

HEALTH & SAFETY POLICY AND ORGANISATIONAL ARRANGEMENTS

Enquin Environmental Limited

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Introduction

This document sets out the Health & Safety Arrangements applicable to our works. We have adopted this standard policy and tailored it to represent our organisation.

The following is a description of the type of work that our Company undertakes:

Description of Work: Asbestos Consultancy Services, including Asbestos Surveys, Sample Analysis, Re-Inspections, Management Plans, Air Monitoring, Project Management of Asbestos Removal/Abatement Works and Asbestos Awareness Training.

This document sets a base level of health & safety awareness and our organisation will continue to develop and improve health and safety knowledge, standards and performance through training and information distribution.

PART 1 - General Statement of Policy

HEALTH AND SAFETY POLICY

March 2016

It is the policy of Enquin Environmental Ltd to carry out its operations so that the health, safety and welfare of its employees, contractors and others not in our employment are not adversely affected by the company operations.

Enquin Environmental Ltd will work at all times in compliance the requirements of the Health and Safety at Work etc Act 1974.

This will include all other Acts and Regulations, Approved Codes of Practice and Health and Safety Executive Guidance Notes applicable to the company operations. The company will also need to comply with the health and safety requirements of clients and contractors, as directed, while upon their premises and/or acting on their behalf.

Managers, Lead Surveyors and Analysts are responsible for the implementation of safe working practices on site and in all locations that the company is employed. Each employee is required to bring to the attention of management any unsafe acts and/or conditions that they encounter. Employees are at all times to work safely and to be aware that by their actions or omissions that they do not create danger to themselves or others.

Health and Safety Advisors acting on the company's behalf are to report to the Health and Safety Director, any unsafe practices etc. as soon as possible and confirm their findings of any inspections or audits they perform in writing.

Health and Safety training of all employees is provided to enable our operations to be performed safely, without damage to health, equipment and/or property and to further comply with current legislations. We offer support to our employees to improve their wellbeing.

For Enquin Environmental Limited



Michael Tully
Managing Director

March 2016

PART 2 – Organisation and Responsibilities

2.1 The Managing Director

The Managing Director has overall responsibility for health and safety in the Company, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels, receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

2.2 The Health & Safety Advisor

The Health and Safety Advisor will undertake and be responsible for:

- Monitoring the implementation of the Health and Safety Policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees and specialists, as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

2.4. Employees

Section 7 of the Health and Safety at Work etc Act 1974 states the following:

It shall be the duty of every employee while at work -

- a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's Health and Safety Policy and carry out their work safely and in accordance with its requirements
- Ensuring that all protective equipment provided under a legal requirement, is properly used in relation to any instruction / training given and in accordance with this Health and Safety Policy
- Reporting any defects to work equipment immediately to the Managing Director
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses, however minor, to the Managing Director
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation which may be undertaken, with the objective of preventing recurrence of incidents.
- Complying with job description

PART 3 – Arrangements

3.1 Communication

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, toolbox talks, e-mails and memos posted on the staff notice board.

3.2 Training

All employees are given training appropriate to their responsibilities, in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and Safety Awareness, Company Procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. It is the policy of the company that Health & Safety training is ongoing and we hold training sessions every six months. Any training provided by the company will be formally recorded with a hard copy kept on file.

3.3 Risk Assessments

The Lead Surveyor will carry out and record formal risk assessments. A generic risk assessment is included, together with specific risk assessments for the main asbestos related tasks in the Company's Asbestos Procedures Manual (Section 1 Appendix 2 and includes Asbestos Arrangements, Generic Risk Assessments for Air Monitoring, Site Sampling, Asbestos Surveys and the Supervision of Removal and Abatement Works). In addition, risk assessments are carried out at the start and continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Advisor, if required. The Managing Director of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

3.4 Method Statements

Formal Method Statements (safe working procedures) will be prepared in writing where the risk is particularly high. The Method Statements will provide site-specific information on the task to be undertaken, including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely. These will be checked by the Managing Director and/or the H&S Advisor before work commences.

3.5 Co-operation with Clients

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities, including permit to work systems. Clients' site procedures and specific instructions will be followed at all times.

3.6 Welfare Facilities

Wherever possible arrangements will be agreed with the Client and/or Principal Contractor for the use of welfare facilities at sites under their management. As a minimum, the following requirements will be adhered to in accordance with the Health Safety and Welfare Regulations:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

3.7 Work Equipment

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking, will comply with the Provision and Use of Work Equipment Regulations (PUWER).

Before new equipment is introduced into the working environment, an assessment will be made by H & S Advisor and the Technical Manager, in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to the Managing Director.

3.8 Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)

Appropriate PPE and RPE equipment will be issued to employees, as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to the Managing Director.

3.9 Hazardous Substances

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a safety data sheet (SDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Advisor, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at Head Office.

3.10 First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work and will normally be carried in the cars. All senior staff have undertaken First Aid Training and hold a First Aid Appointed Persons Certificate.

Head Office – the first aid box is located in the cleaners store on the ground floor.

On Project Sites – wherever possible arrangements are made with clients/principal contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents MUST be reported to the Managing Director and the details recorded in the Accident Book (held at Head Office). Serious accidents where hospital treatment is required, must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Advisor must be notified as soon as practicable after incidents causing the following injuries:

- Any work related injury that leads to an employee being absent from work for more than 7 working days
- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to:
- Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

3.11 Asbestos

All works will be conducted within the requirements of our Asbestos Licence the Asbestos Regulations, The Approved Codes of Practice relating to Asbestos. All our surveyors hold, as a minimum, the BOHS Proficiency Module P402.

Prior to the start of work, a thorough site based risk assessment will be conducted by the Surveyor to ascertain if there are any hazards in the area that we are to access, the results of this survey are to be recorded on the site risk assessment form 30A for survey sites and 30F for air monitoring works, these are included in the site pack.

Our Asbestos Manual contains detailed requirements for the conduct of the surveys. This manual is inspected and revised on an annual basis and is subject to independent assessment by UKAS (United Kingdom Accreditation Service) during their inspections.

3.12 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads that they feel incapable of moving safely.

3.13 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves compliance with the Company's no smoking policy; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

On site, Lead Surveyors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is the Managing Director.

3.14 Public Safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (eg safety signage, bollards, tape, hoarding) in order to restrict access.

We will respect all persons who have reason to be in any premises in which we are to work. At times, we may have to alter our proposed order of working to avoid disrupting their activities.

3.15 Other Important Health & Safety Information

We have the following documents that refer to Health & Safety in our Company:

UKAS Accredited Asbestos Procedures Manual
Company Health & Safety Manual

Each project generates a specific H & S Plan.

Risk assessment forms and H & S Method Statement forms are included in each project folder for use as & when required.

When items outside the normal safe working systems are found during the initial site survey. See 3. 10, paragraph 3 above.