tape	1	2	3
Nitrile gloves — pair	6	9	12
Face shield	1	2	3
Foil blanket	1	2	3
Burns dressing 10 × 10cm	1	2	2
Clothing shears	1	1	1
Conforming bandage	1	2	2
Finger dressing	2	3	4
Sterile eyewash — 250ml	0	0	0

Where there are special circumstances, such as remoteness from emergency medical services, shift working, or sites with several separate buildings, there may need to be more first aid personnel than set out below. Increased provision will be necessary to cover for absences.

First-aid room

A first-aid room will be provided to assist first aiders when giving treatment. Access to the first-aid room will be obtained from authorised personnel. All staff, especially new recruits, must be made aware of the location of the room.

Recording accidents

All accidents, however minor, must be recorded. The organisation will provide an accident book in which all incidents must be noted. The accident book will be housed in a central location, details of which are displayed on first-aid boxes.

It is the responsibility of employees to ensure they complete an entry in the accident book as soon as possible after an injury. When the injured person is unable to enter an account into the accident book, the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the relevant manager must be informed immediately.

First-aid supplies

For the purposes of maintaining first-aid supplies, first aiders should keep a record of supplies used, by whom and for what reason.

Tablets and medication must not be kept in our first boxes and must never be administered by our employees.

Additional measures to ensure first aid responders are protected with regards to COVID 19 risk are defined in our COVID 19 safe working procedures.

3.4.1 Accident Reporting & Investigation

This outlines the procedures that are to be adopted when any employee, visitor or contractor experiences an accident, near miss or dangerous occurrence on the premises during the course of their employment. This will also apply to visitors who are members of the public and are therefore not at work.

For the purposes of this policy, brief definitions and examples of an accident and a near miss given below.

1. An accident is an unplanned event that causes injury to persons, damage to property or a combination of both.

2. A near miss is an unplanned event that does not cause injury or damage, but could do so.

This policy covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident reporting, and the location and completion of the accident book.

The person responsible for coordinating all incident reporting is Kevin Mudd

The Accident Book

All accidents resulting in personal injury must be recorded in the accident book. This is located in a central position within the building and contains information that must be recorded under law.

Senior management to ascertain the nature of incidents that have occurred in the workplace will review the accident book regularly. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near-misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Reporting Procedure: Employees

In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to a responsible person. Injuries which occur whilst carrying out work duties off-site must be reported in the same way and the occupier of the site should be advised accordingly.

If an injury renders an employee unable to make an entry in the accident book, a witness or someone who can enter an account of the incident should make the entry. The employee's account must be entered as soon as possible after the event.

Employees must ensure that they are aware of the location of the accident book.

All accidents and near misses must be recorded, however minor. Unless the organization is informed of these incidents, it will be unable to take remedial action.

A first aider may deal with the injury or an appointed person should take control of the situation.

However, if an emergency arises, medical assistance, e.g. an ambulance, must be called at the first opportunity. Any incident involving an emergency must be reported to senior management immediately.

Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent because of an accident at work must keep the organization informed of their progress, up to and including a return to normal duties.

Reporting Procedure: Manager

If an injury, damage incident or near miss is reported to a member of management, the manager should ensure that appropriate records are maintained and refer to section 3.4.2 as follows on specific procedure.

If the incident results in over seven consecutive days of incapacity for work, it is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The accident should be reported online (on the HSE website) within 15 days.

Records should be kept of injuries, which lead to over three days of incapacitation. The particulars kept should be as specified in Schedule 1, Part 2 of RIDDOR.

Major incidents (as defined in RIDDOR) must also be reported online to the RIDDOR database immediately. A photocopy of the completed form should be kept with other Organisation records including documents on the accident investigation. They should also be kept to advise the insurers of a potential claim.

The manager must keep records of any developments to the injured person's health, up to and including a return to normal duties. The manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.

The manager is responsible for assisting contractors and visitors in complying with the organisation's policy regarding accident reporting whilst on the organisation's premises.

Reporting Procedure: Visitors/Contractors

Any non-employee who is involved in an accident or near-miss incident whilst on the organisation’s premises must report the incident immediately to the person responsible for his or her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that the organisation’s procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors who are unable to enter their own account into the book must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

Accident Reporting Procedure: Members of the Public

If an injury occurs to a member of the public on the organisation’s premises that results in their removal from site for hospital treatment, this is immediately notifiable online to the RIDDOR Database.

All incidents can be reported online, but a telephone service remains for reporting fatal and major injuries only.

The RIDDOR reference number must be recorded on the Accident Report Form.

The Health and Safety Executive’s RIDDOR report details are listed below:

Telephone 0845 300 99 23 (Monday to Friday 8.30am to 5pm only)

Fax 0845 300 99 24 Email riddor@natbrit.com Information www.riddor.gov.uk

The following matrix is a guide to the appropriate level of investigation required:

	Director (s)	Health & Safety Advisors	Manager (s)	Supervisor (s)
Fatality (Whether or not the person involved is an employee)	X	X	X	X
RIDDOR Major specified injury to an employee or to a self-employed person working on somebody else's premises	X	X	X	X
RIDDOR Injury unable to do their normal work for more than seven consecutive days		X	X	X
Dangerous Occurrence	X	X	X	x
Minor Injury			X	X
Significant Near Miss			X	X
Near Miss			X	X
Unsafe acts			X	X
Unsafe decisions				X

3.4.2 RIDDOR procedures

This procedure describes the systems for reporting injuries, accidents and dangerous occurrences at work either in the office or on site and any subsequent investigation to determine cause in order to establish measures to prevent re-occurrence.

The requirements of this procedure apply to all injuries, accidents and dangerous occurrences which occur on any of the company’s sites or premises occupied for the purpose of administration, maintenance, or working activities in regards to the undertaking of the company.

This procedure should be read in conjunction with the following documents:

- Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013;
- www.hse.gov.uk/riddor/report for specific RIDDOR reporting information and definitions of dangerous occurrences;
- General Data Protection Regulations;
- Department of Social Security for compliance with the Social Security (Claims and Payments) Regulations;
- Internal Accident/incident report form.

3.4.2.1 Responsible Persons

As defined within our Health and Safety Policy individual persons have roles and responsibilities placed upon them for compliance with RIDDOR and our accident/incident report requirements.

When RIDDOR fatality, specified injury, over 7 day injury or dangerous occurrence occurs it must be reported.

An accident book must be available within the company and all levels of management and supervision must ensure that all injuries must be recorded, however minor they may be and that no person should be intimidated to not report accidents.

A copy of all accident/incident reports must be made available for reference at the next monthly safety meeting after the event for further discussion.

3.4.2.2 Procedure

The following procedure below will apply to all incidents/accidents:

- Assess first aid requirements after ensuring that there is no immediate danger;
- Contact the emergency services where applicable, place a competent persons at the site entrance to direct to the scene of the incident;
- Contact your appointed person in charge as soon as safe do to so;
- Take the names, addresses and statements of all witnesses as soon as practicable to do so;
- Clear the area of non-essential personnel;
- Keep a record of events and take photographs of the scene of the incident;
- Contact our Health and Safety Advisor;
- Follow up with required information as requested, including copies of relevant risk assessments, signed method statements, plan of works, tool box talks undertaken, signed site induction.

3.4.2.3 Minor Injury

The relevant Manager will record the information on the accident/incident report and circulate copies to the Health & Safety Advisor and Managing Director. Ensure full details of the accident book are completed and the section removed and forwarded to the head office for safe keeping, to ensure compliance with data protection.

3.4.2.4 Over Seven Day Injury

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident). The deadline by which the over-seven-day injury must be reported using the form F2508 is 15 days from the day of the accident, this will be undertaken as defined below.

As an Employer we will still keep a record of all over-three day-injuries, which will be recorded in our accident book and records still brought to our attention at the next safety meeting.

The Relevant Manager/Supervisor will:

- Record the accident on the accident/incident report and circulate copies;
- Contact the Director immediately to ensure they are aware that the absence will be over seven days;
- Co-operate with the Director in completing the statutory notification and any investigation;
- Enter report in the company accident book;
- Visit the site/office as soon as practical and ensure that the Statutory Form F2508 is completed within the statutory 15 days;
- Ensure that a copy of the F2508 has been forwarded to the Managing Director and all other relevant company management;

- Determines the need for a further investigation report and complete as required;
- Continue to liaise with the Employee applying our Rehabilitation Policy where possible;
- Ensure that the report is discussed at the next safety meeting.

3.4.2.5 Specified Injury

The Relevant Manager/Supervisor will:

- Assess first aid requirements after ensuring that there is no immediate danger;
- Contact the emergency services where applicable, place a competent person/s at the site entrance to direct to the scene of the incident;
- Immediately inform the Managing Director who may liaise with the Health & Safety Advisor in order to obtain confirmation that it falls into the major specified injury category.

If confirmed the Director will:

- Notify the HSE by the quickest possible means, usually by telephone to the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). If out of hours this can be done the next day:
 - Record the accident on accident/incident report;
 - Co-operate with others in completing the Statutory F2508 RIDDOR Notification within 10 days of the incident and our internal accident/incident report;
 - Identify and document names of persons who witnessed the incident;
 - Enter report in the company accident book;
 - Keep a record of events and take photographs of the scene of the incident;
 - Follow up with required information as requested, including copies of relevant risk assessments, signed method statements, tool box talks undertaken, signed site induction;
- Continue to liaise with the Employee applying our Rehabilitation Policy where possible.

Health & safety advisor if requested will:

- Confirm that the accident is a major specified injury and obtain relative details and if requested by the Managing Director;
- Visit the site as soon as practical and assist in obtaining the required information for completing the F2508 within the statutory 10 days;
- Determine the need for a further investigation report and complete as required;

List of notifiable specified injuries:

The list of specified injuries as detailed in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Permanent loss of sight or reduction of sight;
- Crush injuries leading to internal organ damage;
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- Scalpings (separation of skin from the head) which require hospital treatment;
- Unconsciousness caused by head injury or asphyxia;
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

3.4.2.6 Fatal

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to one of our workers. Suicides are not reportable, as the death does not result from a work-related accident.

The relevant person will:

- Assess first aid requirements after ensuring that there is no immediate danger;
- Contact the emergency services including the Police on 999 or 112, place a competent person/s at the site entrance to direct to the scene of the incident;
- Notify the Managing Director to notify the HSE by the quickest possible means, by telephone to the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). If out of hours then the following are acceptable to contact the Duty Officer on 0151 922 9235:
 - following a work-related death;

- following a serious incident where there have been multiple casualties;
- following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc.

Immediately contact the following after undertaking the above and any requirements imposed by the emergency services and the HSE:

- Health & safety advisor;
- Managing Director.

Explain briefly the circumstances and any relevant information. Do not contact any members of the family, this is a police matter and continue with the following:

- Cease all operations immediately, other than those required to make safe the area associated with the incident;
- Cordon off the area until the Police arrive, as they will then take charge;
- Co-operate with those involved in the investigation;
- Do not allow the press onto the site, and make no comments to any reporters without first obtaining authorisation from the Managing Director;
- Identify and document names of witnesses of the incident;
- Keep a record of events and take photographs of the scene of the incident;
- Follow up with required information as requested, including copies of relevant risk assessments, signed method statements, tool box talks undertaken, signed site induction.

The health & safety advisor, if requested will:

- Visit the site as soon as practical and instigate and manage an accident investigation on behalf of the company liaising with other authorised persons, including Statutory Authorities involved with investigating the incident;
- Identify and contact specialists, as required, in order to determine the causation of the incident;
- Ensure that the relevant information is collated for assistance with the completion of the F2508 within the statutory 10 days;
- Carry out a further investigation report and record all findings;
- With the assistance of company managers produce an accident/incident report and ensure that the report is discussed at the next safety meeting.

3.4.2.7 Dangerous Occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces.

For example:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Plant or equipment coming into contact with overhead power lines;
- Explosions or fires causing work to be stopped for more than 24 hours;
- The complete or partial collapse (including falling, buckling or overturning) of:
 - a substantial part of any scaffold more than 5 metres in height;
 - any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
 - any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc.). For a full, detailed list, we will refer to the online guidance at: <https://www.hse.gov.uk/riddor/dangerous-occurrences.htm> to ensure that the incident is reportable.

Should an incident occur which is classified as a dangerous occurrence:

The relevant person will:

- Assess site area to ensure that all persons are accounted for and evacuate to a safe location;
- Secure the area and cordon off the affected area;
- Cease operations within this area until the investigation is completed;
- Do not let anything be removed unless instructed by the HSE;

- Contact the emergency services where applicable, place a competent person/s at the site entrance to direct to the scene of the occurrence;
- Immediately inform the Managing Director, in order to obtain confirmation that it falls into the dangerous occurrence category. If confirmed:
 - Notify the HSE by the quickest possible means, usually by telephone to the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). If out of hours this can be done the next day;
 - Record the accident on Accident/incident report;
 - Co-operate with the health & advisor, manager and others in completing the statutory F2508 RIDDOR notification within 10 days of the incident and our internal Accident/incident report;
 - Identify and document names of persons who witnessed the incident;
 - Keep a record of events and take photographs of the scene of the incident;
 - Follow up with required information as requested, including copies of relevant risk assessments, signed method statements, tool box talks undertaken, signed site induction.

The health & safety advisor, if requested will:

- Visit the site as soon as practical and instigate and manage an accident investigation on behalf of the company liaising with other authorised persons, including statutory authorities involved with investigating the incident;
- Identify and contact specialists, as required, in order to determine the causation of the incident;
- Ensure that the relevant information is collated for assistance with the completion of the F2508 within the statutory 10 days;
- Carry out a further investigation report and record all findings;
- With the assistance of company managers produce an accident/incident report and ensure that the report is discussed at the next safety meeting.

3.4.2.8 Reporting of diseases

Particular specified occupational diseases must be reported to the HSE as soon as an employee is notified by their GP that they have a work-related disease.

Should any employee report that they are suffering from a reportable disease, then his/her Manager must immediately seek advice from the Health & Safety Advisor / Managing Director before any official notification is made.

Should it be determined that it is a reportable disease as defined in Schedule 3 of RIDDOR then:

The relevant person will:

- Complete the Statutory F2508 RIDDOR report;
- Follow up report to be passed to the Managing Director and Health & Safety Advisor;
- Identify and document names of persons who have been effected;
- Keep a record of events that lead to the disease being reported to you;
- Follow up with the required information for identification of possible causes of the disease and pass to all relevant parties, particularly for review of risk/COSHH assessments;
- Continue to liaise with the Employee applying our Rehabilitation Policy where possible.

Health & Safety Advisor:

- Make due enquiries of the situation, including the causation;
- Where necessary produce a report of the incident;

Classified Diseases:

These diseases as defined in regulations 8 and 9 include:

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis;
- Hand-arm vibration syndrome;
- Occupational asthma;
- Tendonitis or tenosynovitis of the hand or forearm;
- Any occupational cancer, including Asbestosis and Mesothelioma;
- Any disease attributed to an occupational exposure to a biological agent.

Requirements where COVID 19 has been diagnosed with the assessment indicating that the exposure may have occurred whilst at work, then refer to our COVID 19 safe working procedure for further information on how RIDDOR may apply.

3.4.2.9 Documentation

The following is the documentation involved with this procedure:

- Accident/incident reports to be completed and sent through to the Office for discussion at monthly meetings and to file for future reference;
- The accident/injury record book report to be completed and removed from book and filed in accident record file which is kept in a locked cupboard in line with our data protection requirements.

Copies should be taken and circulated as required by this procedure and discussed at the monthly safety meetings.

Statutory form F2508 is a statutory document required by the HSE, which must be completed and submitted within 10 days of a reportable accident and/or dangerous occurrence and 15 days for over 7 day reportable.

The responsibility of completing and submitting the form will be the relevant manager in control of the department where the incident/accident has occurred.

Reportable accidents are:

1. Over seven day absence from work;
2. Specified injuries;
3. Fatal accidents;
4. Dangerous Occurrence.

Statutory form F2508A is a statutory document required by the Health & Safety Executive, which must be completed and submitted within 10 days of a notifiable disease being advised.

A standard internal investigation report has been developed and will be completed by the relevant Manager or an external investigation report by our Health and Safety Advisor where requested. This document will be utilised to provide information to the company's Managing Director, insurers and other relevant parties.

Should you have any problems or require clarification of any part of this procedure, contact the Health & Safety Advisor.

Requirements where COVID 19 has been diagnosed with the assessment indicating that the exposure may have occurred whilst at work, then refer to our COVID 19 safe working procedure for further information on how RIDDOR may apply.

3.5 Drugs & Alcohol at Work

Introduction

The NASC guidance SG15 latest edition Substance Abuse; Guidance for Employers and Employees states that those "people who abuse alcohol and take illegal drugs, are three times as likely to have an accident at work and that abuse is a major factor in ill health absence", and this policy, and the accompanying procedure.

Drugs & Alcohol Procedure have been produced so that substance abuse can be identified, help can be given, and health and safety concerns substantially reduced to ensure a safer environment for all.

This policy applies to all levels of employee within the organisation. We state that the misuse of alcohol or drugs will not be tolerated where this has an impact on the efficiency or safety of the organisation. The company imposes a total ban on alcohol at work, or consuming, or being under the influence of drugs or alcohol during work hours.

Standard of behaviour expected

Alcohol or drug abusers can adversely affect the safety of themselves and fellow workers whilst at work. Therefore, if any employee or contractor is known to be, or strongly suspected of being affected by alcohol or drugs they are to be referred to their immediate supervisor who must arrange for their removal from the workplace. Employees are not permitted to bring prohibited substances onto company premises, or work.

Discussion with employees

Any employee who is required to take prescription substances that may affect their performance at work must inform their immediate supervisor. Alternative duties may be allocated to these employees and they must be prohibited from driving/operating plant equipment and working at height.

Assistance with problem

Where problems have been identified and the employee is willing to seek help, then time off for treatment in accordance with the normal sick pay scheme should be allowed. Redeployment into another job to return to work should not normally be considered unless the problems were caused by the nature of the work.

Refusal of assistance

If assistance in tackling the problem is refused by the employee, there should be a clear statement that the person will be subject to the normal disciplinary procedures if work performance, safety or behavioural problems arise.

Employer's responsibilities

The company reserves the right to randomly test any employee to ensure compliance with its Drugs and Alcohol Policy.

Employees' responsibilities

The policy makes reference to employees' responsibilities under section 7 of the 1974 Act and that alcohol or drug misuse may impact on their duty of care to themselves and that of others.

Further advice and assistance from:

Further advice and assistance from:

National Drugs Help Line: 0800 7766 000 (Free, confidential, 24 hours a day)
Narcotics Anonymous: 0300 999 1212

Alcoholics Anonymous: 0800 9177 650
Email: help@alcoholics-anonymous.org.uk

3.6 Young Persons at Work

A young person at work is a person under the age of eighteen (18) years and can be an employee, visitor, training delegate or student on work experience.

A young person is not permitted to operate/drive plant equipment or work at height where they may be exposed to a risk of a fall.

Before a young person starts work, a trainee, apprentice, etc. a suitable and sufficient risk assessment must be carried out on all their activities. Any residual risk that remain that cannot be eliminated and has been controlled so far as is reasonably practicable must be communicated to their parents/guardian and written consent obtained.

3.7 Method Statement

The standard Company method statement format should be used. The method statement, once submitted and approved by the client, must be formally communicated to all employees involved in the operation before commencing, including any revision.

Method statements generally form part of risk assessment/method statement (RAMS) used generally throughout the construction industry. RAMS details the Safe System of Work required to ensure that Conker Nation Limited operatives are provided with a safe place to work. The preparation for writing the RAMS should include the following information:

What is to be done?	The scope of the work to be carried out including the duty of the scaffold and any sheeting requirements and the methods to be used for tying the structure.
Where is it to be done?	The location of the work being carried out.
When is it to be done?	Dates and time or by a sequence of events, or following other operations.
Who is to do it?	Number and type of personnel, including the names, and any specific skills, training, or qualifications required?
How will it be done?	Plant, equipment and material required, including access, storage and handling. The safe means of access and egress. The means of ensuring a safe place of work. The method and sequence of operations. Any specific limitations, or constraints regarding the work. E.g. overhead / underground power lines, out of sequence working, adverse weather. Emergency procedures. Details of PPE required and other measures such as barriers, signs and rescue equipment. Details of any measures to protect third parties or members of the public.
Scaffold inspections	Handover and inspection arrangements. Clarify who is inspecting the scaffold, the customer or the scaffolding contractor.
References	It may be necessary to cross-refer to design drawings, specifications and procedures, job specific risk assessments or permits to work.
Date and originator	Signature and date of the person completing Scaffold Plan.
Signatures required	The read receipt should be signed by all personnel carrying out the work, to confirm they have seen and understood the contents.
The following system controls also need to be specified:	
Communications	Arrangements for ensuring that all parties involved understand the RAMS & their part in it.
Supervision	Arrangements for ensuring that the work proceeds according to the RAMS.
Contact Telephone Number Supervisor & Emergency number(s)	

4.0 Implementation (Do)

4.1 Effective Supervision and Controls

In Conker Nation Limited, we have established four general principles for effective supervision to help ensure control
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of our core operations, due to the mainly peripatetic nature of the work, and compliance with the established performance standards for all elements of the business – not just health and safety.

The four general principles for effective supervision are:

1. Every job should be surveyed and a suitable and sufficient risk assessment carried out.
2. Ensure the correct competence levels of those allocated duties, in relation to the task(s) to be undertaken and the work equipment to be used.
3. Ensure the effective communication of the required performance standards and essential information. E.g. Control measures.
4. Establish and implement the suitable levels of imposing and self-supervision of the employee. Depending upon the degree of risk, and the complexity of the operation or task as well as competence levels of the operatives involved. Always ensure a minimum level of imposing supervision. This also includes the commissioning of work and handover by a competent person.

4.2 Communication of information

The written, verbal, and visible communication of health and safety standards. The visible, and active leadership of Managers and Site Supervisors is necessary to develop and maintain a culture supportive of health and safety management. The aim is not simply to avoid accidents, but to motivate and empower people to work safely so that the visions, values, and beliefs of the director become the shared responsibility and 'Common Knowledge' of every employee.

4.2.1 Formal Communication

To ensure the effective communication of important information Conker Nation Limited also uses the following formal systems:

- Work Instructions;
- Memorandums & General Notices;
- NASC Guidance Notes;
- Safety Bulletins.

Safety Bulletins are a system for communicating up to date health and safety information. Important issues, such as accident/incident learning to be shared will be compiled and issued to all employees as necessary.

Copies of such written information should also be posted on the notice boards. For personnel with access to the Company's computer network may be sent this information electronically.

Certain formal communications may require the recipient to sign and return an acknowledgement slip accepting that they have received, read and understood the communication.

4.3 Consult with Employees

Legislation requires employers to hold consultation with employees and to recognise the rights of employee and safety representatives and safety committees. Conker Nation Limited will comply with the relevant legislation as a minimum standard.

Toolbox talks will be used as a medium for consultation. Management will always be approachable on all health and safety matters.

Conker Nation Limited, encourage involvement and participation by individuals so that health and safety becomes a collaborative effort, including soliciting the opinion of the workforce in health, safety & welfare issues.

4.4 Liaison with Fellow Co-Workers

Conker Nation Limited recognise its duty under the Management of Health and Safety at Work Regulations 1999, and the Construction (Design & Management) Regulation 2015 to communicate with fellow employees to ensure information about hazards and control measures is shared. This will enable suitable arrangements to be made by posting suitable and sufficient safety signage.

The information needs to be comprehensible and specific to that particular working environment and can be either verbal or written. Verbal information should be limited to the simple items with written information being provided for more complex situations.

Records of the information provided should be kept for future reference. Consideration should be given to employees whose first language is not English and translated text may have to be provided.

4.5 Visiting Sites and Unoccupied Premises

Attending Unoccupied Premises

From time to time, Company employees will be required to attend sites and unoccupied premises to carry out scaffold surveys. As a rule, staff are not to visit an empty building or unoccupied site on their own. The staff are too sure that someone, preferably in the office, knows where staff are and when you expect to return.

Staff shall not visit an empty building if you fear it may be unsafe or an unoccupied site if it may be dangerous. Common dangers could include the possibility of collapse, insecure floors or stairs, hidden pits or openings, fragile sheeting, space unused or unventilated for some time, live services, contamination and the possible presence of intruders or sharps (e.g. hypodermic needles, razor blades, etc). Liaise with the Client were appointed to identify any foreseeable potential hazards.

Staff must plan the visit and ensure that you take appropriate equipment and clothing. As a minimum staff does not enter any premises without a fully charged mobile telephone and torch.

Staff should familiarise themselves in advance with the plan of the building, especially exit routes. Make sure that security arrangement, or devices at the exits will enable you to reach safety quickly.

Staff do not walk and write at the same time. Keep one hand free at all times when walking. Make sure that you are in a safe and balanced position when taking notes, measuring, or photographs. Check on protection when approaching stairwells, lift shafts and roof edges. Do not enter any roof area unless it has been verified suitable protection against falls is in place.

Attending Sites

Prior to entering any site, ensure the client has provided you with a Site Safety Induction.

If staff visit any building or construction or survey site for any reason while on the business staff must have the appropriate Personal Protective Equipment for the conditions prevailing. There are absolutely no exceptions to this principle.

If the site is not a construction site and has no hazards normal business clothing may suffice, however, normally there are severe risks of entering any site and it is the responsibility of each individual to arrive fully prepared. The site manager must not permit anyone to enter who is not fully equipped. It is the company's responsibility to provide the appropriate equipment. For most situations, this will consist of the following:

- A hard hat;
- Boots with steel toe caps;
- High visibility clothing normally a vest to wear over normal clothing;
- Other clothing may be required from time to time, including harnesses goggles and full weather protection.

If you sustain cuts, penetration by nails or other injury, seek immediate medical advice and make a report in the office accident log book, as well as the Principal Contractors accident book.

4.6 Work equipment

Introduction

The legislation controlling the use of work equipment in the workplace is contained mainly in the Provision and Use of Work Equipment Regulations 1998 (PUWER 1998). In addition, there are a number of Approved Codes of Practice and Guidance Notes which cover specific types of equipment.

Although the requirements of PUWER 1998 are detailed and extensive, many of the provisions will not apply to the more basic types of equipment. For the more hazardous and complex types, careful assessment will be required to ensure that the relevant provisions of the Regulations have complied with.

All new machinery should bear a 'CE' mark to indicate that it conforms to the relevant safety standards for the supply of machinery. There is no need to replace older machinery that does not bear this mark so long as it meets the requirements of relevant legislation, e.g. in terms of guards provided, marking of controls etc.

4.6.1 Operational controls

The management shall in the first stage is to ensure that any work equipment purchased is suitable for both its intended use and the environment in which it is going to be used.

Once the correct equipment has been chosen, the risks associated with its use must be adequately controlled. Essential elements of achieving this are:

- Ensuring the safety of the equipment, and stable installation, such as providing guards, adequate lighting.
- Introducing safe working practices.
- Ensuring that users of the equipment are competent.

Most types of work equipment require some form of maintenance. Appropriate maintenance schedules should be drawn up. The frequency and nature of the maintenance required, will normally be determined by:

- The manufacturer's recommendations,
- The history of the equipment within the company,
- How and under what conditions the equipment is used,
- Risk assessment findings,
- Any other specific legal requirements that may be applicable.

Where appropriate:

- Work equipment must be provided with suitable means of isolating it from its sources of energy (this may be necessary prior to cleaning or maintenance);
- The means of isolation must be clearly identifiable and readily accessible;
- Reconnection of the energy source must not put equipment users at risk.

PUWER 1998 introduced requirements relating to the inspection of work equipment. In particular, periodic inspections of equipment are required if it is exposed to conditions that will cause it to deteriorate as that deterioration could create a significant risk.

4.6.2 Compressor

The compressor must always be under the supervision of a competent person who will be responsible for ensuring that the machine is kept in good order, i.e. making sure that the feed belt and pulley drives are guarded, that hoses and couplings are maintained in good order and that regular checks are made to ensure that the oil feed to the airline is properly connected.

Safety Precautions

Air receivers must be marked with a safe working pressure and distinguishing number. They must also be fitted with safety valves, pressure gauge, and a drain cock. Hose connections must be properly clamped, as it can be dangerous to have loose or over-tightened connections.

Inspection and maintenance

Air receivers must be cleaned and thoroughly examined in accordance with the manufactures specifications. It
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must be visually inspected before use by the user logged. Statutory weekly inspection carried out by competent person.

4.6.3 Maintenance of electrical appliances

All electrical appliances will need periodic maintenance to ensure that they can be safely used. The maintenance required will be determined by the result of an inspection and testing regime. The frequency of such maintenance should be decided on a basis of risk, with equipment, posing a greater risk receiving a higher level of maintenance.

Factors to be considered include:

- The voltage of the equipment,
- The age of the equipment,
- Its intended use/possible abuse,
- The working environment,
- Whether it is handheld,
- Any manufacturer's instructions,
- Frequency of use,
- Previous experience of testing and inspection regimes for the equipment.

It's the policy of Conker Nation Limited to use 110 volts or battery operated hand held equipment wherever possible.

All portable electrical equipment must be inspected quarterly and portable appliance tested (PAT) every 12 months, by a competent engineer. An inventory of all equipment must be maintained and all new equipment is added to the list.

Planning a maintenance programme

Work operation	Formal visual inspection	Inspection and testing
Construction activities	Before use – 1 month depending upon the risk	1–3 months (depending on the risk)
Equipment hire	Before use or after return	Before issuing

Each piece of equipment must be clearly marked with the date of the test, and the date of retesting. With RCD's they are usually tested prior to use so as a rule of thumb the inspection period could be extended to 12 Months.

4.6.4 Tubular Racking System

The construction of tubular racking system must be in accordance to a recognised standard as such all load bearing structures are subject to design. The correct design and installation of racking is crucial to its long-term safe operation.

The design of the racking will depend on several factors such as:

- the type of goods to be stored;
- the storage medium (pallets, stillages etc);
- the mechanical handling equipment in use;
- the safe load-bearing capacity of the tubular racking system;
- the space available for storage;
- the unit and total loading imposed on the structure.

All of these points together with any site-specific requirements should be discussed with the person who assembling the racking to ensure that the correct design is chosen.

The inspection of racking systems to identify damaged components is an essential safety function. It's also to ensure goods are stored correctly. Ensure that stock retrieval and handling is carried out in a safe fashion by the mechanical handling equipment in use.

4.6.5 Restraining Systems

Restraining systems can be full body seat belts, lap belts or a purpose-designed restraining system. Some work equipment will not be suitable for the fixing of restraining systems as there may not be adequate fixing points on

the body of the vehicle, or the operators may be doing an activity that will increase the risk if they wear a restraining belt.

Road transport vehicles that are also used to transport people around places of work are considered to be work equipment. The driver and front seat passengers must wear seat belts at all times. If provided passengers in the back of a van sitting in front facing seats must wear seat belts. We do not accept the use of vehicles with bench seats along the length of the van, these are considered unsafe and will not be used.

When operating MEWPs only IPAF trained operators must be used wearing restraint lanyards connected to harness.

4.7 Lifting equipment

A person(s) shall be appointed by the director, who has received appropriate training to be deemed competent, to plan and supervise lifting operations, as necessary to ensure they are carried out in a safe manner.

Lifting equipment (e.g. Cranes, lorry loaders, hoists, gin wheels, etc.) and lifting accessories (E.g. Chains, slings, shackles, and ropes, etc.) Conker Nation Limited shall nominate a person (and deputy) to be responsible for the storage, maintenance and inspection of all lifting equipment and accessories owned and controlled by Conker Nation Limited, as required by the Lifting Operations & Lifting Equipment Regulations 1998.

All lifting equipment shall be inspected and thoroughly examined, as required by Regulation 9 of LOLER 1998. Copies of all inspection reports and certificates shall be kept on site and made available for examination when required.

All lifting equipment must have the Safe Working Load (SWL) clearly marked on it, with the required Safe Working Load established before use.

Suitable storage accommodation must be provided to prevent physical damage or deterioration.

4.7.1 Fork lift trucks

Only appointed Fork lift Truck Operators, who have received training from an approved body and are deemed competent, as detailed in the Health and Safety Executives Approved Code of Practice L117 Rider Operated Lift Trucks; Operator Training, are permitted to drive fork lift trucks.

All fork lift truck operations are to be carried out in accordance with HSG6 Lift Trucks; Safety in Working, also these specific precautions must be taken:

- Do not overload the lift truck in excess of manufacturer's recommended safe working load.
- Passengers must not be carried unless an additional seat is fitted for the purpose.
- Do not leave the fork lift truck unattended, with the engine running, the keys in the ignition or the forks raised.
- Stillage appropriate or banded loads must be checked for security before carriage.
- Where fitted seat belts must be used.
- Fork lift trucks must not be driven at excessive speed. Speeds must be limited to suit workplace conditions.
- Suitable warning signs to be positioned in the workplace to warn pedestrians and other vehicles of the presence of fork lift truck operations.
- Operators must sound their horns when leaving and entering the buildings or when negotiating blind bends etc.
- Extra care must be taken when working on a slope or crossing a gradient.
- Banks men must be used where the driver's vision is obstructed or when manoeuvring in a restricted area.
- Pedestrians always have right of way.
- Use the step and hand holds when climbing on and off.
- Report any defects.
- Look out for potential hazards i.e. overhead cable.
- Remove the key when ever leaving the vehicle.
- Wear the correct PPE as you will be exposed to the same site risks.

The fork lift truck must be subject to a planned maintenance programme. The vehicle must be checked by the operator before use, especially the brakes.

Where applicable the lifting chains on the forklift truck shall be treated as lifting accessories and subject to six

monthly thorough examinations by a competent person.

All forklift trucks must be fitted with an audible reversing warning and flashing beacon which is to be used whenever the vehicle is in operation, with keys removed when the driver egresses the fork lift.

4.7.2 Gin wheel & fall rope

Introduction

All gin wheels are delivered with a test certificate. All rope and wheels shall be inspected and thoroughly examined, as required by Regulation 9 of LOLER 1998. Copies of all inspection reports and certificates shall be kept on site and made available for examination when required.

Ensure the wheels are in good condition, corrosion free, free running and that split pins are in place and undamaged.

The inspection regime of a gin wheel is as detailed in NASC SG9: latest edition. Use, Inspection and Maintenance of Lifting Equipment and Accessories for Lifting in Scaffolding.

An annual thorough inspection by a competent person, with recorded weekly inspections together with a visual inspection at the beginning of every shift before use by a competent person (generally the Lead Scaffolder on site or as a minimum a CISRS Scaffolder).

Planning

All lifting equipment shall be positioned or installed in such a way to be safe. In particular, the equipment should be positioned or installed so as to reduce, so far as is reasonably practicable, the risk of the equipment or a load striking a person or from a load drifting, falling freely or being released unintentionally.

Implementation

In accordance with NASC SG9:15 use, inspection and maintenance of lifting equipment and accessories for lifting in scaffolding.

4.7.3 Mobile Elevated Work Platforms (MEWPs)

Planning

Due to the variety of MEWPS available and their varying suitability for different types of work, risk assessments should consider what type of MEWP would be best suited to the task at hand. Factors that may need to be considered include:

- Ground and terrain conditions, including the load bearing capacity of poor-cast concrete slabs,
- Lifting capacity and lifting requirements,
- Height and reach requirements,
- Requirements to travel in an elevated position,
- The space available to operate,
- On-site hazards such as power-lines, traffic and overhead structures,
- Likely weather and operating conditions, especially wind,
- Restrictions on delivery,
- Fuel type.

There should be close cooperation with site management to ensure that the interaction between the MEWP and other site activities are coordinated, and controlled.

General operational controls

MEWPS should be kept secure when not in use, with the platform lowered and the brakes applied. Keys should be removed from the vehicle.

Where MEWPs are used they shall be inspected prior to initial use and then visually inspected before operation by the operator of the MEWP.

MEWPS shall be positioned on a firm, level ground when in use (within the parameters set by the manufacturer). MEWPs shall only be operated by trained, competent and qualified persons. Refresher training will be required when their 'licence' expires. It is also recommended that the operator undergoes some 'familiarization' training on the specific model of machine being operated as the handling capabilities and characteristics of MEWPS vary considerably.

Use of fall restraint equipment

The operator and passengers within the carrier shall be attached to designated harness anchorage points at all times whilst the machine is being operated.

Handrails and other framework not specifically designated for the purpose shall not be used as points of attachment. Attachment shall be via work restraint (not fall arrest) to physically prevent personnel being able to fall from the carrier or over reach beyond the confines of the safe work area. It is permissible for a fall arrest lanyard to be used in work restraint mode (but this must be included in the site specific RAMS for the project).

Thorough examination

A thorough examination of the MEWP and handling attachments must be carried out as per the manufacturer's instructions by a competent person at a minimum of six months (and/or where specified by the manufacturer). If the vehicle is going to be used in multiple locations, then copies of the thorough examinations and maintenance sheets should be retained with the machine to satisfy any requirements specific to the site of operation.

The manufacturers' instructions should be followed with regard to the type and frequency of maintenance. Operators of the equipment should be trained in the pre-use and daily maintenance checks that should be carried out. As operators may be tempted to forego some of these checks, it is worthwhile having some form of record keeping to ensure checks are being carried out. If faults are identified that affect the safe working operation, then the vehicle must be taken out of use and clearly marked as defective.

4.8 Construction (Design and Management) Regulations 2015

Conker Nation Limited is often engaged as contractors as defined by the Construction (Design and Management) Regulations 2015 and as such, will aim to comply with Regulations 15 place specific requirements upon contractors. To plan, manage, monitor and supervise work, which is under his control in a way ensures it's carried out without risks to health and safety.

We will:

Comply with any reasonable directions issued by the Principal Contractor and with any rules in the Construction Phase Health and Safety Plan that are relevant.

- Submit any relevant risk assessments and method statements as required.
- Inform the Principal Contractor of any incidents without unreasonable delay.
- Provide relevant information for the Health and Safety file.

Conker Nation Limited realises that the provision of training and information to operatives on site is vital, and as such will ensure that they:

- Ensure that those managing and supervising the work have the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors,
- Implement the responsibility to ensure leadership qualities for the risks which the project is likely to involve. To enforce the ability to quit work and report anything which might expose themselves or others.
- Establish and ensure those carrying out your work have the right plant, tools, equipment, materials and personal protective equipment.
- Ensure all operatives have the right skills, knowledge, training, experience, and supervision.
- Communicate relevant information and instructions to the workers. To manage our staff ensuring compliance with the site rules. If required, co-ordinate our work with those of other contractors and the principal contractor. To agree with the principal contractor, the arrangements for exchanging information to allow you both and other contractors to manage health and safety.
- Do not allow operatives to begin work until they have received basic information, such as the site induction from the Principal Contractor and the contents of relevant risk and method statement.

- Engage staff in two-way feedback throughout the organisation, establish regular communication, engagement of the workforce on both formal and informal health, safety and welfare matters.
- Establish how to maintain and report incidents, injuries and near misses, and who to report them to.
- Where health and safety risks and hazards are not adequately controlled site managers must take appropriate action to report to the contractor team. If there is a serious or imminent danger at site level, work will stop work and alert supervisor and work colleagues in danger.

Conker Nation Limited is aware that any contractors that it engages with must be competent and adequately resourced.

Construction Phase Plan

When working on projects involving more than one contractor, the Principal Contractor will be responsible for drawing up the construction phase plan, if we are appointed Principal Contractor, we will ensure this is undertaken before commencing works and ensure we plan, manage, monitor and coordinate the health and safety requirements accordingly.

When working as a contractor for the Principal Contractor, we will provide all necessary documentation and assistance available to us at the time, too enable them to fulfil their role. Further reference will be made to appendix 3 of CDM 2015 ACOP L153 for guidance on what is required to formulate a suitable construction phase plan, which must be proportionate to the scale and complexity of the project and made simple and easy to understand.

4.8.1 Domestic projects

Introduction

The role of the principal designers, designers, principal contractors and contractors when working on a project for a domestic client is normally no different to their role when working for a commercial client. They have the same duties and should carry them out in the same way as they would for a commercial client. However, the effect of the regulations is to transfer the client duties to other duty holders when working for domestic clients.

4.8.2 Domestic projects involving only one contractor

On these projects, the client duties are transferred to the contractor, who must carry out the client's duties as well as their own. In practice, this should involve contractors doing no more than they have done in the past to comply with health and safety legislation. **Compliance with their own duties as a contractor will be taken as compliance with the relevant client duties** to the extent necessary given the risks involved in the project.

As a result of the contractor taking on the client duties, any designers involved in the project will work with the contractor in their role as the 'client'.

Domestic projects involving more than one contractor

Transfer of the client duties to the principal contractor.

On these projects, the principal contractor will normally take on the client duties and they will need to comply with these duties as well as their own. If the domestic client does not appoint a principal contractor, the role of principal contractor falls to the contractor in control of the construction phase of the project.

As a result of a principal contractor taking on the client duties, the principal designer involved in the project will work with the principal contractor in their role as the 'client'. If the domestic client does not appoint a principal designer, the role of the principal designer falls to the designer in control of the pre-construction phase of the project.

4.8.3 Welfare Facilities

The general arrangements Workplace (Health, Safety and Welfare) Regulations 1992, and Construction (Design and Management) Regulations 2015 to ensure an adequate number of WCs and washing facilities are provided, and that the facilities are maintained in a clean state and good working order with adequate supply of wholesome drinking water with adequate changing facilities and accommodation for clothing.

4.8.4 On-site Facilities

Conker Nation Limited will implement the following arrangements to ensure that site welfare facilities are considered when providing a safe place of work during site work.

This section highlights the main requirements and the company's Policy for compliance with Schedule Two of the Construction (Design and Management) Regulations 2015.

Site workers will have adequate toilet and washing facilities, a place for warming-up and eating their food and somewhere for changing/storing clothing. The company is responsible for providing or making available such welfare facilities as necessary for its site workers, whether they are direct employees or subcontractors.

4.8.5 Transient Welfare Facilities

The NASC SG18: latest edition Welfare Facilities for the Scaffolding Contractor provides guidance of the transit works welfare facilities associated with compliance with Schedule Two of the Construction (Design and Management) Regulations 2015.

Many scaffolding operations are carried out where the standard of welfare facilities cannot be achieved due to the location of the scaffold construction, the nature of the site or the short duration of the works. However, as a person in control you still have an obligation to provide facilities for Conker Nation Limited employees and persons under your control. The company facilities must consider any particular hazards on the site. In the first instance you should attempt to provide facilities to the above standards, however, appropriate arrangements with your client to use their facilities. You should consider local arrangements during the tender process and ensure that where appropriate they are included within your tender documentation.

4.9 Dealing with the Enforcing Authorities

The director shall meet any representative of an enforcing authority e.g. the Health and Safety Executive, Local Authority, Environment Agency, Police, etc. Unless this responsibility has been delegated to another appointed person.

Full co-operation shall be given to assist them in the execution of their duties.

If enforcement action is taken such as a Prohibition Notice or Improvement Notice issued, then the person to whom it is issued must comply with any immediate requirements and contact the director.

The director will liaise with the relevant inspector and inform him/her of any corrective action taken and confirms this in writing.

If, as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution then the company appointed solicitor must be present.

4.10 Office and Workplace Safety

Workplace

The legislation relating to general health, safety and welfare issues with respect to the workplace can be found mainly in the Workplace (Health, Safety and Welfare) Regulations 1992. Although these regulations are wide-ranging in their subjects, there are also many other legislative requirements relating to the workplace contained within other Regulations.

The definition of 'workplace' is wide and covers most places where people are 'at work'.

Regular inspection and maintenance of the workplace, the building and its equipment should form part of a strategy for managing workplace safety.

The subject of workplace safety and welfare covers a wide range of issues. The purpose of this chapter is to provide an overview of requirements that will be common to most workplaces, namely:

- Maintaining the internal work environment, such as ventilation, heating and lighting;

- Managing the movement of vehicles and pedestrians in the workplace;
- Preventing persons falling from heights or being struck by falling objects;
- Providing a safe workplace;
- Maintaining the workplace and its equipment in a safe condition;
- Providing adequate welfare facilities such as sanitary and washing facilities;
- Ensuring safety in the storage of goods and materials.

4.10.1 Housekeeping

Housekeeping is an essential feature of accident prevention e.g. trip hazards, fire hazards, storage of substances etc.

The subject of housekeeping must be included in the induction and general health and safety awareness training. Also housekeeping must be integrated into all monitoring and auditing arrangements to ensure high standards of housekeeping are maintained including emergency routes and exits.

4.10.2 Office Display Screen Equipment

All clerical and administrative employees are required to receive general office safety instruction and training, as appropriate.

Under the Health & Safety (Display Screen Equipment) Regulations 1992 employers have a responsibility to assess the risks of health and safety and to provide a healthy working environment for display screen users. To assist in this duty the HSE have issued further guidance in the form of INDG 36 (rev4) 'Working safely with DSE' which will be referred to for further information.

The main areas of concern are:

- Eyestrain;
- Fatigue and stress;
- Upper limb disorders (ULDs).

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices. The use of such devices can cause many health risks if not assessed properly. As the employer we must ensure that the work activity remains safe.

All work stations have to meet certain minimum requirements specified in the regulations. In addition, the employer must carry out a risk assessment on all workstations to ensure that there are no undue risks. Any risks identified must be adequately controlled. As with all risk assessments, they should be monitored and reviewed at regular intervals.

To reduce the risk of eyestrain and ULDs, regular breaks have to be incorporated into any DSE work activity. Non-DSE related work such as filing or telephone work can be undertaken during this break, however.

As the use of DSE may exacerbate any existing eye problems, employers must provide free eye tests and spectacles where the eye tests indicate that they are required for working with DSE.

All employees, that have been identified as DSE users and need to use corrective devices for sight (glasses or contact lenses) and for close work, are required to wear them when operating DSE.

The company will make reasonable contributions for sight tests and corrective devices to employees who have been identified as users after a DSE assessment.

We will undertake VDU assessments of all workstations operated by the company. The assessment will take the form of a questionnaire, to be completed by the operator, in conjunction with an inspection of the work area and tasks carried out. Those undertaking such assessments must be trained in how to assess workstation layouts, environments and practices.

The assessment will be reviewed annually or more regularly if circumstances dictate.

In assessing workstations three major areas will be taken into consideration:

1. Ensure the correct set-up of the workstation:

- adjustment of the chair;
 - layout of the worktop and equipment;
 - use of wrist support, footrest or document holder;
 - prevention of glare, reflections or screen inadequacies such as brightness or flicker.
2. Using the workstation:
- Sitting in the correct position;
 - Organising the work;
 - Taking regular short breaks from display screen work;
 - Regular screen cleaning.
3. Taking care of health:
- Using spectacles where recommended;
 - Watching for signs of ill-health or stress;
 - Encouragement of users to follow the rules.

If either the results of the assessment suggest it, or an employee requests it, a suitable eye and eye test will be paid for by the company. If the test confirms that a pair of fixed focal length spectacles are required, then the company will pay for them.

The employer is under no obligation to provide spectacles for other eye defects not related to DSE work.

4.10.3 Fire Safety Arrangements

The main piece of legislation with regard to fire safety is the Regulatory Reform (Fire Safety) Order 2005. This order applies to nearly all workplaces and other non-domestic premises, and requires that 'responsible persons' (which in workplaces is the employer and others with control over the premises) carry out fire risk assessments and take steps to ensure that any fire risks are properly managed. This applies to both the risk of fires occurring and the risks in the event of a fire.

The risk assessment must consider the risks to all 'relevant persons'. The term 'relevant persons' includes not only employees, but also other people (lawfully) on the premises, and those nearby.

Measures used to control fire risk can be grouped into the following categories:

- Measures used to prevent fires occurring and to prevent them spreading;
- Measures used for giving warning of a fire;
- Measures used for fighting fires;
- Measures used to enable people to escape from the premises;
- Fire emergency procedures and fire training.

All of these five measures will be required to some degree. For some premises, basic fire safety measures may suffice, in others (for example, where large numbers of people and/or serious fire hazards are present, and whenever the fire risk is high) the controls will need to be more extensive.

The responsibility for complying with the requirements of the order falls to the 'responsible person' – which in workplaces is the employer and any other person who may have control over the premises, such as the occupier or owner. On other premises, the person/people in control of the premises are responsible.

Many of the duties contained within the order mirrors those contained within the Management of Health and Safety at Work Regulations 1999 and the Dangerous Substances and Explosive Atmospheres Regulations 2002, and continue those that previously existed in the Fire Precautions (Workplace) Regulations 1997.

4.11 Personal Protective Equipment

All Personal Protective Equipment (PPE) used by Conker Nation Limited must meet the necessary European Standards and carry the CE Mark.

The company's risk assessment process will establish the rules for use of PPE. The risk assessments and method statements should also identify any requirements for the use of specialist PPE. Personal Protective Equipment must only be specified as a last resort in the hierarchy of controls.

An assessment of the PPE must be carried out as required by the Personal Protective Equipment Regulations 1992, to ensure the correct selection, compatibility, and suitability for the user.

All site personnel are required to wear all appropriate clothing and equipment when and where required.

- Gloves - appropriate gloves will be worn for the respective trades, particularly when the manual handling ancillary equipment so that hands are protected from cuts and abrasions.
- Overalls - appropriate overalls are to be worn when and where required. Overalls are to be cleaned when necessary if they are not of the disposable type.
- Eye Protection will be worn whenever there is a likelihood of eye injury.
- Respiratory Masks of the appropriate type will be worn when and where required.
- Ear Protection will be mandatory when noise levels are above 85 dB(A).

Employees have a statutory duty to use PPE provided as part of a safe system of work and not misuse or interfere with it.

All new employees receive a full issue of PPE when they commence employment. Any item of PPE required that is missing, expired, damaged or defective should be replaced upon request. A record of all PPE issued must be maintained and signed for by the recipient. No charge can be made to employees for the issue of PPE.

Maintenance and replacement of PPE

It is the company's policy to ensure that PPE provided to employees is maintained in an efficient state, in efficient working order and in good repair. All operatives will ensure that any equipment provided is maintained within the specifications of the supplier or manufacturer and to report to their line manager any defected equipment.

4.11.1 Respiratory Protective Equipment

Particular factors are relevant to the use of respiratory protective equipment associated with Conker Nation Limited work activities

The following factors should be considered when using RPE:

- The manufacturer's/supplier's instructions should always be followed with regard to use, maintenance, etc;
- No person should be allowed to use RPE unless they have received adequate training;
- For RPE that relies on a tight-fitting facepiece (i.e full-face masks and half-masks) prior to its first being used, a facepiece fit-test should be carried out for each potential user to ensure that it will not leak. This is likely to have been carried out as part of the selection process, but should also be periodically repeated at appropriate intervals. The manufacturer's instructions should specify the procedure.
- Each time RPE is to be used, it should be checked by the user prior to being worn to ensure it is in good working order (e.g. the condition of filters, harnesses, air flow, cleanliness etc, should all be checked where relevant, in accordance with the manufacturer's instructions).
- Prior to each use of a mask, the wearer should perform a 'face-fit check' to ensure that it fits properly (the manufacturer's instructions should specify how to do this).

Both particle and gas/vapour filters have a finite life. The RPE user should be made aware of the expected life of the filters (the shelf-life expiry date may be marked on the filter itself). They should they can be replaced before they become blocked (particle filters) or saturated (gas/vapour filters). Filters should always be changed if they get damaged or become visibly contaminated.

4.12 Scaffolding

Objectives

Conker Nation Limited is aware that there are many types of scaffolding used for many different reasons. The planning and implementation within the Working at height regulation reduces the imposed hazards not only to persons erecting, altering and dismantling or using the scaffold, but also persons nearby or underneath. Employees are required to be mindful of these risks at all times and will be professionally conscientious concerning their work and how it may affect others during the scaffolding operation/tasks.

Aims

Conker Nation Limited will ensure that all scaffolding operations carried out are in compliance with TG20 current Technical Guidance on the use of BS EN12811-1 code of Practice for Access & working scaffolds & special scaffold structures in steel. Also the company will comply with the National Access and Scaffolding Confederation (NASC) Guidance Note SG4 Preventing Falls in Scaffolding operations (Latest edition).

Where a client has established local rules that exceed the requirements of this procedure they will be adhered to adopt and enforce a site-specific procedure for scaffold frame conformance.

Competence

Certification Scheme

The CITB operates a certification scheme for basic and advanced scaffolding courses and issue and control individual training record cards. Scaffolders are grouped into three categories, Trainee, Scaffolder and Advanced Scaffolder. Before scaffolders can be classed as basic or advanced, they will have completed an appropriate course and have had specific minimum experience. Effective training of persons that provide a scaffold service is an essential factor in preventing accidents to Scaffolders, persons who use scaffolds and the public who may be affected by scaffold operations or work that will be carried out on the scaffold. The scheme applies, at present, only to Scaffolders who work on scaffolding more than 5m (16.5 ft) high.

Participation in this scheme is not a legal requirement, but the company is committed to raising the competency of the company's workforce in line with the scheme's intention of raising the level of expertise throughout the industry. It is important to note that the legal requirements relating to the training of workers in the Health and Safety at Work etc., Act 1974 and to the competence and experience of Scaffolders, applies to all scaffolding work.

Supervision

Conker Nation Limited will ensure each member of the operational line-management with supervisory responsibility for scaffolding operations will ensure full compliance with the risk & method statement and safety procedures outlined within this policy.

Scaffolding will be assembled, dismantled, or significantly altered only under the supervision of a competent person and by persons (Lead Scaffolder) who have received appropriate and specific training in the operations envisaged. They will address specific risks which the operations may entail and precautions, undertake appropriate in particularly:

- Understanding the method for the assembly, dismantling or alteration of the scaffolding concerned.
- Safety during the assembly, dismantling or alteration of the scaffolding concerned.
- Measures to prevent the risk of persons, materials or objects falling.
- Safety measures in the event of changing weather conditions which could adversely affect the safety of the scaffolding concerned:
 - Permissible loadings;
 - Any other risks which the assembly, dismantling or alteration of the scaffolding may entail.

Conker Nation Limited foreman/lead scaffolder will be responsible for enforcing the control measures detailed on the site specific risk assessment/method statement, and for ensuring that the operatives under his control work safely at all times. The contracts supervisor will regularly visit the site to ensure compliance. All Conker Nation Limited line-management with managerial and supervisory responsibility for scaffolding operations will ensure compliance through effective monitoring (formal and informal) and enforcement, as necessary.

General arrangements

The following minimum scaffold requirements shall be in place:

Scaffold Tube

All scaffold tube must be galvanized and comply with BS EN 39:2001 or BSEN 10210-1 2006 and should be marked in such a way as to identify the scaffolding company who own it by applying Identification paint.

Maintenance

- The tube must be of good appearance;
- Blocked ends must be unblocked or cut off square to eliminate the blockage;

- Damaged or split ends must be cut off square and inner burrs removed.

Scaffold Boards

All scaffold boards must be inspected, and maintained in comply with BS2482:2009.

Scaffold Fittings

All scaffold fittings must comply with current UK industry standards. (BSEN 74).

Brick guards, Sheeting and Debris netting

In accordance with the contract specifications, (which should include a suitable risk assessment by the main contractor) scaffolds may require brick guards, sheeting or debris netting fitted.

Scaffold Loading Bays

All scaffold loading bays (except where cranes are used) shall be fitted with scaffold loading bay gates that protect operatives from the exposed edge when in an open position and prevent falls of operatives and/or materials when in a closed position.

- Scaffold loading bays to be provided with brick guards or similar protection to the perimeter.
- Scaffold loading bays must have clear signage to provide users with clear information regarding safe working loads.

Access/egress to Scaffolds

Access/egress to scaffolds must be provided in order to comply with the Work at Height Regulations 2005, HSE guidance and NASC SG25 (Latest edition) "Access and egress from scaffolds", with regard to the hierarchy as follows:

- Staircase;
- Ladder access bay with single lift ladders;
- Ladder access bay with multi lift ladders;
- Internal ladder access with protection ladder gate, hatches or guardrails;
- External ladder access should be provided to no more than two lifts (Nominally 4m).

Considerations that need to be made regarding the assessment of suitable access and egress from scaffolds may include:

- Height and width of scaffold.
- Number of people using the scaffold at any one time.
- Duration of scaffold hire.
- Local emergency requirements. (Fire, evacuation, etc.)
- Type of work to be undertaken on the scaffold (e.g. Access to confined space entry work and asbestos removal enclosures whilst using full face respirators, etc. requires a higher degree of assessment for access and egress).

Ladder

This section only applies to straight ladders (complying with BS EN 131) provided for access to or within scaffold structures.

Ladders shall, wherever possibly meet the following requirements:

Based on a firm level surface with both stiles supported.

Supported by a minimum of two support transoms (ladder stays top and bottom or similar arrangement) and secured, including the following:

- Have intermediate supports at approximately every 3m.
- Ensuring that support transoms (ladder stays) do not obstruct the rung and present a trip hazard.
- Both stiles are secured at each support transom using a suitable square lashing or proprietary clamp. Scaffold couplers should not be used to tie ladders unless the ladder is designed for that purpose.
- Ladders are the correct length and extend past the landing point by approximately 1m (or five rungs), unless a suitable alternative hand-hold is available.
- Ladders should be set at an angle of 75 degrees (or 4:1), where possible.

Ladder trap openings and lateral gaps in guardrails and toe boards at access points must be kept as small as ergonomically practicable, but allow safe access and egress. Measures must be taken to protect scaffold users from falling through ladder access gaps in guardrails and working platform, e.g. ladder safety gates or ladder trap doors.

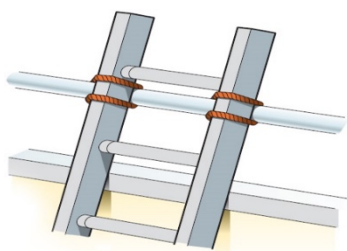
Continuous main (top) guardrails for external ladder accesses are not permitted.



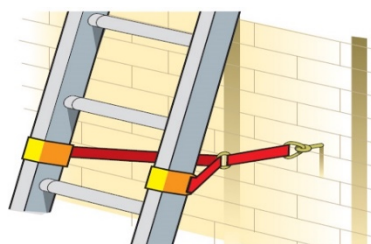
* BS EN 131 is the UK's version of EN 131

Note: that from November 2017 load classes will change for new purchased ladders to 2 new standards of EN131 non-professional which are for domestic use only and must not be used for our works and EN131 professional, which is the required standard for us to use. There is no requirement to change existing ladders in use, but as we go on to purchase new ladders we should start to apply the new standard and purchase accordingly.

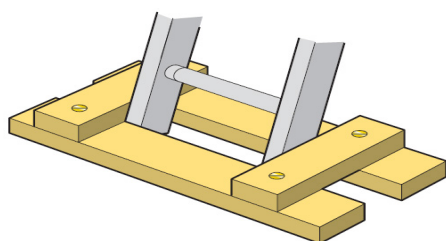
Ladders must be secured by either one or more of the following.



Ladder tied at top stiles (correct for working on, not for access)



Tying near base with anchor point



Securing at base with ladder stabilising device or anti slip footing



Access ladders must be tied and extend at least 1 m above the landing point to provide a secure handhold.

Scaffold Ties

All scaffolds erected must be protected from collapse or overturning. They must be tied in accordance with NASC TG20:13 (Tube and Fitting), manufacturer's instructions (proprietary system scaffolding) or the engineers design, as appropriate. Where masonry anchors are used they must be installed in accordance with the manufacturers' instructions and tested as required by NASC technical guidance TG4:11 and TG20:13.

Preliminary tests

These are to be carried out wherever there is any doubt about the suitability or recommended load capacity of proposed anchors for a particular base material, e.g. if there is no manufacturers recommended load data for the base material which is often the case with brickwork, stonework and timber. The approach is to test a series of 5

sample anchors to a load, which demonstrates a satisfactory safety margin, and thereby, if possible, avoids testing fixings to failure. If any of these anchors fails to support the test load, then the results should be referred to the responsible designer who should consider the options outlined below.

Proof tests

These are needed to check that anchor to be used in the job have been installed correctly.

They should be carried out on all projects. This guidance applies to all new jobs and to structures with previously installed anchors.

A sample of anchors to be used shall be tested to a load of 1.25 times the working load; in the case of ties with a working tensile load of 6.1 kN this means a test load of 7.6kN and where a tie load of 12.2 kN is required the proof load is 15.3kN. The pass criterion is that no significant movement of the anchor is apparent; a visual check only is sufficient.

A minimum of 3 anchors shall be tested and at least 5% (1 in 20) chosen at random and spread evenly throughout the whole job.

Foundations

The company line management must ensure the foundations for a scaffold should be adequate to carry and dispose the load imposed both locally at each standard and, in general, to carry the whole weight of the scaffold. The responsibility for the adequacy of the foundations should be established and approved prior to erection. The client for the scaffold and/or the contractor may need to be consulted.

The foundation for a scaffold should be maintained in an adequate condition during the life of the scaffold. Regular inspection procedures must be provided.

Loadings and Duty

All loads that are likely to be imposed on any scaffolding structure must be considered as part of the planning process, including materials, personnel, wind, impact, etc. and the required duty determined in accordance with the duty of use table with TG20 (Latest edition).

Working Platforms

All scaffolding working platforms must be provided in accordance with the Work at Height Regulations 2005. They should be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work being carried out there. The performance standards for dimensions, strength, and stability, BS EN 12811 and TG20 (Latest edition) specify minimum platform widths and bay lengths for scaffolding depending upon the duty of use table.

Guardrails, toe boards, or similar collective barriers

All guard rails, toe boards, or similar collective barriers must be secured and supported so that they cannot become accidentally displaced.

The top guardrail or other similar means of protection (e.g. Guardrail frames) must be at least 950mm above the working platform. An intermediate guardrail or similar barrier must be positioned so that there is no gap greater than 470mm between guardrails, toe boards, or other similar barriers. Toe boards must be fixed to all working platforms and ensured that they are adequately secured.

Dismantling

Debris must be removed from all scaffold platforms before dismantling. The scaffolding method statement must include specific arrangements for dismantling scaffolding. Conker Nation Limited must examine the structure before commencing dismantling.

Following the dismantling of scaffolding onsite the scaffolding contractor is responsible for inspecting the workplace to ensure all materials have been removed.

All stability measures such as buttresses, ground rakers, ground anchors, ties and loading towers (also used as buttressing) must be removed progressively with the scaffold as it is dismantled.

No bombing of materials is permitted. All materials will be passed up and down the scaffold in a controlled manner, hand to hand or by use of gin wheel or other mechanical means, which should be thoroughly tested and examined

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in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

4.13 Scaffold Inspection, Commissioning & Handover

Complete, or partially completed scaffold structures must be inspected, and commissioned by a nominated competent person (usually the compliance manager or other nominated competent person), to ensure that it has been erected to the required standards and is safe to use, prior to handover.

Handover certificates should refer to any relevant drawings intended and actual loadings on scaffolds, permitted working platform loadings and any specific restrictions on its use. It also demonstrates that the client has accepted that the scaffold is fit for purpose and has acknowledged their responsibility to inspect and maintain the scaffold and to follow any loading limitations and any restrictions for its use etc.

The handover certificate shall be used to formally hand over the structure or part structure and should be signed by the client's representative. If this is not possible, then it should be faxed or posted registered mail with the transmittal sheet or receipt retained in the contract file.

Where the company is contractually required to undertake statutory inspections of a scaffold structure or part thereof, in pursuit of Regulation 12 of the Work at Height Regulations 2005 and schedule 7 on behalf of a client, then such inspections shall include and be limited to the following:

- a) Before being taken into use for the first time;
- b) After any substantial addition, dismantling or other alteration;
- c) At regular intervals not exceeding 7 days since the last inspection; and
- d) Following adverse weather or any event likely to have affected its strength or stability.

However, in addition to a), b), c), and d) above, should a client require Conker Nation Limited to inspect a scaffold structure or part thereof after any event likely to have affected its strength or stability, then the client shall give reasonable notice to Conker Nation Limited to carry out an inspection after such an event.

Refer to TG4 Anchorage Systems for Scaffolding. Inspection of scaffold structures erected to engineering drawings, require an inspection and handover by a competent person

The Scaffold Inspector within the same working shift must complete the scaffold inspection reports that the inspection was carried out and issued to the person responsible for the scaffolding within 24 hours. The reports must be kept on site for the life of the scaffold and for at least 3 months after dismantling.

Scaffold Inspectors undertaking the initial (handover) inspection must be either a competent scaffolder (CISRS Carded) or have attended a CISRS Basic or Advanced Scaffold Inspection course as appropriate to the nature and complexity of the scaffolding to be inspected.

4.14 Incomplete Scaffolding and Danger Areas

All operatives shall ensure access to incomplete scaffolding must be prevented at all times. Ladders should be removed or covered to prevent unauthorized access when work is not in progress.

Physical barriers, consisting of scaffold tubing should be used with warning signs clearly displayed.

4.15 Work at Height

Assessing the risks associated with working at height

The first stage before beginning any work at height is to carry out a suitable and sufficient assessment of the risks posed by the operation. The first consideration is to determine whether the work is actually necessary. It may be that the risks involved in undertaking the work are excessive for activities.

4.15.1 Organisation and planning

The company shall ensure that all work at height must be properly planned and organised:

- Ensure that no work at height is carried out if it is not safe and reasonably practicable to do it other than at height,

- Ensure that the work at height is properly planned, supervised and carried out as safely as is reasonably practicable,
- Ensure that emergencies and rescue procedures are planned for;;
- Take account of the risk assessment findings carried out under Regulation 3 of the management of Health and Safety at Work Regulations 1999.

4.15.2 Competence

Competency

All scaffolding operatives involved in the erection, alteration and dismantling of scaffolding, shall receive appropriate training in the established control measures to prevent and protect against falls from height in line with SG4 (Latest edition) and refresher training undertaken at least every 5 years as a minimum.

A competent person is a person who can demonstrate that they have sufficient professional or technical training, knowledge, actual experience, and authority. This means all scaffolding operatives must hold the relevant Construction Industry Scaffolders' Record Scheme (CISRS) card in the position and duties they are permitted to perform e.g. Advanced Scaffolder, Scaffolder, Trainee Scaffolders, and Labourer. Copies of certs / cards at induction stage required.

The managing director must ensure that all employees (including Management and Supervisory Staff) are deemed competent before allocating duties. To know and understand the specific legal duties under the Work at Height Regulations which apply to them as an individual.

An individual to be "competent to work at height" the definition given above implies the following.

- To understand the principles of fall protection that the Work at Height Regulations requires to be used;
- To understand the principles of fall protection that Work at Height Regulation requires to be used;
- To be able to recognise safe and unsafe situations/activities;
- To have adequate training in the correct use and limitations of any work equipment allocated to them for the task;
- To understand the need for and the ability to check the adequacy of the safety equipment allocated to them;
- If that equipment has been issued to them on a personal basis an understanding of the correct procedure for storage and maintenance and inspection;
- To understand safe procedures of work and be able to state the correct procedure for the task, the emergency (including rescue) procedures in place for the work and their role in it;
- To know the procedure for reporting any defects, hazards or unsafe procedures they detect.

4.15.3 Fragile surfaces

There is a general prohibition for persons working near, on, from, passing across or passing near fragile surfaces where they can avoid doing so. Where it is not reasonably practicable to avoid these situations, then control measures must be introduced including the provision of barriers, and warning signs.

4.15.4 Falling Object Protection

The company risk assessment/method statement must consider the risk of falling objects. Adequate controls must be established to prevent objects falling from a height or if objects cannot be prevented from falling, then measures to protect people from injury and plant or property from damage must be taken.

Where a risk of falling objects from scaffolding has been identified, including the risk of scaffolding materials falling during scaffolding erection, altering and dismantling, the following prevention and protection measures should be considered:

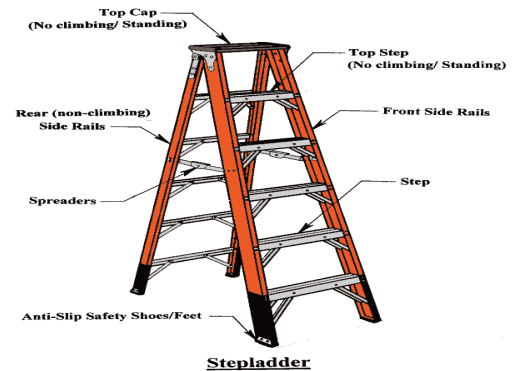
- Toe-boards, brick-guards, debris netting or solid sheeting,
- Barriers and warning signs to segregate danger areas and prevent access onto, through or near scaffolds where there is a risk of falling objects.
- Pedestrian gantries or access openings through scaffolds with protection crash-decks. Note crash deck protection should be risk assessed and designed considering the nature of potential falling objects. As a minimum all crash-deck protection for light debris should consist of a double layer of scaffold boards with heavy-duty impervious sheeting sandwiched between them.

- Scaffold fans to protect pedestrian and vehicle access routes adjacent to scaffolds where there exists a risk of falling objects. Note: protection fans must be risk assessed and constructed in accordance with NASC TG20 (Latest edition).
- By using close-boarded working platforms without gaps where objects could fall. Where standards protrude through working platforms, creating a 50mm+ gap, these gaps can be covered with plywood nailed down or proprietary gap fillers by others.
- All scaffolding materials used at height must be handled in a controlled manner and stored safely. Care must be taken by scaffolders to prevent all objects falling when working at height.
- Scaffolders are not permitted to work above others where there would be a risk of materials falling liable to cause injury. Scaffolding operations must be clearly identified by using suitable signs and segregated with barriers (or other suitable means) to restrict access by unauthorised persons.

4.15.5 Step ladders

Stepladders are mainly used for setting up asbestos enclosures, and short duration work less than 30 minutes or work that will be carried out in restricted areas where mobile scaffold platform will not fit. If work requires more than 30 minutes work, alternative height access will be considered. e.g. Mobile Scaffold Platform, scissor lift.

Step ladders must be in good condition and examined regularly for defects. (Before use and daily inspections thereafter using our daily ladder inspection form). The diagram shows all points that must be checked, any damage identified, remove from use immediately and report to the office.



If step ladders are used make sure:

- Do not use the top platform of a stepladder unless it is designed with special handholds;
- Ensure stepladders are positioned on level ground and used in accordance with the manufacturer's instructions;
- Operatives ensure while working on steps, work can be carried out without stretching;
- Check the stiles are not damaged, buckled or warped, no rungs are cracked or missing and any safety feet are not missing;
- Do not use makeshift or homemade ladders or carry out makeshift repairs to a damaged ladder;
- Do not use painted ladders, as the paint may hide faults;
- Ladders made for DIY use are not strong enough for site work and must not be used;
- Wooden ladders must never be used in relation with asbestos abatement works as wooden ladders can become contaminated with asbestos fibres;
- Do not attempt to repair ladders;
- Check for any live electrical risk, if so, chose fibre glass type only.

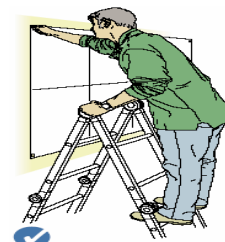
Even with the above controls, this can still be dangerous working on step ladders over a period of time, so any work that requires more than 30 minutes work on ladder will require alternative access equipment; scaffolds or Mobile Elevated Working Platform and will be specified in the safe systems of work relevant to the project.



Face step ladder towards work face to maintain stability and ensure 3 point contact is maintained

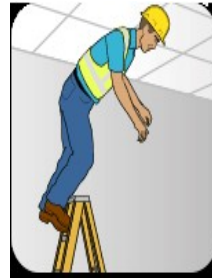


Acceptable 3 points of contact, do not go any further above top cap at waist height





Do not place sideways as this may cause step ladder to push away from the work face



Do not ever stand on top cap or more than 3 treads down from the top

4.16 Fall Prevention and Protection

Introduction

Several proprietary collective fall protection systems recently introduced have become known as Advanced Guardrail Systems' (AGS).

Advanced guardrail systems provide collective fall prevention for Scaffolder's when traversing along a boarded lift, erecting, altering, or dismantling scaffolding. These temporary guardrails remain in place whilst the platform guardrails are installed or removed, allowing scaffolder's to maintain guard rail edge protection on working platforms at all times.

Scaffold operatives will work in compliance with SG4 (latest edition) from above the base lift by maintaining the Scaffolder safe zone. Scaffolder's shall install a minimum of a single guardrail, at least 950 mm above the platform, on each face of the scaffold where a fall could occur.

Personal fall protection equipment will still be required to be used at some point in the system of work unless every lift remains fully boarded. When Scaffolder's encroach from a 'Safe Zone' to within one metre of an unprotected area by guardrails, they are considered 'at risk' and personal fall protection equipment must be used.

The scaffold crew will ensure they work safely at all times, and will ensure that:

- a. They work within a "scaffolder's safe zone" as defined by SG4 (Latest edition), by using the advanced guardrail or if not practicable, they must clip onto a suitable and sufficient anchorage point within 1m from the leading edge, and remain clipped on, in those situations detailed in SG4 (Latest edition), where it is not practicable to use collective measures – i.e. "Scaffolder's safe zone";
- b. They only undertake tasks that they are competent to do;
- c. They work to the RAMS at all times.

4.18.1 Personal Fall Protective Equipment

All Scaffolding Operatives shall be equipped with the suitable and approved fall arrest equipment for the task, before commencing work at height.

All fall arrest equipment provided must conform to the relevant British and European Standards. Each Scaffolding operative shall be issued with the following fall arrest equipment, as a minimum and records of issue kept:

- Full body harness complete with rear dorsal ring to BS EN 361;
- 1.75m fixed length lanyard, complete with a shock absorbing device to BSEN 355 (including double lanyards if required);
- Scaffold hook with 55mm opening to BS EN 362.

All scaffolding operations shall be carried out in compliance with the National Access and Scaffolding Confederation (NASC) Guidance Note SG4 'Preventing Falls in Scaffolding Operations' (Latest edition).

In addition, other measures may be specified for fall prevention and protection within the risk assessment and/or method statement.

Where a client has established local rules that exceed the requirements of this procedure they must be adhered to and adopted and enforced as a local policy.

Each member of the operational line management with supervisory responsibility for scaffolding operations and all scaffolding operatives must receive a copy of the NASC Guidance Note SG4 (Latest edition).

Management responsibility for scaffolding operations shall ensure compliance through effective monitoring (formal and informal) and enforcement, as necessary.

All fall arrest equipment must be subject to a thorough examination and servicing in line with the manufacturer recommendations, HSE guidance and the Work at Height Regulations 2005 every 3 months. Records of thorough examination must be maintained.

The user is required to carry out a pre use inspection of their fall arrest equipment.
The requirements of the pre user inspections are covered in the SG4 (Latest edition) training package.

4.16.2 Planning for Emergencies and Rescue

An essential element of planning to work at height is to ensure that a risk assessment is carried out for such activities. The risk assessment will, among other things consider that the priority being given to provide effective collective protective measures over the provision of personal protective measures, and what methods of protection will be required should a fall occur. This may be a communal protection such as an advanced guardrail system, fall-arrest devices.

It is often the case that considerable effort is placed on ensuring the provision and use of such equipment but little thought is given to the procedures to follow once a fall has occurred and the person is restrained by the fall-arrest device. That person will need to be brought to a place of safety and the consideration needs to be given as to how this can be safely carried out. It should be borne in mind that the person may have suffered injuries, either prior to the fall, during the descent (such as striking a fixed object) or from injuries sustained whilst the fall was being arrested.

These injuries can range from the minor to the more serious such as unconsciousness or broken limbs.

It is extremely unlikely (without specialist equipment and training) that the fallen person will be in a position to self-rescue and will require assistance in order to do this. This will require other assistance from the emergency services or alternatively rescue by trained and suitably equipped on-site personnel.

4.17 Working on back of vehicles

All operatives are to avoid mounting the vehicle bed to access materials unless it is necessary, and where practicable, all members of the scaffolding crew shall unload/load from the ground. If necessary to access vehicle bed, they will ensure safe means of access with suitable handrails and footholds. Where appropriate guardrail systems should be used or other means to mitigate consequences of a fall.

Our employees need to understand that even climbing on and off their vehicles is work at height and the risks need to be assessed to ensure they are safe and avoid climbing up unless safe working systems have been put in place.

When getting on and off the vehicles employees must apply the following:

- Do not jump down – this is bad for your knees and you are more likely to fall;
- Always use steps and handholds if provided on the vehicle, ensure the steps and your soles of your boots are clean;
- Climb down from the cab slowly, use the handhold;
- Report any missing or damaged equipment on your vehicle;
- Supervisors must check how people are getting on and off vehicles, if not safely then raise the point;
- Before stepping off your vehicle, check for uneven surfaces such as potholes or kerbs which may cause you to slip, do not park in puddles or muddy areas.

Drivers must ensure your vehicles remain safe by:

- Carrying out pre-use checks, check any steps or handholds are in good condition;
- Report broken boards and any other objects that could cause a fall;
- Keep your load area tidy – pick up loose straps, packaging etc.;
- Clean up spills and dirt such as diesel or mud on the catwalk or load area to stop people slipping in them;
- Keep your loads safe so that no movement can occur when you are up on the vehicle.

All persons working safely by:

- Ensuring you are wearing well-fitting, slip-resistant safety footwear when working on vehicles;

- Keeping the soles of your footwear clean to reduce the risk of slipping;
- Follow safe systems of work for loading and unloading your vehicles;
- Make sure you have been trained in and follow the company's safe ways of working if you have to use equipment such as tail-lifts or lorry loader cranes;
- Do not climb onto the back of the lorry without suitable access ladder and protection against falling from the vehicle;
- Use safe ways of getting on or off the vehicle when carrying out maintenance above ground level, for example by using gantries or tower scaffolds;
- Look at what other companies do – if you see a good idea suggest it to your safety adviser or supervisor.

As employers we will ensure loading and unloading is suitably planned to avoid the need to work at height on our vehicles, this will be done by maximising the use of loading from ground level as far as possible. We will also ensure that when purchasing new vehicles, we will look for purpose designed access and side handrail protection. When assessing vehicles that we already use, we will look for safe systems to fit side guardrails, with retro-fit equipment where available.

Or the use of fall restraint systems that prevent employees getting to open edges will be the next selection.

Where the above is not practicable then suitable crash bags will be placed at the side of the vehicles to reduce the risk of injury if there is a risk of fall.

For any of the options from above, all employees will be provided with protective slip-resistant safety footwear and training in the safe methods to be selected to the task.

4.18 Work in Adverse Weather

Planning for adverse weather an assessment of both the present and predicted weather conditions will need to be undertaken for a competent person. The consideration must include the environment in which the work is to be carried out. Weather conditions will need to be determined as this will not only influence whether work can be carried out safely, but also what type of PPE would be required.

4.19 Waste Management at Site

Scaffold activity generally produces very little in the way of waste, but a recycling policy for all the company-generated waste must be in place. However, Conker Nation Limited will fully cooperate with the principal contractor to assist him in discharging his duties.

4.20 Overhead Power lines

All scaffolding contracts undertaken in the provision of overhead line protection scaffolds for the local electricity authorities shall be carried out strictly in accordance with HSE's Guidance note 6, Avoidance of danger from overhead power lines.

Planning shall consist of the environment in which the work is to be carried out.

- Establish who owns the overhead power line/cable;
- Establish whether the system and equipment are subject to a programmed and systematic examination at prescribed intervals;
- Management to carry out risk assessment record the findings of the assessment and the level of information, instruction and training and supervision given to employees;
- Implement isolation measures or controls;
- Monitor and review the assessment.

Access and egress routes, scaffold materials and handling to the work area should be considered, not only for persons carrying on the work activity, but also for others who may possibly gain access while work is being carried out. Other risks that might be present in the area will also need to be assessed such as overhead power lines and cables, and other work activities that may interfere with the safe operation.

The persons who will be carrying out the work activity. All persons who will be working at height will need to be competent in the work activities that need to be undertaken. Training, information and supervision will all be

required, the extent of which will be determined by the level of risk involved. When working within the vicinity of overhead line, cables. The exposed to the risk should be reduced so far as is reasonably practicable.

4.21 Traffic Management in the Yard

It's the company policy to implement safe systems of work to ensure safe accessibility and a safe place of work.

The competent person is responsible for ensuring all vehicles entering or manoeuvring in the yard follow the speed limits. The company shall organise a traffic management plan to include access routes, signage, speed limits, identification of areas for storage, loading and unloading, vehicle and pedestrian routes, and PPE zones etc.

Third party drivers must report to the yard staff before entering the yard, and sign the visitor book. Yard health and safety rules must be posted at the entrance, or communicated. Drivers must observe the yard rules at all times, particularly reporting instructions, vehicle restrictions and PPE requirements.

All large vehicles manoeuvring in the restricted space of the yard must be assisted by a Signaller (Banks men), particularly when reversing. Signallers should be clearly identified, e.g., high visibility clothing with 'Signaller' or 'Banks men' displayed on their person.

4.22 Protection of the Public & Others

The company risk assessments should be used to identify those situations that would cause serious and imminent danger and the persons likely to be affected.

All reasonably practicable measures must be taken to secure the workplace to prevent the public and others (such as fellow workers, visitors, trespassers etc.), especially children being at risk of an injury.

Conker Nation Limited should ensure that they identify any danger areas within their undertaking where third parties would be especially at risk without special precautions being taken.

Each location must be assessed considering the nature of the work and the location of the workplace and its environment. This will establish the necessary control measures consisting of positive barriers, and appropriate safety signs, fans, brick guards, or exclusion zones.

5.0 Check

5.1 Training Records

Conker Nation Limited shall maintain training records in the personnel files with copies of certificates. The training record shall be updated in accordance with personal development plans, and industry standards.

5.2 Monitoring and reviewing performance

Once the objectives of the organisation have been approved and implemented, the company will continually check that all operations are carried out correctly.

Checking and monitoring is important in ensuring that the planned improvements are being implemented as planned and is often a less formal process than the review process. Close monitoring allows for the quick reaction to potential problems. The monitoring process and its frequency should be agreed and entered into the action plan below.

The review process is a more formal and structured affair, the purpose of which is to:

- Ensure the policy has reached all levels of the organisation,
- Has been understood by managers and employees,
- Managers are aware of their specific responsibilities under the policy,
- Those responsibilities are being fulfilled,
- Safe working procedures are being followed,
- Other systems of work and procedures introduced under the policy are working.

- Encourage and support management efforts,
- Instill a positive safety culture,
- Identify management weaknesses,
- Assess the level of compliance against agreed performance standards,
- Allow continuous improvements in management standards.

5.3 Reactive Monitoring

The purpose of proactive monitoring is to ensure that the established performance standards are being adhered to and to help prevent an accident or ill health. The primary objective of the hierarchy monitoring is not just to identify failure in the form of unsafe acts or conditions, but to measure success, and recognise positive good behaviour.

5.4 Proactive Monitoring

The Safety function

Safety tours promote a positive safety culture encouraging management to demonstrate visible and active leadership. They promote engagement and communication with employees, enabling them to contribute to the management of health and safety within their part of the organisation and to make observations in terms of the impact of people or processes from other parts of the organisation on their health and safety and vice versa.

Each member of the line management within the operational hierarchy of the organisation (Director through to first line Supervisors) shall undertake Health and Safety inspections at a predetermined frequency.

The inspection must observe workplace operations and be carried out using a checklist style proforma to record the findings. Copies of the monitoring report are reviewed by the immediate direct line manager.

Where it is appropriate copies of the inspection report will be issued to those responsible for completing a specific action. All corrective remedial actions remain open until closed out as complete.

5.4.1 Safety Improvements

Conker Nation Limited aims to actively audit company procedures in relation to health and safety procedures, both on site and within the company's offices to ensure compliance with the Company's Health and Safety Policy and all current legislation. The company therefore expects the cooperation of its entire staff in the manner detailed within the Policy. Where it is highlighted the requirements of the Policy are not being adhered to the appropriate action will be taken to remedy any problems. This would include providing the appropriate training, equipment and where negligence of individuals is a factor, disciplinary action.

5.4.2 Independent Monitoring

Independent Monitoring is similar to the hierarchy monitoring but is carried out by the independent Health and Safety Advisor. This monitoring is carried out to a programme agreed by Conker Nation Limited, and reported directly to the Director.

5.4.3 Inspection, Service and Maintenance of Scaffolding Materials

All scaffolding components and associated materials such as ladders, etc. are subject to a material control procedure, which ensures so far as is reasonably practicable the inspection and where appropriate the testing of all materials periodically. A competent person who carries out the inspections must ensure the segregation of defect material for destruction or repair, to prevent use.

The appointed person will be deemed competent by having received appropriate training and instruction.

All boards: are to be inspected prior to delivery & placed on bights for forklift loading or handling purposes. No boards shall be dispatched that are twisted, warped, split or notched. All board end shall be branded at each end & painted with security paint.

Damaged boards: no damaged boards shall be scrapped when a length of the soundboard of 2m upwards can be salvaged. Shorter lengths of boards may be used as sole boards, or stop end boards.

Ladders: No ladder whatever length or composite shall be issued without having first been inspected and found to be in good condition prior to dispatch from the premises.

Fittings: All fittings shall be suitably identified with company identification paint, free from defect, regularly maintained and lightly oiled as necessary.

Inspection of fittings

Fittings must be of good appearance and free from damage or cracks and excessive corrosion.

All moving parts, flaps, nuts and bolts must move freely and nuts and bolts move freely to the full travel of the bolt.

Maintenance of fittings

Undertake simple maintenance to ensure sound appearance.

Oil moving parts with approved oil.

Storage of fittings

Whenever possible fittings should be stored under cover, or palletised in baskets preferably in units of 500 and grouped (doubles, singles, etc.).

Tube: Any scaffold's ability to carry a load is largely dependent on the strength and condition of the tubes used in its construction. Consequently, tubes must be checked to ensure that they are:

- Straight,
- Free from cracks, splits, bad dents and excessive corrosion,
- Cut square and clean at each end.

Handling and Storage of Materials: All materials shall, where practical, be stored in suitable bins, stillages, or bulk packs.

The yard layout must be designed to allow sufficient space for lift truck access when manoeuvring with a load.

Bulk materials must be stacked on firm level ground, and the height limited so that they are stable and not at risk of collapse.

5.4.4 General Arrangements for stacking and storage

Guideline a maximum height to the smallest base dimension ratio of 4:1 should be observed.

Loose materials and broken packs must be stored at ground and not stored at height at risk of falling.

Any damaged or defective materials identified must be placed in a quarantine area to prevent use.

Stacking and de-stacking: with lift trucks equipped with fork arms. Similar procedures should be followed when Loading or unloading Lorries, trailers etc.

Banding equipment: to ensure stability to all repacked and stacked ancillary materials the outline of materials and how they are restrained and secured during the loading & unloading procedure.

Steel products: use galvanised metal strapping for all steel products. The methodology for Scaffold tubes, 2 straps for tube up to 17' (5.2 m), 3 straps for tube 18' (5.5m+) maximum bundle size 50 tubes

Timber/aluminium products: to be banded using polyester strapping, to be stacked in bundles of 50, 4 boards wide, 12 boards high + 2 on top or by 5 boards wide x 10 high (50 boards per pack).

All short boards to be segregated by size and secured by using polyester strapping.

Do not store more than 7 bundles high, 350 boards

All strapping: Cord strap is the nominated sole supplier for both metal and polyester strapping and cutting tools. Do not over tension when banding, to avoid damage to non-steel products

On site controls

All operatives who handle scaffolding materials must not use defective materials. Any defective materials must be segregated and returned to the yard for quarantine.

All scaffolding materials must be handled in a controlled manner as per NASC SG6 (e.g. Hand to hand) and NEVER thrown or allowed to drop – Any scaffolder found bombing material will be referred for disciplinary action.

6.0 Act (Reviewing)

The company's Health & Safety Advisor are responsible for keeping the Company up to date with developments in occupational health and safety, new and changing health and safety legislation, case law, and best practice.

The Managing Director, Kevin Mudd is responsible for ensuring the policy is reviewed, maintained and updated.

This Safety Management System (incorporating the OH&S policy) and associated procedures etc shall be reviewed, extended and revised in accordance with any significant changes identified above, and lessons learnt, and at least reviewed as a minimum every 12 months, or earlier when subject to relevant legislation changes, or learnt lessons, to ensure that the SMS remains relevant to the business operations and remains up to date.

However, Senior Management will also continually take action to improve performance after checks and monitoring have taken place, including reactively implementing corrective action (e.g. Learnt lessons from accidents and incidents) and proactively implementing preventative actions (e.g. ensuring that learnt lessons from our company's (and other companies') near misses and from safety tours are used to improve the company's performance)

6.1 Review meetings

An Annual Safety Management review meeting should be held with the Director and Safety Advisor to monitor implementation and development of the Health and safety policy and overall safety performance. As part of this review (and throughout the year), the company will ensure that action has been taken in regard to Corrective and preventative action (following an accident/incident), as well as a proactive action (following other company's accidents/incidents) and ensure that our SMS is continually reviewed and where required updated.

6.2 Essential Information and Feedback

The 'toolbox talk' medium can be used to help disseminate essential health and safety information throughout the organisation. It is important to solicit information from the workforce and receive feedback on health and safety issues. A few moments should be taken at the end of each toolbox talk giving the opportunity to raise and discuss issues.

Appendices

Appendix A - Open Door Policy

Appendix B – H&S and Scaffolding Technical Performance Standard

Appendix C - Anti-Bribery Statement

Appendix D - Environmental and Sustainability Statement

Appendix E - Equal Opportunities and Diversity Statement

Appendix F - Modern Slavery and Human Trafficking Policy

Appendix A - Open Door Policy

Introduction to Our Open Door Policy:

The company has adopted an Open Door Policy for our all employees. This means, literally, that every manager's door is open to every employee. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with any manager at any time about areas of non-conformance to health & safety or procedures relating to ill health.

Our Responsibilities under Our Open Door Policy:

If any area of your work is causing our employees concern, our employee has the responsibility to address your concern with a manager. Whether you have a problem, a complaint, a suggestion, or an observation, our company managers wants to hear from you. By listening to you, the company is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions.

Employees are reminded that most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem. However, an open door policy means that you may also discuss your issues and concerns with the next level of management and/or our Health & Safety Advisor. No matter how you approach your problem, complaint, or suggestion, you will find managers at all levels of the organisation willing to listen and to help bring about a solution or a clarification

Benefits of the Open Door Policy:

By helping to solve problems, managers benefit by gaining valuable insight into possible problems with existing methods, procedures, and approaches. While there may not be an easy answer or solution to every concern, your company's employees have the opportunity at all times, through the open door policy, to be heard.

For and on behalf of Conker Nation Limited



Kevin Mudd
Managing Director

Date: 29th November 2022

Appendix B - Scaffolding Technical Performance Standards

Note: the company works all in compliance with all applicable legislation, British Standards HSE Guidance and NASC Guidance Documents with the main ones detailed below.

The company Implementation procedure (DO) should be read in conjunction with the following health & safety documents:-

Serial number	Revision number	Title of guidance	Serial number	Revision number	Title of guidance
TG3	19	Erection, Use and Dismantling of Temporary Rubbish Chutes on Scaffolding	SG1	14	Control of Substance Hazardous to Health in Scaffolding (COSHH)
TG4	19	Anchorage Systems for Scaffolding	SG2	N/A	No longer used – currently being updated
TG5	18	Timber scaffold boards – An introduction to the revised standard BS2482:2009	SG3	14	Earthing of Scaffolding Structures
TG6	17	Care and maintenance of scaffold boards	SG4	15	Preventing Falls in Scaffolding operations (Management Guide)
TG7	21	Scaffold Board Nailplates	SG5	18	Overhead power sources
TG8	21	Fire Damage	SG6	15	Manual Industry Handling in the Scaffolding
TG9	18	Guide to the design and construction of temporary roofs and buildings	SG7	19	Risk Assessments & Method Statements
TG10	21	Flame Retardant Treatments for Timber Scaffold Boards and Battens	SG8	17	Reporting of Accidents Procedures and RIDDOR
TG11	20	Stress corrosion cracking in high tensile and alloy steels	SG9	21	Use, Inspection & Maintenance of Lifting Equipment & accessories for lifting in scaffolding
TG12	17	Tying down of scaffold boards	SG10	19	Use of Brickguards
TG13	16	Non-Standard Boarded Platform	SG11	15	Noise
TG14	20	Supplementary Couplers and Check Couplers	SG12	N/A	Document no longer in use
TG15	N/A	No longer used	SG13	17	Health Surveillance in Scaffolding
TG16	21	Anchoring to the Ground	SG14	N/A	Document no longer in use
TG17	15	Identification of BS EN74 Scaffold Fittings	SG15	17	Substance Abuse – Guidance for Employers and Employees
TG18	N/A	No longer used	SG16	14	Management of Fall Protection Equipment
TG19	N/A	No longer used	SG17	N/A	Document incorporated in SG16
TG20	21	Operations Guide and Designers Guide	SG18	14	Welfare Facilities for the Scaffolding Contractor
TG21	20	A Guide to Commissioning Scaffold Designs	SG19	17	A Guide to Formulating a Rescue Plan
TG24	20	Ancillary Scaffolding Components not covered by British Standards	SG20	19	Consultation and participation with the workforce
Statutory instruments			SG21	17	Entry into Confined Spaces
This is not an exhaustive list.			SG22	17	Induction Training
The Employers Liability (Compulsory Insurance) Regulations 1969			SG23	N/A	Document not in system
Health & Safety at Work etc. Act 1974			SG24	N/A	Document now incorporated in SG7
Health and Safety (First Aid) Regulations 1981			SG25	20	Access and Egress from Scaffolding
The Electricity at Work Regulations 1989.			SG26	14	Scaffolding & Hoists
Personal Protective Equipment at Work Regulations 1992			SG27	09	Temporary Edge Protection on Open Steelwork
Manual Handling Operations Regulations 1992.			SG28	17	Safe system of work for scaffolding associated with timber frame building
Health and Safety (safety signs and signals) Regulations					

1996 The Health and Safety Consultation with Employees Regulations 1996
 Provision and Use of Work Equipment Regulations 1998
 Management of Health and Safety at Work Regulations 1999
 Workplace (Health, Safety and Welfare) Regulations 1992
 Health & Safety (Display Screen Equipment) Regulations 1992
 Construction (Design and Management) Regulations 2015.
 Lifting Operations and Lifting Equipment Regulations 1998
 Noise at Work Regulations 2005.
 Work at Height Regulations 2005
 Control of Vibration at Work Regulations 2005
 Control of Substances Hazardous to Health Regulations 2002
 Control of Asbestos Regulations 2012.
 Health and Safety (Information for Employees) Regulations 1989.
 Smoke Free Premises Regulations 2007.
 Regulatory Reform Fire Safety Act 2006.
 Corporate Manslaughter and Corporate Homicide Act 2007
 Health and Safety Offences Act 2008.
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

		construction
SG29	17	Internal Edge Protection on Scaffold Platforms
SG30	17	Management of Road Haulage for the Scaffolding Contractor
SG31	20	Management of Slips, Trips and Falls
SG32	17	Provision of Extended and Telescopic Transoms and Board Brackets
SG33	14	Guide to the construction of scaffold loading bays and loadbearing platforms
SG34	17	Guidance on protection of the public
SG35	21	Handover of Scaffold Structures
SG36	18	Unauthorised modifications to scaffolds
SG37	18	Effective Supervision
SG38	19	Guidance on Mental Health Wellbeing
SG39	21	Guidance on Appointing a Scaffolding Contractor
SG40	20	Scaffolding Yard Operations
SG41	20	Long Standing Scaffolding Structures

Note: this policy will not necessarily be reviewed and revised simply because any of the stated standards have been updated.

Appendix C - Fraud, Theft, Bribery and Malpractice Policy Statement

Introduction

This Policy has been assembled to protect Company operations, customers, shareholders, employees and the general public from the adverse effect of fraudulent and dishonest behaviour. The Company requires all staff at all times to act with honesty, integrity and to safeguard the resources for which they are responsible. Fraud, theft, bribery and malpractice is an ever present threat to these resources and this company will ensure that we enforce all control measures and work in compliance with the law.

Fraud, theft, bribery and malpractice is the deliberate action by a person, or allowing action to be taken by another, for the purpose of, or intention of:

- Obtaining money, assets, services;
- Distorting business performance;
- Causing loss to the Company, supplier or employee;
- Depriving an employee or member of the public of their rightful goods or property;
- Accepting high value gifts or inappropriate hospitality;
- Giving high value gifts or inappropriate hospitality for the intention of bribery;
- Prejudicing the Company's competitive position or business reputation;
- Money laundering;
- Unauthorised release of confidential information;
- Employment of illegal immigrants, those working under an assumed name or anyone unauthorised to work or carry on business in the UK.

Aims

Conker Nation Limited values its reputation for ethical behaviour and for financial probity and reliability and has a zero tolerance policy towards fraud, theft, bribery and malpractice.

Objectives

Conker Nation Limited prohibits fraud, theft, bribery and malpractice and in particular the offering, the giving, the solicitation or the acceptance of any bribe, whether cash or other inducement. To or from any person or company, public or private, by any staff, contractors, consultants, agents, overseas agents, external examiners and any non-employee service providers engaged in company business for whatever reason, in order to gain any commercial, contractual or regulatory advantage for the company in a way which is unethical or in order to gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual.

Policy

The company has a zero tolerance policy towards any behaviour that constitutes fraud, theft, bribery and malpractice bribery, under the definition given above, and has put in place procedures for reporting and investigating such acts. The company has taken steps to limit the above through:

- a) Setting out a clear policy;
- b) Training employees so that they can recognise and avoid illegal activity, including the use of bribery by themselves and others;
- c) Encouraging employees to be vigilant and to report any suspicion of bribery, providing them with suitable channels of communication and ensuring sensitive information is treated appropriately;
- d) Rigorously investigating alleged bribery, where necessary assisting appropriate authorities;
- e) Taking firm and vigorous action against any individual(s) involved in bribery;
- f) Monitoring of the effectiveness of such controls.

Accountability

The responsibility to control the risks of unethical business practices occurring resides at all levels of the organisation. The prevention, detection and reporting of fraud, theft, bribery and malpractice is therefore the responsibility of all staff.

This policy prohibits any inducement which results in a personal gain or advantage to the recipient or any person or body associated with them, and which is intended to influence them to take action which may not be solely in the interests of the Group or of the person or body employing them or whom they represent.

This policy is not meant to prohibit the following practices providing they are customary in a particular market, are proportionate, and are properly recorded:

- a) Appropriate and reasonable hospitality
- b) The giving of a ceremonial gift on a festival or at another special time
- c) The use of any recognised fast-track process which is available to all on payment of a fee
- d) The offer of resources to assist the person or body to make the decision more efficient provided that they are supplied for that purpose only.

The company prohibits payments including "facilitating" or "expediting" payments to others in order to secure prompt or proper performance of routine duties.

Inevitably, decisions as to what is acceptable may not always be easy. If anyone is in doubt as to whether a potential act constitutes bribery, the matter should be referred to the local senior manager with responsibility for this policy before proceeding. If necessary, guidance should also be sought from the directors of Conker Nation Limited.

For and on behalf of Conker Nation Limited



Kevin Mudd
Director responsible for monitoring compliance

Date: 29th November 2022

Appendix D - Environmental and Sustainability Statement

One of the key objectives of Conker Nation Limited is to run its operations avoiding unnecessary or unacceptable effects on the environment. Any effects will be minimised as far as practicable. Environmental considerations will be given equal importance to the more traditional business issues such as production, research, sales, safety, and finance.

Conker Nation Limited will work towards achieving its environmental objectives by,

- Minimising the impact of all its operations on the local and global environment and the quality of life of the local communities in which the Company operates.
- Meeting all relevant statutory regulations.
- Maintaining the cleanliness and appearance of premises to the highest practical standards.
- Aiming for efficient use of all resources used in its operations and by reduction of waste through process improvements. Recycling of material is continued wherever feasible and further positive steps are taken to conserve resources, particularly those that are scarce or non-renewable.
- Fully considering, in advance where possible, the environmental effects of any significant new development and adjust the Company's plans accordingly.
- Working with suppliers to ensure that the products and the services they supply are environmentally acceptable.
- Providing the necessary information to enable Employees to operate the processes properly and with minimal effects on the environment. **Training staff, suppliers, and contractors to enhance awareness of environmental legislation, regulations, British Standards and Good Practice.**
- **Developing a management system to demonstrate continual improvements in environmental performance.**
 - Waste is removed in accordance with legislation by registered carriers to licensed tips;
 - Measures are taken to control the ground, river, and coastal water pollution;
 - Measures are taken to control noise pollution;
 - A good neighbour policy is implemented;
 - Comply with the Montreal protocol by ensuring that ozone depleting gases such as CFC's and halons are not discharged into the atmosphere;
 - All material wastage is minimised, recycling options promoted, and water, paper and energy conserved;
 - Wild life, habitats, flora and fauna, archaeological and heritage sites are protected as appropriate;
 - All incidents detrimental to the environment are investigated, reported, and preventative action taken against repetition.

Where required, Conker Nation Limited will form an Environmental Plan for the proposed works.

This would include considering the following measures:

- Minimising water consumption arising from site activities;
- Monitoring and minimising site waste;
- Segregating and recycling site waste;
- Adopting best practice policies for control of noise and dust;
- Sourcing of Timber/scaffold boards from PEFC Certified Supplier;
- Recycling substantial levels of materials previously supplied.

Duty of Care

The duty of care under the Control of Pollution (Amendment) Act 1989, Environmental Protection Act 1990 and Controlled Waste Regulations 1992 is recognised by the Company during the undertaking of its works and is met with by the following basic principles:

- Preventing anyone keeping, depositing, disposing of, or recovering our 'controlled waste' without a waste management licence or an exemption from the need for a licence;
- Stopping materials escaping from our control or the control of anyone else by packaging it appropriately;
- Ensuring waste is only transferred to an authorised person. Making sure that a person or business is authorised to deal with our particular type of waste;
- Ensuring that the waste being transferred is accompanied by a written description that will enable anyone receiving it to dispose of it or handle it in accordance with his or her own Duty of Care.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd

Date: 29th November 2022
Director responsible for Environmental Management

Appendix E - Equal Opportunities and Diversity Statement

This statement is designed to prevent discrimination and to attract the best employees. To ensure that diversity is embedded in our company culture reflected in our staff and to better serve our customers/clients, the company will endeavour to:

Attract applications from all sections of society irrespective of race, gender, marital/civil partnership status, age, disability, religion or belief, colour, national origin or sexual orientation and ensure fair treatment throughout the recruitment process.

Improved performance in the job, develop skills and prepare all individuals for other roles, and responsibilities through effective appraisal, and training procedures, which include the following:

- Ensure that employment decisions are based on business needs and the individual's ability to do a job;
- Enhance decision-making and innovation by encouraging interaction and involvement;
- Increase our ability to relate to existing and potential customers/clients wherever they exist;
- Identify the various behaviours and barriers that discrimination can take, and understand the negative effect these can have on the company and its employees and customers/clients;
- Staff in key decision-making areas on the potentially discriminatory effects of imposing practices, conditions, and criteria for minority groups, and the importance of being able to justify decisions;
- Monitor the application of this policy, and work towards eliminating any discriminatory practices which may be limiting the company's ability to achieve its objectives.

This policy covers all employees, contractors, temporary workers and job applicants including any individuals working on company premises via a third party. It applies to all aspects of employment, from recruitment and selection through to termination of employment.

General arrangements

To be successful, the Diversity Policy will be implemented company-wide and therefore commitment is required from the whole workforce. All staff has responsibility for ensuring that this policy underpins all aspects of company policy and for promoting an organisational culture that is supportive of the benefits of diversity.

It is unlawful to discriminate against people at work on the grounds of their sex, sexual orientation, status as a married person or a civil partner, race, colour, age, nationality, ethnic origin, religion, political or other beliefs, or because of a disability, pregnancy or childbirth, or subsequent maternity leave or because they are a member or non-member of a trade union. It is also unlawful to discriminate against part-time or home workers. The company will comply with all relevant legislation and no individual will be unjustifiably discriminated against.

The company is fully committed to promoting age diversity. In valuing the contribution of its employees, regardless of age, the company will seek to eliminate age 'stereotyping' and discrimination on the basis of age. The underlying premise of this is that employees will be assessed on the basis of their skills, ability and potential, not their age. This means that employment opportunities and personal/career development will be available, irrespective of a person's age.

Equal pay

The company recognises Men and women doing equal work and work rated as of equal value are entitled to equal pay.

Race, religion or belief

The company recognises it's unlawful to discriminate against a job-seeker, worker or trainee on the grounds of race, colour, nationality and ethnic or national origins or because of their religion, creed or belief or lack of religion or belief. The company is sensitive to the cultural and religious needs of employees and makes provision to accommodate any formal requests that are made.

Disability

The company recognises its responsibility towards disabled employees and seeks to eliminate unjustified discrimination on the grounds of disability by:

- Recognising the wealth of talent and skill possessed by disabled people;
- Interviewing all disabled job applicants who meet the minimum selection criteria for a job vacancy and consider them on their abilities;
- Ensuring that all disabled employees are smoothly and effectively inducted into the company;
- Identifying and providing any 'reasonable adjustments' to working arrangements or the working environment necessary for the effective performance of their job;
- Making every effort to retain employees who become disabled whilst in the employment of the company.

Monitoring

The company will maintain records of the age, race, gender, marital/civil partnership status, and disability of job applicants and existing employees. Any patterns of under representation (for example, where one gender or race appears to have a consistently reduced chance of promotion) will be fully investigated and any discriminatory practices identified and eliminated.

Bullying and Harassment

All staff will expect to be treated with dignity and respect whilst at work, and have an equal responsibility to treat their colleagues similarly.

The company is committed to creating a harmonious working environment which is free from harassment, including discrimination, victimisation and bullying, and which protects the dignity of female and male employees irrespective of their race, religion or belief, colour, age, national origin, disability or sexual orientation. Harassment is offensive and prejudicial to a productive working environment. It is indicative of a lack of respect for the person harassed, undermines his or her position and may have a negative impact upon health, job performance and sense of personal security.

Grievances

Any employee who feels they have not been treated in accordance with this policy will make a complaint using the company's Grievance Procedure. All complaints will be dealt with seriously, promptly and confidentially. If a member of staff found to have breached the Diversity Policy, they may be subject to disciplinary action under the company's Disciplinary Procedure, which could result in dismissal.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd
Director responsible for Equal Opportunities and Diversity

Date: 29th November 2022

Appendix F - Modern Slavery and Human Trafficking Policy

Statement

This statement is made pursuant to Section 54, Part 6 of the Modern Slavery Act 2015 and sets out that Conker Nation Limited has taken to ensure that slavery and human trafficking is not taking place in its business or any part of its supply chain.

Modern slavery and human trafficking remains a hidden blight on our global society. Modern slavery is the term used to encompass slavery, forced and compulsory labour and human trafficking of all ages. Conker Nation Limited Code of Conduct prohibits modern slavery.

All Conker Nation Limited employee's and subcontractors have a responsibility to comply with the Code of Conduct and be alert to the risks brought about by modern slavery in our business and the wider supply chain. Staff are expected to report any concerns and management are expected to act upon them.

Suppliers (or subcontractors) are expected to act in accordance with the Code of Conduct, or an equivalent of its relevant core principles, in the performance of any agreement.

Conker Nation Limited shall put in place fair and transparent recruitment and resourcing procedures in relation to labour practices, false employment and modern slavery in accordance with relevant legislation and standards.

The requirements made of the supply chain in regard to modern slavery are communicated and contracted upon through our Code of Conduct and Sustainable Procurement Policy. Conker Nation Limited expects all suppliers to conduct right-to-work checks of their workforce in accordance with the Immigration, Asylum and Nationality Act 2006, which will be reinforced when a worker attends their first site induction where their paper will be verified.

Conker Nation Limited will seek to work in partnership with all suppliers to tackle and combat the treat of human trafficking and modern day slavery across the scaffolding industry and throughout our supply chain, in accordance with the international environmental, social and ethical standards.

Scaffolding operates a Code of Conduct Reporting Procedure, which provides an option for anonymity, and encourages employees', subcontractors and suppliers to report any suspected legal or ethical breaches.

Ethical Business

One of Conker Nation Limited values is to Act Ethically and Transparency.

At Conker Nation Limited, we believe our ethical values are the basis on which we can develop better solutions, projects and customer outcomes, and therefore a competitive edge.

Ethical values are evident in every interaction we have with our employee's, contractors, suppliers, customers and members of the public.

We expect our employee's and subcontractors to always consider whether their actions are fair and ethical. 'Doing the right thing' is embedded in our vision and values, processes and procedures and working environment. It translates into partner relationships, the way employee's and subcontractors are treated and the process used for procuring goods and services.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd
Director responsible for Modern Slavery and Human Trafficking Policy

Date: 29th November 2022

Appendix G – Whistleblowing Policy

Statement

We are committed to providing the best human resources support to our company employees and ensure the best possible working relationship with each and every employee. This policy defines our commitment to the protection of employee rights if they should ever raise a concern with regards to bad practices, unethical or immoral behaviour being undertaken by any of our company employees.

Such organisational processes that may be reported under the protection of this policy, some of which have been already defined within our additional policy statements, could include:

- wasteful use of company plant, equipment and provisions;
- fraudulent activities as defined within our anti-fraud and bribery policy;
- unsafe working practices as defined within our work at height, training and worksafe policy;
- environmental impacts as defined within our environmental policy;
- impact on our corporate and social responsibility to the community and neighbourhoods that we live and work in as defined within our corporate social responsibility policy;
- mistreatment and/or discrimination of an employee as defined within our equality policy;
- undertaking works to a poor standard that reflects on our quality assurance policy statement that we commit to our customers and others who may be effected by our works;
- employees refusing to apply our smoke free policy and exposing others breaching the health act 2006.

We recognise the importance of actively and fully supporting this policy to ensure that employees do not feel intimidated to report any such incidents that they feel need to be made aware to the company directors. This requires the commitment and support of the managing director, who would like to remind all employees that he runs an open door policy and can always be approached.

The scope of this policy applies to all employees, whatever position they hold. If concerns are to be raised about supervision or management, it can be raised directly to the managing director at a convenient time and all whistleblowing will be treated with the strictest of confidence.

When reported the relevant person will be assured by the managing director that personal reprisals will be protected against and that they will be suitably informed on any movement in the particular investigation and follow up the concern raised. The relevant person must ensure that they do not discuss any concern externally with any third party that may further escalate the situation, which includes other employees and clients.

If the whistleblowing raised potentially breaks any laws, then further advice may be sort from our appointed solicitor as required to further investigate any legal action that may need to be undertaken.

Employees are informed that any accusations made must be taken responsibility for and malicious or reckless charges will not be sanctioned. Disgruntled employees must not take this route if it is not relevant and are informed that if a legal route is taken, then they will be required to attend any court, tribunal or other such meeting to further progress such action.

If an employee feels that they are not receiving an adequate response to their concern/s then they may contact the Citizens Advice on the link below for further information.

[Citizens Advice www.citizensadvice.org.uk/](http://www.citizensadvice.org.uk/) 03454 04 05 06

Any deviations from this policy must be approved by the Managing Director after consultation with the all levels of management. This policy will be reviewed at least annually to ensure that it remains up to date and relevant to the company undertakings.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd

Director responsible for our Whistleblowing Policy Date: 29th November 2022

Appendix H – Corporate Social Responsibility Policy

Statement

We are committed to meeting the highest standards of corporate citizenship by protecting the health, safety and welfare of our employees, by safeguarding the environment and by creating a long-lasting positive impact on the communities where we do business.

We believe that our strong commitment to the highest standards of corporate citizenship and sustainability strengthens our business, our workforce and the communities where we operate. Social Responsibility is integral to the way we conduct business, particularly with regards to the nature of our works.

This policy referred to as our CSRP, has been put together for all levels of employees within our company structure to further strengthen our existing health and safety policy statement, environmental policy statement, equal opportunities policy statement, sustainability policy statement and our anti-fraud and bribery policy statement. With the combination of these policies merged with this policy statement ensure that we identify all areas that may have an effect on the business undertakings.

We undertake asbestos removal works for a number of clients, which we undertake nationwide with our main concentration from the midlands down to south coast of England. Due to the nationwide cover of some of our client base, we follow the works as required to ensure that the high standards our clients have come to know and expect from us are delivered.

This policy will be implemented throughout the company structure, whatever job they undertake from our onsite workforce, to our office admin, right the way up to our company directors. All are required to comply and raise any concerns or additions that they feel could assist in developing this policy to a higher standard.

The company directors strongly believe in delivering a high standard of company undertakings over and above legislation and industry best practice, which is often reflected in the company investment in training and equipment required.

With the introduction of this policy as the Managing Director I have committed to the following:

- To conduct our business to the highest standards and personal integrity;
- To respect the laws and regulations defined within the country of working;
- To be committed to transparency and good governance;
- To implement fair and honest competition, and endorse our Anti-fraud and Bribery Policy, to assist in combating corruption and promote the rule of law;
- To endorse and respect the Human Rights Act;
- To endorse and implement the international voluntary initiatives designed to protect the environment and human rights;
- To provide training for our employees to comply with our statutory duties and to deliver over and above the standards required;
- To ensure our contractors and suppliers apply their own Code of Business Conduct and Ethics and their related policies, or to adopt equivalent standards to our own expectations, and to train their employees accordingly.

With regards to the effects on our Communities as the Managing Director I have committed to:

- To identify and assess our contributions to social and cultural changes in the areas where we operate and develop appropriate strategies to respect the rights and cultures of local communities;
- To collaborate with host governments, civil society, businesses and other stakeholders to make lasting contributions to social development, especially in the areas of education and health;
- To be fully committed to respecting all human rights where we operate;
- To seek to minimise any negative environmental, welfare, quality, and health and safety impact on our host communities as a result of our operations.

As the Managing Director I respect the rights of all persons and will implement the following by:

- Supporting the fundamental principles of the rights to work;
- Not permitting the employment of under-age children in our workforce or the use of forced or compulsory labour in any of our operations;
- Being committed to diversity and providing equal employment opportunities to all employees and job applicants regardless of race, colour, sex, age, sexual orientation, creed, national origin or disability as defined within our Equal Opportunities Policy;
- Not tolerating any form of workplace harassment including sexual harassment of an employee or employment candidate;
- Recognising and respecting our employees' right to join associations and choose representative organisations for the purpose of engaging in collective bargaining in a manner that is consistent with applicable laws, rules, regulations and local customs;
- Being committed to providing challenging and rewarding career opportunities to ensure that we have a skilled, capable and energised workforce;
- Providing learning opportunities for employees to maximise their potential and ensure that our company achieves its business objectives.

Conker Nation Ltd

Sustainability Policy, our Health and Safety Policy addresses all of these areas in greater detail.

We will routinely monitor, assess and report on our conformity with this policy. We require all employees to comply with this Policy and related directives and additional policies. We are working towards ensuring that our contractors and suppliers respect this policy to its maximum.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd
Director responsible for our Corporate Social Responsibility Policy

Date: 29th November 2022

Appendix I – General Data Protection Policy

To ensure compliance with the General Data Protection Regulations (GDPR) the following policy has been written to assist with the required arrangements to be put in place. We must ensure all employees and key personnel are aware of their legal duties and that documents we hold with personnel data is protected in accordance with GDPR. We also need to verify how employee's individual rights including, how information would be deleted.

Under the GDPR we have defined our company as the processor of personal data and understand that we will be in breach if we do not apply our legal duties. We are required to record an array of employee records with regards to health records, to comply with to statutory requirements for the specific purpose of collecting data for personal monitoring and exposure record requirements, which will need to be maintained. This data is collected only for our company use and records and are not shared with any other third party, other than if requested by the HSE for compliance.

This data is already well protected with regards to key paperwork files stored in locked filing cabinet with only designated admin staff requiring access for maintaining records as works progress and documents are updated. The recording of data includes both paperwork based, scanned documents, computer stored documents and data uploaded to our database, all of which is covered by GDPR, and must be protected. Therefore, all employees will be required to assist in our compliance and not share sensitive personal data with others without the permission of the company Data Protection Officer (DPO).

We have appointed a DPO to apply the principles of the roles and responsibilities that this position would require, therefore safe guarding our data records. We are also required to hold Disclosure Barring Service (DBS) records for some of our clients, therefore potentially holding more sensitive data on previous criminal convictions and offences.

All employee's will be required to complete our right to consent for the maintaining of their personnel records to enable us to comply with the regulation requirements initially and at the same time comply with the GDPR. This form will be handled by the DPO to ensure all employees are signed up to this requirement. If employees feel they are not able to give such consent, then they must be referred to the section of the applicable regulation, which requires an employer to record such data and maintain certain records for a period of time.

Our computer-based system is password protected for each individual user, with the DPO having password access override if employee leaves company and passwords requiring changing to prevent access thereafter for that employee. All computer-based documentation is backed up by external harddrive which the DPO has main access control only. All computer users must set up a screen saver mode to ensure when leaving their desk sensitive personnel information cannot be accessed by others.

All employees that have access to sensitive information will receive internal training on how to assist us with compliance by operating a clear desk policy at the end of each working day and when they will be away from their desk for a long period time, such as a lunch break or visiting site. Those responsible for maintaining lockable cabinets will also be instructed on keeping lock on the cabinets when not in use.

We have conducted an internal information audit map to identify areas of data flow in and out of the company and assessed the possible risks that may breach an individual's rights and the freedom of individuals. This will be reviewed at least annually, to ensure compliance remains in place and identify any new additional information flows, that may present a risk.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd
Director responsible for our General Data Protection Policy

Date: 29th November 2022

Appendix J – COVID-19 secure business policy statement

To assist with maintaining our business and continuing to keep a healthy place of work we are committed to the following policy.

This includes the assessment of our offices, premises we are required to attend and working sites and how we have complied with the practical steps based on the five key principles we have taken are as follows.

1. **Work from home** if you can. All reasonable steps should be taken by employers to help people work from home but for those who cannot work from home and whose workplace has not been told to close, the message is clear: go to work. This has been assessed and our workforce are required to attend site, work in the yard and office to facilitate our company undertakings in a safe and compliant manner, the option for working from home is not available to us, but will continue to be reviewed as per change in government guidance.
2. Carry out a **COVID-19 risk assessment**, in consultation with our workers to establish what guidelines to put in place. This has been carried out with all levels of employees being involved in active discussions and what practical controls we can sensibly apply. We will make available the results of our risk assessment when requested and required to provide to our clients, employees and other third parties so that they can see our true commitment to maintaining a safe workplace.
3. Maintain **social distancing**, wherever possible, by redesigning workspaces: staggering start times, creating one-way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms. This has all been assessed in our offices, yard and working sites and will continue to be applied on new sites as they come in and monitored for compliance to our COVID 19 safe working procedures. This will continue to be reviewed as per change in government guidance.
4. Where people cannot keep apart, we will **manage transmission risk** by putting barriers in shared spaces, creating shift patterns, or ensuring colleagues are facing away from each other. This has all been assessed in the office with regards to desk spacing and the way they face, and suitable distances apart have been maintained. When working in the office and on active sites individual tasks are assessed in accordance with our or our clients COVID 19 safe working procedures. This will continue to be reviewed as per change in government guidance.
5. Reinforcing **cleaning** processes: workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points. This has become second nature for our employees with each responsible for their own workstation, vehicle and sanitiser stations placed at entry points to the office and assessed in accordance with our COVID 19 safe working procedures for site based set up to ensure high standards are maintained. This will continue to be maintained as a healthy practice for the company, even when government guidance may change, we will continue to encourage health and hygiene standards to a high degree.

The above has the full commitment of myself as Managing Director and I will continue to review and amend as further information or changes in government policy dictates. Further reference must be made to section 3.3.9 on our COVID 19 safe working procedures.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd
Director responsible for our COVID compliance

Date: 29th November 2022

Appendix K – Fatigue Management Policy Statement

The purpose of this procedure is to define the requirements for how we will undertake the management of fatigue, with particular reference to driving and our working hours.

Fatigue has the potential to be an issue within our company undertakings, therefore if we manage the factors that lead to fatigue, we can try to reduce potential affect it may have on our workforce and assist in the reduction of incidents and accidents. A state of perceived weariness from physical and/or mental exhaustion, can result from prolonged working, heavy workload, insufficient rest, and inadequate sleep.

Below are a list of the working time limits that will be applied as our standard arrangements:

- No more than 12 hours continuous duty;
- No more than 16 hours door to door (above work maximum applies);
- An ideal minimum of 11 hours rest between period of duty with an absolute minimum of 8 hours (subject to risk assessment and compensatory rest);
- No more than 78 hours in a 7-day period;
- No more than 12 periods of duty in any 14-day period;
- A minimum break of 20 minutes for every 6 hours worked;
- Maximum of 400 miles driven in a single period of duty including to and from the place of work;
- Maximum of 6 hours driving in a single period of duty including to and from the place of work (above work maximum applies).

The definition of the actual hours of work includes any overtime, rest days worked, door to door travel time and paid meal rest breaks. A period of being on duty includes all shift or work activities including travel time to and from the place of work, including on-call duties, overtime and meal and rest breaks.

Persons under the age of 18 must not work for more than 8 hours per day and 40 hours per week, this should not have a major effect on monitoring our works as we are unable to use under 18's for undertaking asbestos works.

Contrary to the above there may be exceptional circumstances which either cannot be anticipated, or which threaten serious disruption to the areas of works that we may be assisting, that may exceed the policy, such as:

- severe weather conditions;
- faults on site that may threaten disruption to the area of works that we are assisting;
- incidences which may or will result in risk to employees and/or the general public;
- vandalism;
- restricted access to the area.

Any time spent travelling from home to a work location and back again plus any travel time between locations is to be counted.

Emergency works, where employees have been called out for emergency maintenance and repairs or those involving activities where, because of risks to the individuals concerned or to others, the employees need to have full, unimpaired control of their physical and/or mental capabilities, this will be monitored by the supervisor of the particular project and if they feel the employee is of concern, they have the backing of myself as Managing Director to stop the employee from undertaking further works.

Working patterns or shifts will be periodically reviewed and re-assessed to ensure they remain appropriate for the works being undertaken are and continue to reduce the risk of fatigue.

When assessing working patterns, the following will be reviewed:

- Any safety critical works that have been undertaken;
- Providing adequate rest between periods of duty;
- Providing adequate rest within periods of duty;
- The amount of travelling time from home to work and back again;
- The amount of travelling time within work;
- The hours required to undertake the work and whether long duration tasks can be shared / split with others;
- Where particular skills are required, that there are sufficient resources available to meet operational requirements.

When we are planning future works, we will take account of working and travelling time for each individual. Where staff are required to travel long distances, we will ensure that accommodation arrangements are made close to the place of work, in order that work and travelling time is kept to a minimum.

Time limits of standard operations can only be exceeded in exceptional situations and subject to completion of a satisfactory risk assessment and approval by myself as Managing Director, if not available. This may require a dynamic risk assessment on site to be undertaken by the supervisor, to determine the anticipated time to complete the task safely and the individuals on site are suitable to proceed, if they are not, they must be replaced.

Following the cessation of the extended period of work, the individual must take a minimum of 11 hours compensatory rest before returning to work. The applicable Manager is responsible for determining whether the individual is fit to proceed and any measures that must be taken to limit fatigue.

All personnel site working hours are monitored on our supervisor control sheet, this is calculated against travel time to and from site and other subsequent journeys that may be required and maintained at the office by the myself as Managing Director, to enable the hours to be monitored.

Any instance identified where the hours have been exceeded without being subject to a risk assessment are reported to myself as Managing Director to be investigated and any further remedial actions implemented.

As the Managing Director I ensure that appropriate arrangements are in place to prevent employees from being put to work when they are suffering from fatigue and identify when fatigue could become an issue.

Our supervisors are instructed to remain mindful that fatigue can still occur when complying with authorised working patterns, as a result of other external or personal factors which may include:

- Short / long-term health condition;
- Prescribed / non-prescribed medication;
- Poor lifestyle / fitness;
- Age;
- Personnel issues;
- Disturbed sleep;
- Stress / exertion.

If any of the above are identified, then they must report back to myself as the Managing Director regarding the course of action to take, which may include referring to external occupational health advice.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd
Director responsible for maintaining compliance

Date: 29th November 2022

Appendix L – Premises Management

We will aim to ensure that every workplace under our control, and where any of our employee's work, complies with the relevant health and safety legislation.

We will ensure that all our buildings are maintained in a state of good repair.

All premises will have a planned preventative maintenance for all key building services such as air-conditioning, heating, hot and cold-water supplies, lighting, cleaning, fire equipment and alarm systems, security systems, sanitary facilities and general decoration.

All maintenance and repairs will only be undertaken by those designated to carry them out and will have the required level of knowledge, certification and training to undertake the work safely.

The Managing Director will undertake an assessment of the premises and in undertaking this assessment consideration will be given to the following points:

- all required signage, safety barriers, and route markings together with the condition of surfaces of traffic routes, vehicle parks and ramps internal to the premises;
- all existing electrical systems installed for adequacy of external lighting, sign lighting, traffic routes, and for external security for pedestrian or vehicle access to all parts of the premises;
- structurally including condition of finishes, roof, gutters, drains and the facility sewerage system;
- internal review of hazards and existing condition of finishes, fixtures and fittings, windows and blinds, doors, stairs and flooring material relative to or local any workplace;
- record any hazards found, damages and omissions and ensure corrections are carried out;
- all plant, equipment, workshops, workplaces and areas where the company will undertake work;
- all work activities to be undertaken, on the premises by the company.

Specific requirements for utilities include:

- **Electrical System** - Work on the electrical system and appliances will only be carried out by persons registered competent enough to do so and will be carried out in accordance with the relevant legislation. The electrical system will be tested annually by a competent person and an electrical test certificate will be obtained for record purposes.
- **Gas Safety** - Work on gas systems and appliances will only be carried out by persons registered with the Gas Safe Register and will be carried out in accordance with the relevant legislation. The gas system will be tested annually by a competent person and a test certificate will be obtained for record purposes.
- **Water** - The water supply within the premises will be subject to routine maintenance, chlorination, and disinfection by people competent to do so. This routine ongoing procedure will be designed to essentially take care of the problems before they arise. Modifications of water distribution systems shall not be carried out without the specific authority of the responsible person.
- **Sewage system** – The sewage connections will be subject to regular checks to ensure drainage remains clear and flow is maintained, ensuring only sewage water is dispersed to the drains.
- **IT connections** - The telephone and internet connection will be maintained and protected from damage and any faults reported to the applicable provider and no works are to be undertaken without the consent of the provider or their appointed engineer attending.

Asbestos management

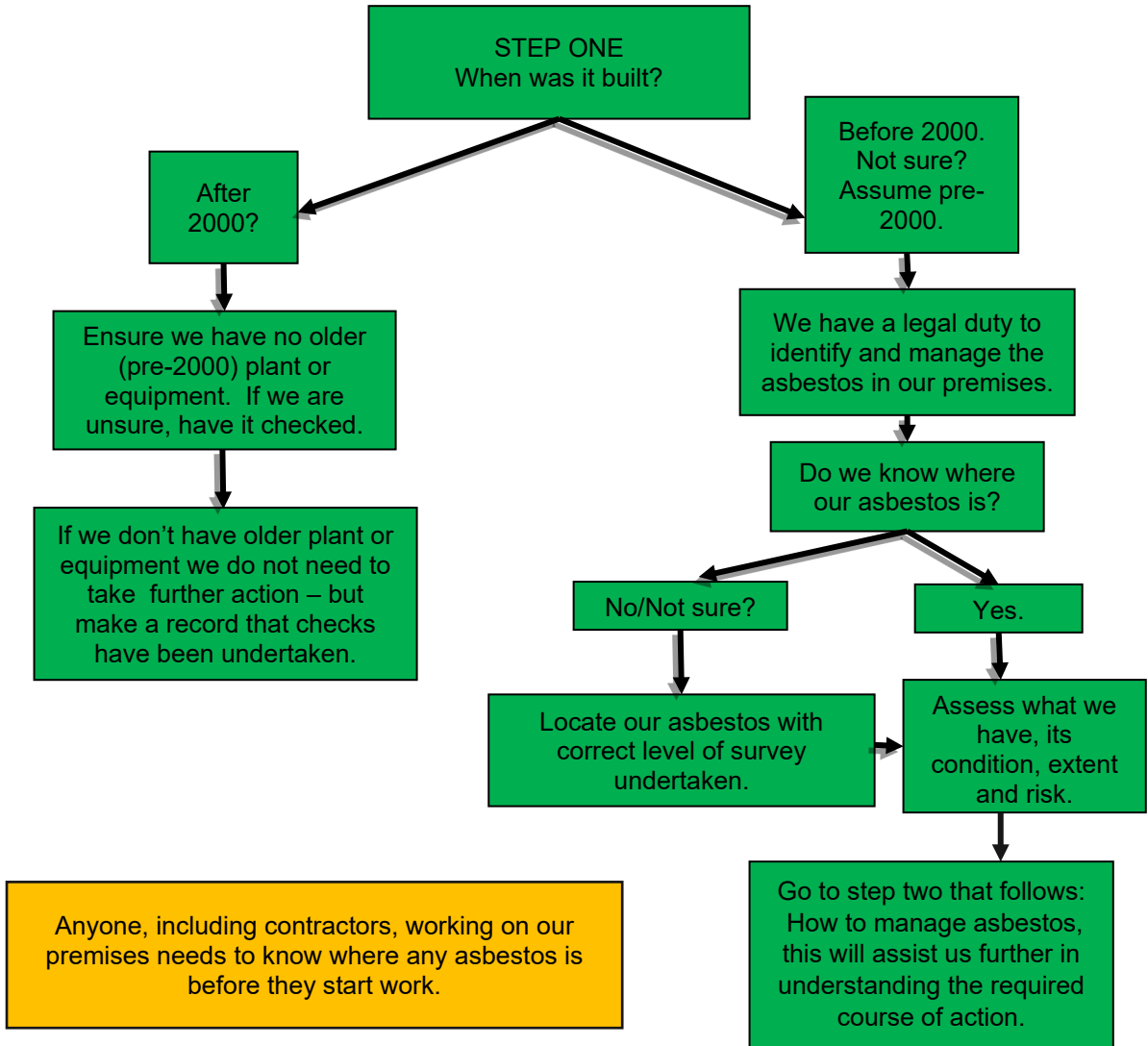
An Asbestos survey will be undertaken to determine the location of Asbestos containing materials within our premises depending on the age of construction of the property.

A written record of the locations of asbestos and presumed asbestos material will be collated.

An assessment of the risks of exposure will be undertaken and document actions necessary to manage the Asbestos will be recorded.

The following flowcharts will be referred to for assistance with correct process to maintain compliance.

Do we own, manage, or maintain responsibility for a building (premise), part of a building or structure?
YES- then we have a legal duty to manage the asbestos in our premises.
These two short step guides will help us understand what we need to do and how to apply our own asbestos management plan to maintain compliance with regulation 4 of the Control of Asbestos Regulations.



Step two
How to manage asbestos

Create a record of our asbestos, where it is and its condition.

If we do not know what type of asbestos or if we are unsure, seek advice about getting an asbestos survey.

Records **MUST** be kept up to date so that the information can be relied upon. We must use the information from the record along with other building information (such as how areas are used and by whom) to create an Asbestos Management Plan. This will help and assist us to manage your asbestos.

If we intend to have refurbishment works and / or demolition work carried out on our premises, a survey will be required and need to be carried out by a suitably trained person. Seek advice if we are unsure or have any doubt, also reference to HSG 264.

For the demolition of a building, we will need to have the asbestos removed in advance. Removal of asbestos may also be required in advance of refurbishment works. Records will need to be updated once we have removed any asbestos containing material from our premises.

Good condition – no visible damage.

Fair condition.

Poor condition.

Monitor the condition. This should be a regular visual inspection of our asbestos materials (approx. yearly). Assess whether the asbestos or surrounding areas are likely to be disturbed. If the condition changes or the material gets damaged, have it repaired, sealed, enclosed or removed.

We may be able to have the asbestos containing material repaired, sealed or enclosed. If not then have it removed?

We will need to have the asbestos containing material removed. Seek advice on the correct course of action.

Appoint someone in our organisation to make sure regular monitoring is carried out.

ALL work on or with asbestos containing materials require strict control, some work also requires the services of a HSE licensed contractor. Anyone who works on asbestos **MUST** have suitable training, knowledge, and insurance. Seek advice if you are unsure.

If the area where asbestos is located is to be used for something different, check that this won't affect the asbestos containing materials. Ensure any person who may come into contact or potentially disturb the asbestos must be informed of its location and ensure they have asbestos awareness.

Appendix M - Smoke Free & Vape Free Policy Statement

This policy applies to all employees and personnel employed by, or working on behalf of our company. Section 2(2) (e) of the health and Safety at work act 1974 places a duty on employers to:

'Provide and maintain a safe working environment which is, as far as reasonably practical, safe, without risk to health and adequate with regards to facilities and arrangements for welfare at work.' Therefore, the following policy has been adopted concerning smoking whilst on company premises, commercial vehicles operated by our company.

Under the Health and Safety at Work Act 1974, employees have duties to take reasonable care for the Health and Safety of themselves and others and to co-operate with the employer as far as is necessary to enable the employer to comply with the requirements of the Act.

All company premises and company owned commercial vehicles will be designated smoke-free and vape free with adequate signage complying with government regulations to inform employees and visitors of the smoke- free and vape free status of the work area.

Employers responsibilities include:

- To ensure both our premises and commercial vehicles comply with all statutory regulation in respect to the smoking policy;
- To identify those areas where smoking and vaping are not permitted;
- To provide adequate ashtrays and bins in the designated smoking/vaping areas and to ensure that these are emptied regularly.

Employees responsibilities:

- All to be familiar with this policy in order to contribute towards its application;
- To remind visitors politely of the smoke free policy, if in their opinion they consider them to be in breach of the policy;
- Not to smoke or vape at entrances in view of the public;
- Smoking and vaping is not permitted anywhere on premises either wholly owned or rented by our company.

Visitors and temporary staff are expected to abide by the terms of this policy. The following arrangements should be made for informing them of its existence.

- Signage and associated information;
- Employee Induction.

The smoke free and vape free policy will be communicated throughout our company physically and electronically.

Breaches of the policy will be managed in a fair but effective manner in the spirit of the act. It is the responsibility of all employees to ensure that visitors are aware of the smoke free policy. If visitors continue to breach the policy, they may be asked to leave the premises. We will monitor this policy to ensure that all personnel and visitors are aware of its contents and abide with it.

As the Managing Director I will set a personable example of maintaining compliance and ensure that employees know our commitment to promoting a healthy workforce.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd

Director responsible for maintaining compliance Date: 29th November 2022

Appendix N - Capability procedure

1.0 Introduction:

As a company we place great importance on maintaining levels of performance at an acceptable standard and the capability procedure provides a fair and objective process to enable supervisors / managers to ensure that those standards are met in every aspect of the company's operations.

2.0 Definition:

For the purpose of this Capability Procedure, capability is defined as:

"Where a member of staff is failing in a significant or persistent way to carry out their responsibilities or duties in a satisfactory manner, either due to a lack of ability, inadequate training or lack of experience. Such failings will be identified using the following procedures and steps taken to improve performance. Where such steps prove unsuccessful the member of staff may have their employment terminated on the grounds of lack of capability to do their job ".

The procedures set out in this document aim to ensure that there is:

- A means of monitoring performance and establishing performance criteria;
- A degree of consistency in how staff with widely differing responsibilities and duties are given opportunities to attain satisfactory levels of performance;
- Assistance in identifying the most appropriate form(s) of support and providing that support.

If a member of staff fails to overcome their difficulties, any consequent action will be based on:

- Adequate evidence that the member of staff is incapable of performing their duties satisfactorily;
- A fair procedure;
- The fact that the member of staff was given all reasonable assistance to overcome such failings.

3.0 Procedure:

Stage 1 - Informal procedure:

Where an employee of our company exhibits an inability to perform their duties satisfactorily, we will attempt to resolve the matter informally via a meeting between the responsible management and the relevant member of staff. The nature and date of the meeting will be recorded, and a Performance Improvement Plan agreed with the member of staff indicating the nature of their unsatisfactory performance and how such performance can be improved to the required standard.

At this meeting, the applicable manager will agree performance standards with the member of staff, and a time period (normally three months) over which improvement will be expected. They will also agree how the individual's performance will be monitored.

If the individual's performance improves adequately over the timescale, then the process will terminate at this stage. If performance remains unsatisfactory, then the formal procedure will be invoked by the applicable manager as set out in stage 2.

Stage 2 - Formal procedure - information collection:

Where possible the formal procedure will be implemented by the Managing Director. They may commission the support of an external advisor or another member of the management team, to undertake collecting the necessary information. They would be expected to interview the member of staff concerned and the applicable manager, as well as any other appropriate individuals. The member of staff should be informed that they may be accompanied at any meetings by a trade union representative or work colleague if required.

A written report based on evidence gained e.g. by interviews and observation of performance will be prepared by the advisor / manager. The report must be precise and specific in the observations and comments it makes and shall contain clear information on:

- areas where the member of staff is failing to perform adequately;
- actions already taken by management to address these failings and whether these actions were adequate - i.e. were clear performance standards set and monitored;

- whether the member of staff acknowledges a problem and shows a willingness to improve;
- the impact of the individual's failings on colleagues and work output;
- any other mitigating factors.

The report must be given to the member of staff concerned and to the relevant manager. Both may record in writing any comments on the observations contained within the report.

The Managing Director will consider the report, and may opt to take one of the following options:

- no further action;
- instruct the relevant manager to set reasonable performance standards for the individual and monitor these for a set period of time. (This option must be chosen if this has not previously been carried out adequately and at least three months given to improve);
- convene a formal capability hearing to consider the matter further.

Stage 3 - Capability hearing

The Managing Director will write to the member of staff informing them of the date of the hearing, attaching any relevant documentation. The letter will contain:

- the performance deficits in sufficient detail to ensure that the member of staff fully comprehends their nature, extent, and seriousness;
- the time, date, and venue of the interview;
- the person who will conduct the interview, usually a manager or Director;
- a statement that all employees have the right to be accompanied by a trade union representative or work colleague at any interview or hearing held under the provision of these procedures;
- at least 10 days' notice of the hearing.

At the hearing, the member of staff will be given the opportunity to put forward a defence, to bring witnesses in support of their defence, to present mitigating circumstances and to make a full statement. A written copy of this procedure to be adhered to during the hearing must be made available to the member of staff before the hearing takes place.

If the allegation is found to be justified, then a decision on the action to be taken must be made. Depending on the nature, frequency and seriousness of the allegation(s) it is expected that at this stage a warning will be given and this will be confirmed in writing.

A letter must be sent to the member of staff confirming the decision and the reason(s) why it was made. The letter will also indicate that the member of staff's progress will continue to be monitored and how this will be carried out. A time scale for performance to improve and a review date(s) will be specified.

If the failings are found to be not sufficiently serious to warrant a formal warning or where there are mitigating circumstances, then monitoring should be discontinued subject to a clear indication to the member of staff that it may be reintroduced if the problem(s) reappear.

Stage 4 - Second capability hearing:

If poor performance continues, the process set out in stage 3 must be repeated. The time scale for improvement will depend on the nature of the duties and responsibilities of the employee concerned and the seriousness of the complaint(s).

If the conclusion of the second hearing is that performance has not sufficiently improved and that there is still evidence of incapability despite support and prior warnings, a final warning must be issued.

The letter confirming the decision as well as covering the points made at Stage 3, must clearly state that if an improvement is not forthcoming, we will convene a final meeting at which it will consider terminating the contract of the member of staff involved on the grounds of capability.

Stage 5 - Third capability hearing:

The appropriate manager will conduct the third hearing at which if previous advice, training and warnings have not had the desired effect, he/she will terminate the contract of the employee concerned. The procedures outlined in Stage 3 will be followed.

4.0 Appeals:

An appeal against any decision to terminate the employee's contract of employment on the grounds of capability may be made in writing to the office within 14 days of the decision. The employee's appeal will be heard by the Managing Director. Decisions made on appeal will be final.

5.0 Long-term/persistent illness:

Where any shortfall in expected performance arises from long term or persistent illness we will refer to this procedure and discuss the employee status accordingly.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd

Director responsible for maintaining compliance Date: 29th November 2022

Appendix O - Road Traffic Safety Policy Statement

Vehicles are a fundamental part to the success of our company but are also identified as a significant key risk to the business with regards to road safety management. This policy statement works in conjunction with our traffic yard and transport arrangements, specific driver's manuals relevant to their vehicles and any additional site specific rules on safe vehicle management that need to be applied.

Therefore, we are committed to:

- Full compliance with the relevant road traffic laws and regulations;
- Investigating all vehicle related incidents;
- The application of fines and penalties whilst driving;
- Full legislation compliance;
- An inspection and maintenance program for all company vehicles, ensuring they are fit for purpose and roadworthy;
- Driver road safety scheme and speed management programs;
- Monitoring our fatigue management policy;
- Planning of journeys to maintain road safety;
- Ensuring that all employees required to drive any vehicle in the course of their work are competent, hold the correct license categories and are medically fit to do so;
- Working towards the elimination of death and serious injury caused by road related accidents and incidents;
- Documenting and communicating this policy at all levels within the company.

To assist us in achieving our objectives, we will undertake the following:

- Work collaboratively with all interested parties to develop and contribute towards achieving safer roads;
- Continually strive to reduce the number of road traffic incidents through the use of technology, training, checking correct entitlements on driving licences and working closely with our insurance providers and brokers;
- Implement best practices and driver training to improve and promote safer work related and domestic journeys;
- Strive to continually improve our road safety performance;
- To work in conjunction with our fuel providers to understand its energy consumption, carbon footprint and develop action plans to reduce and improve our fuel efficiency and costs.

Through the active participation and contribution of our employees, we will strive to meet and where possible, exceed the commitments of this policy and demonstrate best practice to our customers, partners, interested parties and the community.

As the Managing Director I fully support this policy and with my management team we are committed to providing competent personnel and financial resources to implement it. This policy statement shall be reviewed at least annually and all employees will be advised of the key changes, and new employees will be briefed accordingly to their employment as a driver.

For and on behalf of Conker Nation Limited



Mr Kevin Mudd

Director responsible for maintaining compliance Date: 29th November 2022