

PIERBROOK

PROPERTY DEVELOPMENT • INVESTMENT • PRINCIPAL CONTRACTOR

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HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Prepared by:



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29-August-08

HEALTH, SAFETY AND ENVIRONMENTAL POLICY

STATEMENT OF INTENT

Pierbrook Limited accepts the requirement to operate under the broad health and safety framework of the group policy. In doing so we reaffirm and acknowledge the health, safety and environmental policy statement prepared thereby:

Pierbrook Limited is legally and morally responsible for health and safety of its employees and for the impact of work activities and business operations as it affects others, including the general public, and the environment. The Management are committed to continual improvement of health and safety performance.

The Management will:

- Prepare, communicate and regularly review and revise as necessary the Health, Safety and Environmental Policy and Procedures for their business;
- Ensure that sufficient and suitable resources are allocated to enable the policies to be implemented;
- Ensure that employees receive training in order to competently carry out their duties as commensurate with their post;
- Ensure that management systems provide for effective monitoring and reporting of health, safety and environmental performance;
- Prepare and implement aims & objectives with measurable improvement targets;

The management recognises that such policy and measures are advantageous to employees and the company by minimising the likelihood of injury or ill health to people, controlling loss, damage, wastage, avoiding disruption of the production process and safeguarding the environment.

To achieve our above aims and to uphold compliance with legislation through the implementation of this policy, Pierbrook Limited will consult with and seek the co-operation and support of all personnel (directly and indirectly employed).



Managing Director

Date 29th August 2008

Objectives:

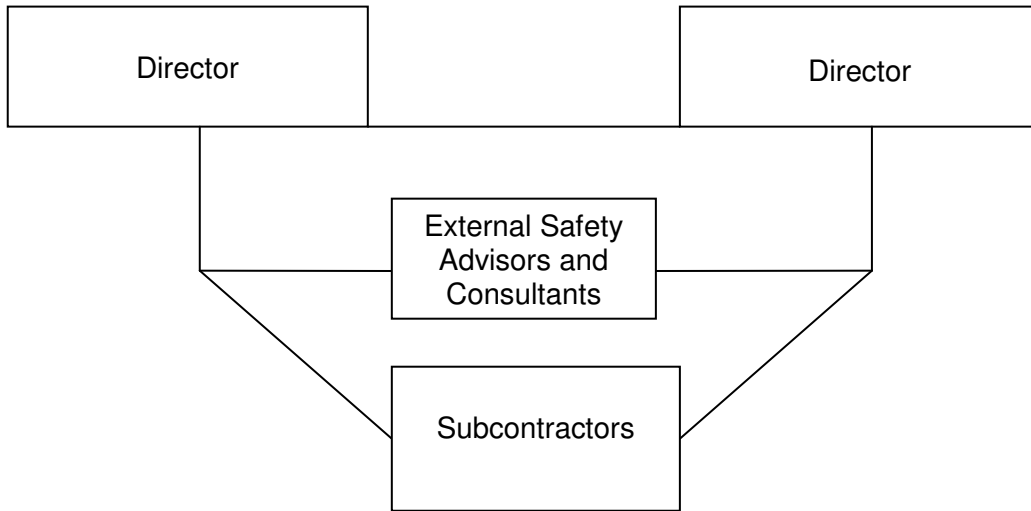
The following objectives will be met prior to the next annual review of our health, safety and environmental policy:

We shall:

- Ensure Directors are trained to IOSH Managing Safely standard.
- Review our current risk assessment process and determine a suitable system for use.
- We shall ensure that the relevant sections of the health, safety and environmental policy are brought to the attention of employees.
- Implement a safety committee and hold a minimum of two meetings.
- Implementation of a formal site inspection regime and determine areas of weaknesses in site performance through evaluation of key performance indicators.
- Implementation of a contractor competence evaluation system.
- Assessment and evaluation of our environmental performance in order to set targets for the subsequent twelve-month period.

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RESPONSIBILITIES

The Managing Director (Director responsible for health and safety)

- 1) Will actively participate in and support the development of a positive health, safety and environmental culture.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- 5) Have overall responsibility for the implementation, monitoring and review of the health, safety and environmental policy and ensure relevant parts are brought to the attention of employees (and others) as appropriate.
- 6) Will chair health & safety Committee meetings reporting on health and safety issues reflecting Pierbrook Limited.
- 7) Ensure that all employees are appropriately trained.
- 8) Will ensure allocation of sufficient resources to enable the policy to be operated effectively.
- 9) Will ensure the setting of specific aims and objectives and measurement of overall performance.
- 10) Liaise with external health and safety advisors and other relevant bodies, evaluating site inspection reports and audit reports provided and take appropriate actions on recommendations.
- 11) Ensure that where consultants and contractors are engaged they have the relevant competencies.
- 12) Maintain an open-door access policy

Specific arrangement responsibilities included under items:

1.0 – 13.0 inclusive, 15.0 – 20.0 inclusive, 22.0 – 32.0 inclusive

Director

- 1) Will understand the requirements of this policy and actively participate in and support the development of a positive health, safety and environmental culture and aid company efforts to achieve the set objectives.
- 2) Will be familiar with the broad requirements of health, safety and environmental legislation, but have a more detailed understanding of the requirements placed upon office and yard environments.
- 3) Will set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment, and making the subject of health and safety a topic of conversation in relevant management meetings and during site visits.
- 4) Will take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions and will bring to the attention of the managing director any noted defects in company health and safety policy.
- 5) Liaise with the managing director with regards necessary resources to adequately comply with health, safety and environmental legislation and with the requirements of this policy.
- 6) Will ensure that employees under his operational sphere have received induction training and been made aware of risk assessments appropriate to their activities.
- 7) Will ensure arrangements are in place for the maintenance and servicing of any company vehicles and for ensuring that vehicles are properly operated as far as is reasonably practicable.
- 8) Will determine and arrange necessary training for operatives under his operational sphere.
- 9) Will monitor the performance of staff under their direction with regards their responsibilities made under this policy and reprimand operatives within company guidelines for any failure to comply with the requirement.
- 10) Maintain an open-door access policy.

Specific arrangement responsibilities included under items:

1.0 – 13.0 inclusive, 15.0 – 20.0 inclusive, 22.0 – 32.0 inclusive

Safety Advisor (external)

PO Box 971, Canterbury, Kent, CT1 9DL

Our external Safety Advisors will assist the Director responsible for health and safety in the implementation of the Company Safety Policy when requested by:

1. Advising the company on all matters relating to health, safety and welfare.
2. Ensuring, where reasonably practical, that the company are kept up to date with current and proposed legislation.
3. Carry out training of management staff and operatives when requested.
4. Carry out site and premises inspections in order to monitor working practices when requested to do so.
5. When required carry out accident investigations, prepare reports and recommend measures to prevent re-occurrence.

Offer consultancy services applicable to the development of the company health & safety arrangements.

Subcontractors

PO Box 971, Canterbury, Kent, CT1 9DL

- 1) Know, understand and implement policy, standards and rules at all company work locations as applicable to personal work tasks.
- 2) Attend and participate in training and briefing sessions on health, safety and environmental issues in order to maintain an up-to-date awareness of appropriate legislation, codes and guidance notes.
- 3) Set a personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
- 4) Take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- 5) Consult and co-operate with the directors and visiting advisors on health, safety and environmental topics as appropriate.
- 6) Report any incidents, accidents or unsafe conditions to their supervisor.
- 7) Do not remove, tamper or interfere with, any items of safety equipment.
- 8) Co-operate with the requirements of this policy and associated safe systems of work.
- 9) Work in accordance with any training received unless you have reason to believe that the training is not valid in a given situation. In such circumstances seek guidance from line management.
- 10) Specifically fulfil all applicable requirements of the arrangements section.

Specific arrangement responsibilities included under items:

2.0, 9.0, 12.0, 13.0, 18.0, 21.0, 22.0, 24.0, 29.0 – 31.0 inclusive

ARRANGEMENTS

1.0 Competent advice

It shall be company policy to employ a competent person with regards to health and safety and to utilise the services of external health and safety consultants where determined appropriate. We shall determine competency as a person or group with sufficient knowledge, training and experience in health and safety matters relating to our undertakings, or specific tasks.

The managing director shall be responsible for ensuring competent advice is provided and maintained.

2.0 Consultation and communication

The company will consult with employees through representation of a cross section of the workforce forming a health and safety committee. The committee shall meet quarterly chaired by the managing director. Minutes shall be made and retained for a period as determined by our quality system.

The managing director shall ensure a committee is formed and the process maintained.

Both management members shall operate an open-door access policy throughout.

Contractor consultation shall be afforded through project specific meetings, determined and chaired by the directors.

Communication chains shall generally follow the company hierarchy (see organisation chart). We shall operate a policy whereby non or poor English speaking labour is employed, they will either speak English as a second language being able to understand simple instructions adequately, or an interpreter will be required at all times. We shall ensure that where visually or hearing-impaired persons are employed that adequate communication measures are provided. The directors will be responsible for ensuring the requirements of this arrangement is followed.

All employees are required to contribute to the consultation process and communicate effectively through the identified communication chains.

3.0 Information and records

Information relating to health and safety matters shall be obtained through a variety of mediums including the HSE website, external advisors, through professional bodies such as IOSH and via the CIP health and safety information series and a central file of such information will be maintained, being the responsibility of the directors.

The directors shall determine dissemination and mode of communication of relevant information (taking into consideration any potential barriers such as eyesight and hearing impairments and language differences).

General update information shall also be provided at site level through our external health and safety consultants visits. Specific information will be communicated through the company handbook, this policy, assessment briefing, health and safety plans and training. The directors shall be responsible for ensuring that the company handbook is developed, disseminated as appropriate and maintained.

It shall be company policy not to rely solely on poster campaigns or signage as a means of communicating information.

Where records are generated or required throughout sections of this policy, they shall be kept in-line with our company quality system and in accordance with our data protection policy.

4.0 Induction and Training

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The directors shall determine training requirements appropriate to task and roles and requirements imposed upon our employees through their employment and via this policy.

It is company policy to ensure, as a minimum that the directors are trained to the IOSH Managing Safely standard or to the CITB Site Supervisors Safety Certificate standard.

Training programmes shall be developed and monitored with training providers selected following our contractor selection system. Records of training shall be maintained through the central group record system. The directors shall ensure that all relevant records are passed through this system.

Company induction training shall be given on the first day of employment to new operatives. Site-specific induction training will be given to all site personnel on the first day of their commencement on site. The directors (persons employing or responsible for supervision of new starters) will be responsible for ensuring the requirements of this arrangement are made.

Tool-box-talk refresher training requirements shall be determined on a project-specific basis by the directors as applicable to project.

Training levels of contractor personnel shall be determined prior to commencement on site and verified at site level on a project-specific basis. Those engaging the contractor shall be responsible for initial determination and the directors at site level for secondary verification.

5.0 Supervision and inspection

It is company policy to determine adequate supervision levels through project specific risk assessment, taking into consideration such factors as difficulty of tasks, risks involved, operative experience, client requirements, contractor employment etc. Where contractors are engaged they will be required to provide their own supervision regardless of our own provision. The directors will be responsible for ensuring this arrangement is adhered to.

The directors shall ensure that our office premises are regularly inspected and that projects are formally inspected through both internal and external means as appropriate to project (directors responsibility to determine, arrange and monitor). All written reports of external inspections are to be evaluated by the directors relevant to the project with remedial actions determined.

6.0 Monitoring, measurement and review

It shall be company policy to place emphasis on active monitoring systems. The requirements and related health and safety performance of this policy shall be monitored through a range of mediums, including inspections and safety tours of premises and sites, where key-performance indicators are determined and operation evaluated. The directors shall be responsible for determination of monitoring modes and for ensuring this arrangement is followed.

It shall be company policy not to rely on accident, ill health and incident statistics as a measurement of performance, though these shall be evaluated with a near-miss reporting system being maintained. The supervisors are responsible for ensuring the relevant information is collected and passed to the directors, who shall ensure statistics are evaluated.

The Managing Director shall measure performance in relation to set aims and objectives on an annual basis.

It shall be company policy to undertake an audit of management systems every two-years and regular testing of safe systems of work shall be undertaken through mock incident analysis. The Managing Director shall be responsible for ensuring this arrangement is followed.

The safety committee shall review policy and performance on an annual basis, having access to the findings of the above processes.

7.0 Contractor and agency selection and control

We shall select contractors from our current database of preferred contractors, of whose health and safety performance is already known to us and broadly compatible with our own standards. One central database shall be determined and maintained by the directors.

All other contractors will be subject to competency checks prior to appointment through a variety of methods including questionnaire response evaluation, document evaluation, references and interview. This process shall include all client determined contractor use. The directors shall be responsible for ensuring this process is adhered to and the selection of competence check method.

Secondary vetting shall be undertaken through evaluation of site-based documentation. The directors shall be responsible for vetting of contractors engaged on each project.

Contractor performance shall be monitored via internal supervision and external consultants ad-hoc health and safety site inspection visits. On larger projects, subcontractor supervisors will provide information on contractor performance during regular site meetings. The directors will be responsible for collection and evaluation of information gathered and for passing comment for database maintenance.

Where contractors consistently fail to perform to expected standards they will be removed from the preferred contractors database lists and be subject to re-vetting of competency prior to any further appointment. Removal and re-engagement shall be the decision of the Managing Director.

Agency workers shall only be engaged from reputable agencies where relevant documented evidence of the person's competencies has been provided. **Those who engage** such labour will be responsible for ensuring compliance with company policy.

8.0 Risk assessment, safe system of work and control hierarchy

It shall be the company policy to assess all aspects of company undertakings to determine significant risks. All significant risks shall be recorded and communicated to those who may be exposed to that risk. Risk assessment shall be reviewed regularly to ensure that they remain suitable and sufficient with any changes being communicated to those affected.

The directors shall ensure that generic company risk assessments are maintained in the office file and computer system.

Contractors employed shall be expected to provide assessments and a system of reviewing those risks of their activities and these shall be evaluated and accepted by us through the directors prior to allowing commencement on any given task (where a significant risk arises).

The risk assessment process shall be used to identify adequate measures to control that risk and to develop a safe system of work that shall be written and follow the company expected hierarchy of:

- Avoiding risks
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress

- Substitution of the dangerous for the less dangerous
- Giving collective protective measures priority over individual protection measures
- Giving appropriate, instruction, information and training to employees.

In addition where a specific hierarchy has been determined by regulation, then these shall be followed.

We shall seek specific advice where special risks arise from circumstances of which we are unfamiliar or do not have relevant competencies to properly evaluate or control.

With particular reference to young persons and pregnant women, it is the company policy to take specific account of the vulnerability of these groups and to make assessment of the potential impact of company undertakings upon them to determine adequate controls.

The directors are responsible for ensuring risk assessment is undertaken as applicable for matters under their direct control. They shall also be responsible for ensuring that safe systems of work are developed and all findings notified to those affected. They shall be responsible for further site based evaluation to ensure the findings remain suitable or adjust as necessary to ensure they remain task specific. They shall also be responsible for ensuring the safe systems of work are followed on site.

9.0 Control of substances hazardous to health

No substances that fall into this category shall be used unless an assessment has been made and control measures identified, taking into account the substance format, issues affecting the substance, the environment, purpose of use, routes of exposure, people involved, waste control, hazards arising and emergency actions. All aspects of handling, use, storage and transport shall be considered.

Information about all such substances shall be obtained from the manufacturer or supplier (hazard data sheets – not product information sheets) to enable assessment to be undertaken. Assessments to be completed as per item 8.0 of this policy. Those ordering materials shall be responsible for obtaining the safety data sheet and for passing it to the relevant person(s) as appropriate.

The findings of the assessment, control measures and necessary precautions and emergency procedures will be made clear to all affected prior to use by the directors.

The company PPE policy shall be followed.

The company health surveillance policy shall be followed.

The following hierarchy of controls will be followed:

- Avoid use of hazardous substances where practicably possible
- Protection through design of work processes and engineering controls and use of work equipment.

- Control of exposure at source, including adequate ventilation systems.
- Use of PPE

10.0 Personal Protective Equipment

It shall be company policy not to rely on the use of Personal Protective Equipment, but to make assessment of the task and determine controls following our hierarchy in items 8.0 and 9.0 in particular.

Where it is deemed that PPE is necessary, it shall be considered for ergonomic design and shall be assessed for the relevant BS or EN standard applicable to the task by the directors.

We shall ensure people are trained in the use, storage and maintenance of PPE.

11.0 Asbestos

No work relating to asbestos containing materials will be undertaken unless the work is covered by a risk assessment and written control plan. The directors will enforce this at site level.

It will be company policy to ensure those evaluating tenders have considered asbestos issues in all projects at planning stage and/or when preparing health and safety plans or assessments.

Only trained operatives will work with asbestos containing materials.

Where we do not have sufficient expertise in asbestos related activities, we shall employ the services of specialist contractors (as determined by those managing the project).

12.0 Hand-Arm and Whole Body Vibration

It is company policy to avoid so far as is reasonably practicable, exposure to vibration through job-design alterations or automated processes.

Where this is not reasonably practicable to achieve, we shall operate a low-level emission policy whereby all equipment purchased or hired shall be evaluated for vibration emissions. Equipment relative to the task with the lowest emission rate shall be selected. Those responsible for purchase or hire of vibrating equipment shall ensure company policy is followed.

All activities shall be assessed for potential exposure (as assessment policy) with Job-rotation techniques and relevant PPE provision being considered on a hierarchical basis.

13.0 Noise

The company policy regarding noise is broadly as identified for vibration, with intent to implement a hierarchy of combating exposure at source, providing enclosures, barriers and distance between source and operatives prior to reliance upon setting and marking of hearing protection zones and use of PPE. Responsibility is as item 12.0 above.

14.0 Manual Handling Operations

It shall be the company policy to avoid manual handling where practicably possible through use of mechanical lifting aids. Risk assessments shall be undertaken in line with company policy where manual handling operations are necessary with consideration given to the task, the individual, the environment and the load.

Operatives will be provided with relevant training and instruction.

15.0 Stress management

It shall be company policy to determine working methods that avoid excessive exposure to stress. We encourage individuals to report symptoms of stress to their line manager and shall treat all cases confidentially. Any employees identified with work related stress will be fully supported by the company, who will consider measures to help resolve issues, seeking advice from occupational health professionals as necessary. The directors shall be responsible for ensuring that the company stress management procedures are enforced within their operational spheres.

16.0 Working time

We recognise the importance of social life and it is company policy to follow the Working Time regulations to ensure that excessively long hours are not worked in any given period to ensure the requirements of the regulations are met. We shall ensure adequate rest times are provided between shifts and adequate break times are provided daily during working shifts. We shall ensure that holiday entitlement meets the minimum requirement and that the full amount is taken each year. The directors have the responsibility for ensuring this requirement is followed.

17.0 Health surveillance

It shall be company policy to control our activities to prevent the need for health surveillance. However we shall determine any necessary health surveillance requirements through the assessment process and continual monitoring (e.g. through absence records, complaints etc.)

In particular, where exposure to vibrating equipment, noise or substances is identified as likely, determination will be made of potential extent of exposure in line with regulatory requirements.

Initial simple health surveillance programmes shall be used such as skin checks and hand observation through the directors.

18.0 First aid

A first aid kit will be retained within company vehicles. Vehicle drivers are responsible for ensuring the kit is properly maintained.

All projects will be assessed for required first aid training, equipment, notice and facility levels and provision made and maintained accordingly. Project designated first aid personnel will be responsible for the maintenance of all first aid provision at site level. The directors will be responsible for ensuring this policy is maintained.

19.0 Welfare

Welfare facilities shall be provided at head office in accordance with the requirements of the Workplace health, safety and welfare regulations and undertakings at that place. The facilities shall be regularly cleaned and maintained, the directors shall be responsible for provision and maintenance of all facilities.

Project specific welfare provision shall be determined by the directors through assessment and shall conform to the requirements, as far as is reasonably practicable to the CDM regulations currently in force. All project facilities shall be regularly cleaned and maintained, being the responsibility of the person in control of the site.

20.0 Fire safety and emergency procedures

It is our policy to assess the fire risk and produce a written plan on all projects and in relation to company vehicles, being the responsibility of the directors.

Emergency procedures shall be determined by the directors for all projects where additional hazards other than the fire risk exists, such as working at height, with asbestos, electrical, gas and communications services etc.

21.0 Smoking policy

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In compliance with current legislation smoking is strictly prohibited throughout our office premises and throughout all internal areas on all remote sites. The principal contractor on any given site will determine the smoking policy for external areas on site, all operatives will be expected to adhere to these arrangements.

22.0 Incident reporting / investigation

We shall operate a near-miss incident reporting system, being evaluated every six months. Not exclusive to near-miss reporting, it shall be company policy to insist all incidents requiring first aid treatment and all lost-time (including any down time spent in investigation) incidents that do not require reporting to the authorities under RIDDOR are to be regarded as a near-miss incidents. All operatives have a responsibility to report near-miss incidents to their supervisor for reporting on to the directors.

All reportable incidents relating to RIDDOR shall be communicated from site to office to the directors who shall evaluate and report forward to the relevant authorities as required.

Where reportable incidents occur to contractor personnel, they shall be required to report to the relevant authorities and to forward a copy of the report to us. The directors shall ensure they are informed of the requirement and that copies of reports are obtained.

Incident statistics shall be collected, collated and passed to the directors to be evaluated in line with item 6.0 of the arrangements. Interim statistics shall be provided for all health and safety committee meetings.

Accident books shall be kept in the head office. Where an entry is made in the accident book, those making the entry shall return the data immediately to the directors.

It shall be the company policy to investigate all reportable incidents. Any over-three day incident shall be investigated internally through the management. External consultants shall be required to assist in investigation of all major reportable incidents. The directors shall be responsible for ensuring this arrangement is adhered to.

23.0 Work at height

It shall be company policy to plan all work at height activities, ensuring those involved are trained and competent. Emphasis shall be given to avoidance of working at height wherever practicably possible. It is however recognised that avoidance will not always be practicable and therefore we shall follow a hierarchy of controlling measures.

We shall provide fall protection measures such as birdcage scaffolding structures, scaffolding with adequate guard railing and safe access/egress. Descending in priority, we shall utilise fall arrest systems such as netting and soft-bag systems, down to restraint systems, harnesses with fall arrest lanyards, through to demarcation systems with simple instruction. Rescue systems shall be determined wherever fall arrest systems are identified for use.

We shall place prominence on equipment selection in light of required access and task and determine inspection requirements through the assessment process.

Wherever practicable it shall be company policy not to allow lone working where any work at height activities are necessary and to provide adequate supervision.

The directors will be responsible for ensuring that the above policy is followed and the site supervisor will have responsibility for ensuring controls are maintained at site level.

24.0 Work equipment

Only those with relevant training shall be permitted to operate work equipment, though this policy shall not prevent equipment use for training purposes when under the supervision of a competent person. The directors shall be responsible for ensuring that this is adhered to.

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We operate a hire and purchase system whereby equipment is assessed for ergonomic design and technological advancement (in addition to other considerations mentioned elsewhere in this policy). The directors involved in purchase or hire of equipment shall be responsible.

Equipment use shall be suitable for task and regularly inspected (including before use), as determined through the assessment process and inspection by the end user.

All equipment noted to be defective will be removed from use until repaired or replaced. All equipment removed shall be marked as unsafe for use. The person responsible for identification of the defective equipment shall be responsible for ensuring policy is followed.

It is our policy to ensure all equipment is maintained and shall be verified for existence of calibration, examination, inspection or testing as applicable. The end user shall be responsible.

Equipment shall be used as designed for purpose and not adapted. No employee shall use equipment with designed safety provisions (guards etc.) removed or disabled.

All equipment users / operators shall use equipment according to instructions provided and training received.

25.0 Mechanical lifting activities

All lifting activities using mechanical means shall be assessed, properly planned and supervised. We shall ensure that the work environment and supporting surfaces are suitable (and exclusion where necessary maintained), determine equipment and accessory type (and verify examination and test records) in respect of the conditions, task and loads, consider weather conditions and ensure suitably trained personnel are identified and employed appropriate to task. We shall ensure that all appropriate licenses and permissions are obtained. The directors shall be responsible for ensuring lifts are properly planned and as applicable on site shall ensure lifts are carried out to the prepared plans, or adapting plans as required to ensure lifts are carried out in a safe manner in the site environment.

All crane use will be undertaken through contract lifts whereby specialists will provide the necessary equipment, assessment, planning and personnel. The directors shall determine and arrange necessary contract lifts and consider requirements at tender stage and liaise with other managers as required.

26.0 Services policy

The following policy will be adopted within the company:

- All fixed and temporary electrical appliances will satisfy the relevant IEE Wiring standards and British Standards and shall be accordingly inspected, tested and maintained
- All site tools and equipment shall be of 110 volt or lower. Where equipment can only be used of a higher voltage, express permission must be gained from management in writing, following an assessment.
- No live working will be permitted
- All work on or near services will be subject to a permit to work system.
- All services will be located, identified and marked as appropriate prior to any other related activity. Where applicable, drawings will be obtained from service providers but these will not be strictly relied upon for accuracy
- Competent, trained persons shall only be permitted to work with services and related equipment
- Emergency plans shall be determined for all work relative to services

The directors shall ensure all services are controlled in line with the above. They shall ensure planning for the above and all applicable projects and as applicable shall ensure policy is adhered to at site level.

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27.0 Project planning

We are committed to planning for safety. On all projects we shall evaluate enquiry information, assess hazards and risks to determine control measures and necessary resources to comply with statutory requirements and our policy. We shall ensure that our tender prices include appropriate sums to maintain the safe systems of work and resources for the project, identified through planning. The directors shall ensure this policy is applied at tender stage.

In particular, where the CDM Regulations apply and we are appointed as principal contractor, we shall:

- Follow policy on project planning
- Develop and maintain the health and safety plan
- Ensure competent people and contractors are engaged as required
- Ensure co-ordination of activities and request cooperation from all
- Consult with the workforce
- Ensure project notified and display notification details
- Monitor health and safety performance
- Provide reasonably requested information to the planning supervisor (CDM Co-ordinator)

The directors shall ensure health and safety plans are developed and that health and safety file information is provided. They shall also ensure that the company policy in this regard is maintained at site level.

28.0 Traffic management

Traffic management plans shall be considered and developed appropriate to all projects. The directors shall ensure traffic management plans are developed and maintained as appropriate to project.

29.0 Company vehicles/personal vehicles used for company business

It shall be the driver's responsibility to ensure all vehicles must be properly driven with due care and attention at all times and properly loaded. Passengers are not allowed to travel in any moving vehicles except in the proper seats provided. Drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner. Only persons with a current full driving licence may drive company vehicles.

30.0 Mobile telephones

In line with legislation, the use of hand-held phones while driving on company business is prohibited. They can only be used when safely parked, with the engine switched off, before commencing communication, whether the medium is speech, text or any other form of data transfer. All operatives are expected to comply with this policy.

Hands free mobile conversations are permissible with the correct equipment but should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is our preferred policy for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

On site use of mobile phones will be restricted to the welfare areas where reasonably practicable. The directors shall enforce this policy.

31.0 Housekeeping and waste control

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The company shall enforce a policy of high standards of housekeeping at all premises, within company vehicles and on all project sites.

All sites shall be assessed for special / hazardous waste and relevant licences obtained and methods of removal determined. This shall be the responsibility of the directors.

There shall be no burning of waste on sites or at the yard and no fly-tipping of waste materials. All waste shall be controlled in-line with our environmental and waste recycling policy. All employees responsible for waste disposal shall comply with this policy.

32.0 Disputes and discipline

In the event of any dispute regarding health and safety matters, these should be addressed to the directors in writing who will determine the necessary action.

Failure to comply with the Company Health and Safety Policy or contravention of statutory requirements, regulations, rules or procedures will be disciplined in accordance with company procedures.

33.0 Confined Spaces

The company do not have personnel trained for confined space working activities. All identified work relating to confined spaces shall be evaluated in line with our assessment policy and control measures determined accordingly.

34.0 Drugs and Alcohol

The Company does not permit the consumption of alcohol during working hours and forbids the use of illegal drugs. Operatives are reminded that alcohol, on average takes one hour per unit to be processed and therefore care must be taken to ensure that you are not still under the influence of alcohol should you drink the previous evening.

It will be the individual's responsibility to notify their line manager when taking prescriptive drugs that may affect their performance putting others and themselves at risk especially when operating plant & equipment.

Appendix A

ENVIRONMENTAL POLICY STATEMENT

Pierbrook Limited recognise that in managing their activities they have a responsibility to customers, employees and the general public. They have therefore adopted an environmental policy stance, which incorporates the principles of sustainable construction.

The aim of this policy is to:

Ensure that all applicable legislation, regulations and codes of practice are adhered to on all sites and works.

Promote environmental awareness and commitment to the policy amongst all employees through the provision of training, and to encourage suppliers and subcontractors to apply sound environmental principles.

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Avoid the wastage of materials, water and energy by paying careful attention to their use. Always seek to use wherever possible, materials from renewable sources and recycled or recyclable materials.

Encourage customers, where possible, to adopt the principles of sustainability in their design process.

Construct permanent works to:

- Minimise pollution and the use of energy during their occupation,
- Minimise the use of raw materials during construction,
- Minimise waste during construction,
- Improve the landscape, and
- Retain natural features where possible.

Plan carefully to prevent pollution and minimise environmental disturbance as a result of our activities.

Apply continual improvement by reviewing performance against targets and by reviewing objectives.

In order to achieve this, it is the policy Pierbrook Limited to operate an effective management system demonstrating awareness and compliance with the issues that are listed above.

Appendix B

DRUGS AND ALCOHOL POLICY

1. General statement

We are a responsible employer and take our duties under the Health and Safety at Work Act 1974 seriously. Therefore we have formulated this policy to help us comply with our legal duties. These include providing a safe place and a safe system of work for our staff and others who may be affected by our activities. We recognise that drinking before or whilst present at work could have serious health and safety implications for us. As a result, this policy sets out our position on alcohol in the workplace. Due to its importance, this policy also forms part of our Health and safety policy.

2. Alcohol and health and safety

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Whilst the consumption of alcohol is an integral part of many employees' lifestyle, its presence in the workplace is often not appropriate. Not only can a small amount affect work performance, but it can also compromise the individual's safety and that of others. Common side effects include a loss of concentration, impaired judgement, loss of co-ordination and manual dexterity. This has implications for all staff, but particularly for those working in a safety critical role. These include, but are not confined to those operating vehicles and machinery, or working at height.

3. Prohibition on alcohol

For these reasons, staff are not allowed to bring alcohol onto company premises for the purpose of consumption during normal working hours, including lunchtimes. This extends to external areas as well as internal.

Due to the risks involved, staff engaged in any of the roles described below may not consume any alcohol during the working day (even away from the premises):

- working at height
- driving whilst on company business
- on-site vehicle operators
- machinery operators
- on-call/standby duties.