

# HEALTH & SAFETY POLICY FOR



SIGNED

A handwritten signature in blue ink, appearing to read 'Lee Murphy'.

LEE MURPHY  
(MANAGING DIRECTOR)

DATE: FEBRUARY 2025

# **As required by the health and safety at work etc. Act 1974**

## **This is the Health, Safety and Welfare Policy of EPS Pipeworks Ltd.**

### **1. STATEMENT OF INTENT**

- 1.1 EPS Pipeworks Ltd recognises its responsibility to its employees and will do all that is reasonably practicable to ensure their health, safety and welfare at work.
- 1.2 EPS Pipeworks Ltd will, so far as reasonably practicable, ensure that the health and safety of others is not put at risk by its undertakings.
- 1.3 EPS Pipeworks Ltd will consult with its employees on matters affecting their health, safety and welfare.
- 1.4 EPS Pipeworks Ltd will provide health and safety information, instruction and supervision for employees.
- 1.5 EPS Pipeworks Ltd will ensure all employees are competent to do their tasks and to give them adequate training.
- 1.6 EPS Pipeworks Ltd will provide and maintain safe plant and equipment.
- 1.7 EPS Pipeworks Ltd will provide the necessary information to ensure the safe handling and use of substances.
- 1.8 EPS Pipeworks Ltd seeks the full co-operation from all its employees on matters of health and safety at work. We are all directly responsible for health and safety at work.
- 1.9 EPS Pipeworks Ltd will work in partnership with its employees to prevent accidents and cases of work-related ill health.
- 1.10 EPS Pipeworks Ltd will review and revise all policies within the company regarding health and safety as follows:
  - i. Significant changes in the working arrangements of the company
  - ii. New plant or hazards are introduced to the workplace
  - iii. Changes of personnel or their duties within the company
  - iv. New legislation, codes of practises or official guidance issued relating to the activities of the company
  - v. After an incident/accident within the company
  - vi. After an inspection by a government body recommending changes including notices issued
  - vii. As an absolute minimum once per annum.

These policies will be reviewed by senior management of the company with assistance and advice from the company's health and safety advisor.

## **2. RESPONSIBILITIES**

### **2.1 All employees**

- 2.1.1 To be aware of the responsibilities of EPS Pipeworks and of their own responsibilities under the Health and Safety at Work etc. Act 1974 (see appendices) and to be familiar with and comply with the company's Health and Safety policy, safety instructions and procedures, and safe systems of work issued to them.
- 2.1.2 To ensure that, where personal protective equipment is specified for an activity or location, it is used in the appropriate manner.
- 2.1.3 To report to the company any accident, dangerous occurrence or near miss in which they were aware or involved in.
- 2.1.4 Make or raise any suggestions to improve the health and safety provisions at their place of work.
- 2.1.5 To co-operate with the management in the setting up and introduction of safe systems of work and risk assessments; investigation of accidents, dangerous occurrences or near misses; in training programmes and achievement of any health and safety performance targets.
- 2.1.6 To use substances and operate plant and equipment in accordance with the information, training and instruction received.
- 2.1.7 Should always afford assistance to visitors. Visitors should be made aware of known hazards and protected accordingly. In the event of an emergency, staff should guide visitors to a place of safety immediately.

### **2.2 All Supervisors and other similar persons**

In addition to the duties in section 2.1, for areas or activities under their control: -

- 2.2.1 To report and assist managers and directors in investigating accidents, dangerous occurrences and near misses, and actively report matters of concern.
- 2.2.2 To ensure that risk assessments and safe systems of work relating to activities under their supervision are produced, properly communicated, fully implemented and if necessary when on client's site dynamically adjusted and documented.
- 2.2.3 To encourage safe working practises, promote safety campaigns and make suggestions to help improve safety standards within the company.
- 2.2.4 To assist those under their supervision to understand individual responsibilities and the contents of safe systems of work by carrying out regular toolbox talks.

- 2.2.5 To ensure staff working under their supervision are wearing the correct PPE for the tasks they are completing.

## **2.3 Managers**

In addition to the duties covered in sections 2.1 & 2.2, for areas or activities under their control: -

- 2.3.1 To ensure staff fully understand their duties within the business regarding health and safety including completion of toolbox talks to ensure safety remains high on the priorities of staff working within the business.
- 2.3.2 Ensure implementation of the business's safety policy and other business procedures including maintaining fire procedures within the business.
- 2.3.3 To carry out periodic safety inspections of the areas under their control, ensuring all work conducted safely and report their findings to the Director.
- 2.3.4 To ensure that accidents or dangerous occurrences are immediately reported to the Director and ensure a thorough investigation is completed, and any resulting actions are promptly implemented.
- 2.3.5 To identify the safety training needs of employees under their control and ensure that such training is provided periodically.
- 2.3.6 To seek advice and assistance on health and safety matters from the appointed Safety Advisor.
- 2.3.7 To ensure that risk assessments and safe systems of work relating to activities under their management are produced, effectively communicated, fully implemented and if necessary amended when necessary.
- 2.3.8 To encourage safe working practises, promote safety campaigns and make suggestions to help improve safety standards within the company.
- 2.3.9 To ensure any third-party contractors working on behalf of the company and the work conducted is safely managed.

## **2.4 Directors**

In addition to the duties listed in sections 2.1, 2.2 & 2.3 also: -

- 2.4.1 Ensure that there is an effective policy for health, safety and welfare within the company and shall be responsible for the establishment and effectiveness of that policy including the production and implementation of risk assessments and safe systems of work.
- 2.4.2 Will periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.

- 2.4.3 Shall provide adequate resources to meet the requirements of the Health and Safety at Work etc. Act 1974 and any subsequent legislation.
- 2.4.4 To identify the safety training needs of employees under their control and ensure that such training is provided periodically.
- 2.4.5 To ensure that accidents or dangerous occurrences are investigated and any resulting actions identified are promptly implemented.
- 2.4.6 To carry out periodic safety inspections of the workplace and ensure any corrective actions identified are carried out to ensure compliance legally and with company.
- 2.4.7 Shall ensure that responsibilities within the company are properly assigned and shall continually review these responsibilities to ensure they are met.
- 2.4.8 Will ensure frequent drills are carried out in relation to the overall emergency plan in accordance with the ***Management of Health and Safety at Work Regulations and associated amendments***.
- 2.4.9 To seek advice and assistance on health and safety matters from the appointed Company Safety Advisor and review the company's Safety Advisors summary reports and take reasonable actions to reduce any unfavourable trends.
- 2.4.10 Shall ensure that work carried out by contractors working for the company are effectively managed and are kept informed of any risks to their health and safety.

## **2.5 All other persons on company premises**

- 2.5.1 No contractors are permitted to work unless they are part of the companies approved contractor list and have completed the necessary documentation for said approval.
- 2.5.2 Shall observe the company's statement of health, safety and welfare policy and instructions given by persons responsible for enforcing the policy.
- 2.5.3 Contractors are not to commence work on the company's premises until the company's health, safety and welfare policy has been read and understood. In this respect, all those tendering to carry out work will receive a copy of this policy.
- 2.5.4 Contractors who employ 5 or more persons and undertaking work on the company's premises or on the company's behalf must submit their own Health and Safety policy along with any risk assessments and method statements for the intended work.
- 2.5.5 Contractors with less than 5 employees will provide method statements for the intended work and adhere to the company's Health, Safety and Welfare policy.

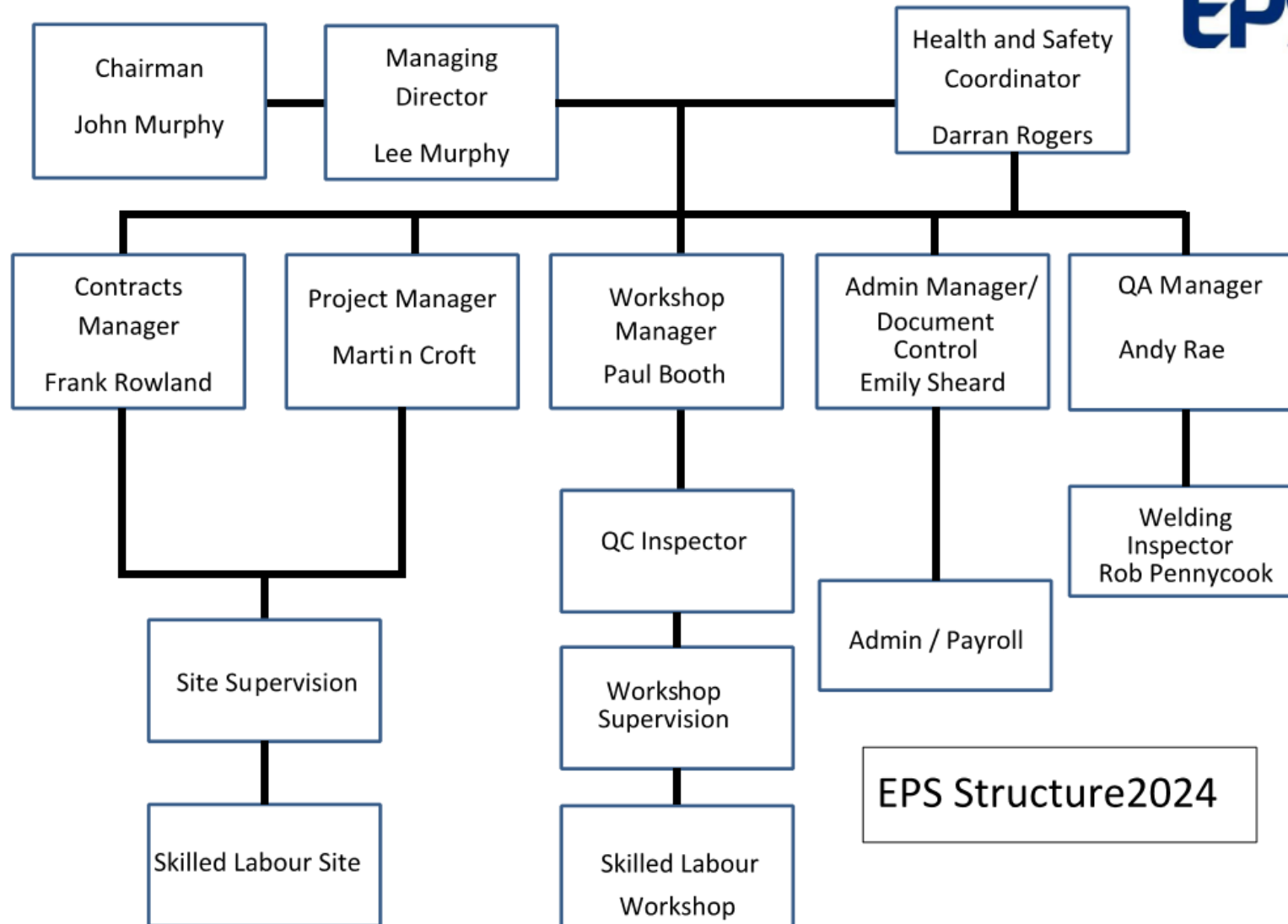
- 2.5.6 Contractors will not be permitted to commence work on the company's premises without the correct insurance and indemnity cover and completion of contractor evaluation form to ensure their suitability for the work.

## **2.6 Company Safety Advisor**

DDR Consultants Ltd has been appointed as the Company's Safety Advisor and will liaise frequently with the directors and managers of the company. Some of duties will include: -

- 2.6.1 To advise the directors on all aspects of health and safety at work, including the implementation of the health and safety policy and other procedures within the company.
- 2.6.2 To support and assist Directors in the investigation of accidents, dangerous occurrences and near misses at work, and recommend any remedial measures to prevent recurrence.
- 2.6.3 To carry out periodic safety audits, inspections and safety walkabouts with Directors and submit findings/report.
- 2.6.4 To assist the company in the developing and reviewing of risk assessments and of safe systems of work.
- 2.6.5 To assist the company in monitoring exposure of personnel to harmful substances and advise on effective control measures.
- 2.6.6 To ensure that measures as are reasonably practicable are taken to protect persons not employed by the company whilst carrying out its undertaking.
- 2.6.7 To attend as necessary all meetings (either formal or informal) convened to discuss Health, Safety or Environmental matters.
- 2.6.8 To assist the company in the induction and safety training of all employees.
- 2.6.9 To maintain liaisons with appropriate relevant statutory bodies.

# Company Health and Safety Structure



### **3. General Arrangements**

The Directors of the company will provide a positive lead in the organising health and safety activities, using the best available knowledge and methods and whatever resources are reasonably practicable to achieve best practises and standards.

**DDR Consultants Ltd** have been appointed by **EPS Pipeworks Ltd** as a *Safety Advisor* to assist in undertaking the measures needed to comply with the relevant statutory provisions as required by **Regulation 7 of the Management of Health and Safety Regulations 1999**.

*The company will ensure that: -*

Suitable general risk assessments are carried out as required by the **Management of Health and Safety Regulations 1999** for the duties of all employees and where necessary, specific risk assessments required under specific legislation but not limited to the below i.e.

*Control of Substances Hazardous to Health Regulations 2002*

*Manual Handling Operations Regulations 1992*

*The Personal Protective Equipment at Work (Amendment) Regulations 2002*

*Provision and Use of Work Equipment Regulations 1998*

*Lifting Operations and Lifting Equipment Regulations 1998*

*The Work at Height Regulations 2005.*

The above risk assessments will be developed by the Company's health & safety advisor, relevant managers and the company directors.

#### **Consultation**

Safety matters will be communicated to all employees by all available means including notice boards, memos, instructions and toolbox talks. Employees will also be consulted about any changes to working practises that may affect their health and safety at work in accordance with current legislation.

The company will hold regular meetings with all employees to discuss all matters regarding health and safety. It is also the employee's responsibility to raise any health and safety matters with the managers/directors of the company immediately and not to wait to the next available meeting.

The company operates an open-door policy for staff to discuss with managers and directors any concerns or issues with regards to health and safety within the company including issues on third party premises used by the company.

#### **Smoking Policy**

Smoking and vaping is only permitted in designated areas within company buildings. Any person observed smoking or vaping in non-designated areas will face disciplinary action.

When any of the company's employees are on premises which are controlled by a third party, then the local rules/regulations must be strictly adhered to.



## **Drugs and Alcohol Policy**

Anyone taking drugs and/or alcohol (this includes prescribed medicines) may create a hazardous situation and may have impaired judgements with regards their actions whilst working within the company premises or client's site and cannot be tolerated in the workplace.

The company therefore operates a zero-tolerance policy on the use of drugs and alcohol whilst at work. Any employee caught taking alcohol or illegal drugs during working hours will face immediate suspension until a thorough investigation is completed and if found to be in breach of this policy will have their employment terminated. If staff have any concerns with regards third party's potential under the influence of drugs and/or alcohol they must report this to the site manager and make the directors aware of their concerns so that action can be taken.

It is the individual's responsibility to inform the management of any prescribed medicines being taken that may affect their effectiveness to drive vehicles or operate machinery.

## **Noise**

The company will complete a full risk assessment as per the ***Control of Noise at Work Regulations 2005*** to identify area within the company premises where noise levels are in excess of 80 dB(A) and identify means to reduce these levels including reducing the time exposure of employees to these levels. The provision of hearing protection should be considered only as a last resort.

In areas identified by the company where noise levels exceed the 85 dB (A) level and cannot be reduced than the use of hearing protection is mandatory and will be identified by the appropriate signage.

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

*PPE shall only be used as a control measure when all other alternative control measures will not eliminate, avoid or limit the risk identified.*

Any PPE issued by the company will comply with ***The Personal Protective Equipment at Work (Amendment) Regulations 2022*** and associated Approved Codes of Practise; be appropriate to the nature of the task and risks involved and fit the wearer correctly.

Relevant training and instruction on the correct use of PPE will be provided by the company. It is the employee's responsibility to use the correct PPE identified for each task including pre-user checks to ensure all PPE is in good condition. Any staff observed not wearing the correct PPE identified in the safe system of work will face disciplinary action. Any damaged PPE must be immediately reported to the Directors and removed from use.

Wilful damage to, or interference with safety equipment is a criminal offence.

As a major part of the company working arrangements involves exposure to various fumes and dusts the company will ensure that the protective measures as recommended by both legislation and good industrial practises are in place including extraction and ventilation systems and respiratory protective equipment (RPE) are in place and suitable for tasks being performed. The company will ensure that staff are fully trained on its safe use and fitting; the risks from incorrect use and the maintenance and cleaning of said equipment.

The company will comply with all client site rules for personnel protective equipment.

### **Safety Signs and Notices**

All safety signs shall comply with current legislation.

**Blue Signs** – are mandatory signs and must be obeyed.

**Red Signs** – are prohibited signs and prevent certain action (smoking).

**Green Signs** – are safe condition signs (fire exit routes)

**Yellow/amber Signs** – are warning signs (high voltage).

Any person caught wilfully damaging these signs will face disciplinary action.

### **Training**

All employees will be given all necessary training to ensure they can complete their daily job roles without risk to their own or others health and safety and to ensure they are aware of all relevant health and safety legislation and/or approved codes of practise.

All employees are required to attend all courses and training arranged by the company for the benefit of their health and safety.

Training records shall be kept for all employees and updated on a regular basis to ensure any refresher training takes place in good time.

New employees will receive full safety training as part of their induction process.

Detailed training will be completed for any high-risk activities or any new plant/equipment introduced by the company.

### **First Aid**

The company shall ensure that first aid arrangements are provided in accordance with the ***Health and Safety (First aid) Regulations 1981*** and amendments in the L74 – Guidance on Regulations (3rd Edition).

First aid boxes are provided on the company premise and vehicles and the location of any other medical facilities that may be available will be given to all employees.

A risk assessment will be carried out to determine requirements for the number of trained First Aiders or Appointed Persons necessary to comply with the relevant legislation. The names of designated emergency first aiders and appointed persons will be displayed in the relevant work areas. Designated emergency first aiders or Appointed Persons will be responsible for ensuring first aid boxes are regularly inspected and replenished as and when required. Information on the first aid policies of the company are provided to new employees as part of the initial training and induction process.

As a large part of the company's work is on client's site and due to the nature of our work in small teams the company relies predominantly on the first aid facilities provided by the client at times.

The company operates an open-door policy for staff to discuss issues within the company regarding not just physical issues but other issues that may affect an employee's ability within the working environment including but not limited to their mental health and wellbeing and will endeavour to ensure staff are trained to identify signposts that may highlight issues. Any issues raised by staff will be treated confidentially.

### **General Fire and Emergency Procedures**

All working practises within the company must provide an environment to minimise the risks in which a fire or other emergency may occur especially as a proportion of the work conducted by the company involves hot work.

The fire and emergency signal within the company premises is an automated fire alarm (siren). All staff are to muster at the muster point within the main car park where a check will take place to ensure everyone is clear and await further instructions which will be issued by the management or emergency services.

A safe means of escape is provided from all working areas. All escape routes shall be maintained in a safe condition and clearly marked and shall always be kept free from obstructions. All staff are to be made fully familiar with these escape routes during company induction and emergency training.

Fire and emergency drills will be carried out at regular intervals and recorded. It is the responsibility of all staff to ensure that any visitors or clients are made aware of the safety procedures and are signed into the visitor's book in case of emergency. All visitors must be escorted from the building by individual staff member responsible for the meeting in an emergency. In an emergency the designated person will collect the visitor's book to assist in a roll call at the muster point.

Firefighting equipment of an appropriate size, type, number and location are provided on the company's premises. All staff are to be trained in their use and are regularly drilled during emergency training.

Fire equipment are regularly inspected by staff and tested annually by a relevant and competent fire equipment company.

## **Usage of Plant and Equipment**

Any plant and equipment used/operated by the company will comply with all relevant legislation including the ***Provision and Use of Work Equipment Regulations 1998***.

It is the company's policy to employ operatives who have been fully trained in the usage of mobile and stationary plant/equipment/vessels and are fully conversant with the limitations of these types of equipment in ensuring they are operated in a safe and competent manner.

Any new plant and equipment introduced by the company will be fully risk assessed safe system of work developed and the necessary training completed before its use.

Staff should conduct a pre-user inspection of work equipment before use to ensure its suitability for the task and that it is in good working order; any defects should be immediately reported to management and not used until the necessary repair or replacement takes place.

Staff should never use equipment until sufficient training has been conducted by the company on its safe use, maintenance and specific hazards of that machinery.

## **Risk Assessments**

The company will ensure that all activities undertaken are covered by risk assessments as ***Management of Health and Safety at Work Regulations 1999*** and safe systems of work as per ***Health and Safety at Work Act 1974 Section 2*** and that staff are fully familiar with these working arrangements to ensure work is conducted in a safe manner. If staff believe these documents do not cover the type of work conducted or are deficient in any manner then this should be raised with management so that correct action may be taken.

## **Hand Arm Vibration**

All portable equipment especially handheld portable equipment are to be risked assessed for hand arm vibration rates as per ***The Control of Vibration at Work Regulations 2005*** and staff to be made aware of their daily time limitations for using the equipment and the potential risks involved in exceeding those limitations including the signs and symptoms of potential hand arm vibration issues especially when using higher risk equipment.

The company will always endeavour to provide low vibration equipment, tools and associated PPE to minimise the risks from hand arm vibration.

## **Electrical Equipment**

It is the company's responsibility to ensure that all electrical equipment used by the employees on the company's premises/vehicles are maintained in accordance with the ***Electricity at Work Regulations 1989***.

The company will keep an up-to-date register of all electrical equipment and dates last tested by a competent person.

It is the responsibility of all employees trained in the use of electrical equipment to carry out a pre-use visual inspection of the equipment to identify any defects and that the equipment is in a safe condition to use. Any defects detected must be reported to the management of the company immediately and the equipment not used until it is fully inspected and declared safe to use by a competent person.

### **Substances Hazardous to Health**

It is the company's responsibility to ensure a full risk assessment and safe systems of work are developed under the ***Control of Substances Hazardous to Health Regulations 2002 (COSHH)*** for any hazardous products handled by employees during their normal daily routines and tasks and potential hazardous environments they may encounter whilst performing their duties.

All employees shall receive the appropriate levels of information, instruction and training as indicated by the risk assessments and or commensurate with their levels of exposure to said products. The company will provide the correct PPE as identified in the risk assessment to minimise any exposure and will if required monitor and record exposure levels.

However, it is also the responsibility of employees to wear any PPE identified by the company for specific tasks within the business and to report any shortcomings in this protection.

The company will ensure a file is kept with all relevant Material Data Sheets of hazardous substances currently in use and a copy of these data sheets kept at the relevant work areas.

Any spillages or accidents involving any substance hazardous to health must be reported to the management of the company immediately.

### **Accident Reporting Procedure**

It is the responsibility of all employees, visitors, customers or contractors to report any accidents, near misses or dangerous occurrences on the company premises to the Directors of the company. In addition, employees working on third party premises must report accidents, near misses or dangerous occurrences to both the directors and to the client. On receiving a report, the Directors of the company in conjunction with the Safety Advisor will fully investigate the incident to see if corrective measures are required to be put in place to prevent a similar occurrence. All reports on such incidents including conclusions and follow up actions will be maintained by the company and the safety advisor.

Any accidents or dangerous occurrences that require reporting to the Health and Safety Executive under the ***Reporting of Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR)*** will be completed by the Directors as soon as is reasonably practicable but within the time limits laid down in the regulations.

All injury accidents will be fully recorded in the company's Accident Record Book.

## **Vehicles**

Any vehicles used/operated by the company will comply with all relevant legislation. It is the responsibility of the driver to complete a daily inspection of the vehicle before use to ensure the roadworthiness of the vehicle and report any defects to the management.

The company will ensure that all regulations are followed regarding driver hours with particular reference to rest periods to ensure the driver is not suffering any fatigue that could affect their ability to drive safely.

It is the responsibility of the driver to ensure the roadworthiness of their own vehicle if used for business and to ensure that the vehicle is covered for business use for insurance purposes.

It is the company's policy to employ operatives who have been fully trained in the usage of vehicles operated by the company and are fully conversant with the limitations of these types of vehicles in ensuring they are operated in a safe and competent manner including the securing of any material / equipment when being transferred/moved by vehicle including on public roads.

The company takes the risks of driving for the company seriously to endeavours to ensure these risks are minimised but it is also the responsibility of the driver to drive in a courtesy and safe manner taking account the road and weather conditions and to park vehicles in designated parking areas especially when attending a client's site and to always maintain their full concentration when driving with especial reference to avoidance of using mobile phones or sat nav's when driving.

When using company vehicles for company business staff are not permitted to allow third party persons within the vehicle when travelling except if they are engaged in working with the company on job/project. Company vehicles should not be used for private use unless authorised by the directors.

Any new plant and equipment introduced by the company will be fully risk assessed; a safe system of work developed, and the necessary training completed before its use.

## **CDM 2015**

It is the company's responsibility to ensure that all work conducted complies with the legal requirements of ***The Construction (Design & Management) Regulations 2015*** which includes development of a construction phase plan (and may be encompassed within the company Risk Assessment Method Statement (RAM's)) for all work including all domestic clients to encompass the health, safety and welfare arrangements of staff whilst on third party sites.

As part of these roles the company will ensure that:

- a. the client is aware of the client duties under CDM 2015 before any work starts
- b. plan, manage and monitor all work carried out by themselves and their workers, considering the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- c. check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- d. make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- e. provide appropriate supervision, information and instructions to workers under their control
- f. ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- g. ensure suitable welfare facilities are provided from the start for workers under their control and maintain them throughout the work.

In addition to the above responsibilities, the company when working on projects involving more than one contractor will:

- a. coordinate their work with the work of others in the project team
  - b. comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan relevant to their work.

### **Housekeeping**

The most common accident in the workplace is a slip, trip or fall. The company therefore requires that all staff and contractors working on company premises or client site or sub-contractors working on behalf of the company conduct their duties in such a manner to minimise these risks by ensuring the workplace is always kept clean and tidy.

Staff should therefore adopt a “a clean as we always go” policy to minimise risks to all parties and have their full attention on the task at hand to minimise these risks. This includes ensuring material/equipment is not left creating trip hazards especially within walkways around the premises or client sites which could result in a fall.

Staff should always raise any health and safety concerns with regards to housekeeping with the site operator and/or management.

### **Lifting Equipment**

All lifting equipment employed by the company complies with all current relevant legislation (***Lifting Operations and Lifting Equipment Regulations 1998***). A full register with all relevant certificates is maintained by the company for all the lifting equipment and an independent inspection is maintained by a competent company every 6 months for associated lifting equipment and 12 months for lifting machinery.

All employees will complete a pre-use inspection of any lifting equipment to be employed on a task and if any defects observed then it should not be used but reported to management immediately, so that a detailed inspection can be arranged by a competent person. The company operates a coloured code for lifting equipment and any lifting equipment not displaying the correct colour for the period is to be quarantined until inspection completed by competent person.

### **Manual Handling**

It is the company's responsibility to ensure a full risk assessment and safe systems of work are developed under the ***Manual Handling Operations Regulations 1992*** to ensure the risks to employees from manual handling activities are as low as reasonably practicable.

The company recognises that it is not possible to eliminate manual handling especially within the business the company conducts altogether but by a combination of training staff on the risks associated with poor manual handling techniques; training on reducing the risks to a minimum with especial emphasis on mechanical aids and their safe and correct use and positive reporting of issues within the day-to-day operations of the company.

### **Lone Working**

At times employees will be required to work by themselves especially when visiting clients and performing simple maintenance and repair work and the company take the health and safety of its employees at all times as extremely important and therefore have developed a set of working procedures to ensure that staff are not unduly exposed to risks or conducting higher risk tasks when working alone or visiting clients. Employees should ensure their familiarity of emergency arrangements including fire and first aid, traffic routes and any specific hazards and controls associated with the site.

### **Confined Spaces**

It is the company's responsibility to ensure a full risk assessment and safe systems of work are developed under the ***Confined Space Regulations 1997*** to ensure whenever it is not possible to eliminate working within a confined space that the risks to employees from confined space work activities are as low as reasonably practicable.

All staff if required to work within a confined space will be given the appropriate training on the risks involved and the necessary controls to minimise those risks and the rescue procedures to be adopted in case of an emergency and all work would be conducted under a "Permit to Work" arrangement.



## **Third Party Premises**

Due to the nature of business of the company some of the work will be required to be undertaken on third party premises. All employees will be given any relevant site induction and training by the client whenever applicable. Employees should ensure their familiarity of emergency arrangements including fire and first aid, traffic routes and any specific hazards associated with the site and should avoid entering hazardous areas unless under the full direction of the client with all necessary safety precautions taken. Staff will need to ensure the work areas are kept secure during installation works. If staff have any doubts about the work environment on site they raise this with the client and if not satisfied then with the company directors.

Any installation issues that are not following the planned installation arrangements which may have an adverse effect with especial reference to health and safety must be immediately reported back to the Directors for corrective actions.

## **Asbestos**

The company will comply with the ***Control of Asbestos Regulations 2012*** and ensure all staff are fully familiar and completed a basic training programme on Asbestos, the types of asbestos and where it can be found within buildings. It is the company policy not to work with areas containing asbestos but to contact the client to arrange safe removal of any asbestos by a competent specialist contractor within the working area. Asbestos may be found in older buildings built before 1999 and therefore staff must be familiar with potential areas of concern.

## **Display Screen Equipment**

Due to the administration requirements of the company some employees will spend an amount of work and time working in front of computer screens. The company will ensure all computer equipment, monitors and associated equipment including software all comply with the current legislation including the ***Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)***.

With the work associated with the company's business at times staff may wish or be required to work from home and the company will ensure that computers and associated equipment are suitable to accomplish this; however, if this is to become a regular occurrence then the company would comply with its requirement under the above regulations and access the working environment to ensure suitability for the staff and the company.

## **Health Surveillance**

Due to nature of recent events with regards health epidemics affecting all persons the company will ensure that staff, client or contractors are protected by following all government/client/company procedures and legislation regarding aspects such as PPE, cleaning procedures, separation and potential self-isolating.

Whilst it is a requirement under various sets of health and safety legislation that health surveillance is required for certain tasks or exposure to hazardous material the company will endeavour to ensure that staff are not exposed to these risks or are made fully aware of these risks. However, it is also a duty for staff to report to management any health issues resulting from activities at work and if necessary, to seek medical advice. The company will investigate thoroughly any staff raising medical issues and if necessary, place in immediately corrective actions.

All employees must report if taking any medication that may duly affect their ability to perform their duties within the company.

At times, all staff may suffer some type of stress in their lives from both work and personnel circumstances. All staff react differently to stressful situations, but the company recognises and understands the dangers from stress that may affect staff in the workplace and will support staff including operating an open-door policy for staff to discuss this with directors confidentially.

## **Environment**

The company accepts its responsibilities in environmental matters and recognises that good environmental management must be an integral and fundamental part of our business. The company will therefore endeavour to minimise the impact on the environment from our operations and will aim to continue to improve its environmental performance and reduce the natural resources used by the company.

## **Welfare Facilities**

The company will provide suitable welfare facilities for all personnel as per ***Workplace (Health, Safety and Welfare) Regulations 1992*** and associated approved Codes of Practice, but it is the responsibility of all parties to ensure they are kept in a clean and tidy condition and any concerns must be raised with the management immediately.

## **Definitions**

The word “company” is used to mean EPS Pipeworks Ltd.

## **Appendix**

Extracts from the Health and Safety at Work Act etc. 1974.

- Section 7 It shall be the duty of every employee while at work:
- (a) To take reasonable care for the health and safety of themselves and other persons who may be affected by his acts or omissions at work; and
  - (b) As regards any duty imposed on the employer or any other person by or under any of the relevant statutory provisions, to co-operate with them, so far as is necessary, to enable that duty or requirement to be performed or complied with.
- Section 8 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- Section 36 Where the commission by any person of an offence under any of the relevant statutory provisions is due to the act or default of some other person, that other person shall be guilty of the offence and a person may be charged with and convicted of the offence by this subsection whether proceedings are taken against the first mentioned person.
- Section 37 Where an offence under any of the relevant statutory provisions committed by a body corporate is proved to have been committed with the consent or connivance of, or to have been attributable to any neglect on the part of any director, manager, secretary or other similar officer of the body of corporate, or a person who was purporting to act in any such capacity, as well as the body corporate, shall be guilty of that offence and shall be liable to be proceeded against and punished accordingly.