

## HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT

It is the policy of Mario Clad Ltd to take all reasonable steps:

- The company accepts its legal and moral responsibilities for the health and safety of staff and others who are involved in its activities.  
To the end the company will comply fully with the requirements of the Health and Safety at Work Act 1974 and all other relevant statutory legislation and recognised approved codes of practice
- To ensure the provision and maintenance of safe, healthier and supportive working environments, equipment and systems of work for all staff and contractors and others who may come into contact with our activities
- To provide such resources, information, instruction, training, and supervision as are needed for these purposes
- To encourage and maintain a proactive health, safety, and environmental 'Culture', according to the HSE's published guidance 'HSG65'
- Environmental impact is assessed as part of general management strategy and steps are taken to minimise and control waste at procurement, installation, and disposal stages.
- All possible steps are taken to ensure legal compliance with health, safety, and environmental legislation.

### ORGANISATION RESPONSIBILITIES

#### Directors

The Directors accept overall and ultimate responsibility for all health, safety, and environmental matters and for the implementation of relevant company policy.

#### All Staff

All staff have legal duties regarding safety and health.

They must co-operate in the preservation of their own safety and that of their colleagues, visitors and others.

#### Contractors and Suppliers

General professionalism, a good reputation, and safe systems of work with regard to health, safety and environmental considerations are all major factors in the selection of contractors and suppliers.

**Safety Advisor**

JCM Health and Safety Compliance is retained by Mario Clad Ltd to assist with the management of Health and Safety and Training.

Detailed procedures for the management of Health and Safety are provided in the accompanying document Health

The company will undertake a thorough review of its Health and Safety Procedures and organizational support and administration arrangements on an annual basis, or sooner if required because of changes in legislation, employees, sub-contractors or practices.

**Signed:**

**Matalica Marius Leonard     Director**

**17<sup>th</sup> June 2022**

# HEALTH AND SAFETY RESPONSIBILITIES AND ARRANGEMENTS

**Mario Clad Ltd  
130 Breckside Park  
Liverpool  
England  
L6 4ES**

To be read in conjunction with our  
General Health, Safety and Environmental Policy Statement

**SECTION A: KEY RESPONSIBILITIES**

**SECTION B: CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

**SECTION C: ARRANGEMENTS**

## SECTION A: KEY RESPONSIBILITIES

### Directors

The Directors have overall responsibility for the health and safety performance of Mario Clad Ltd. It is their responsibility to ensure that:

- This document is reviewed annually and that responsibility for active implementation is appropriately delegated.
- Where necessary, resources are provided and appropriately allocated in order to ensure safety, so far as is reasonably practicable.
- All staff are appropriately trained and 'Competent' in safety matters
- Emergency procedures are in place and communicated to all staff
- Fire - Fire safety arrangements are appropriate and that they comply with the Regulatory Reform (Fire Safety Order).
- Serious Injuries/Sharps
- Explosion
- Flood
- Release of chemical & Biological spills
- Working at Height
- The safety of staff and others is assured, and that Mario Clad Ltd complies with the requirements of the Health and Safety at Work Act.
- All staff have the correct level of health and safety related training for their position.
- Appointments are made relating to health and safety responsibilities of staff and that such responsibilities are appropriately discharged according to the safety flowchart which depicts the structure of the health and safety management systems at Mario Clad Ltd.

- Communication takes place with staff, contractors and our independent Health and Safety Advisor JCM Health and Safety Compliance regarding health and new safety matters and their implemented and conveyed to all employees.
- Ensure that the Mario Clad Ltd employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Health and Safety Policy Manual throughout the entire company.
- Risk Assessments are carried out, appropriately communicated and appropriate controls implemented.
- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future.
- To set a good personal example for others to follow.
- To ensure appropriate financial provision is made for safety equipment and health and safety training as necessary.
- Contractors are controlled and steps are taken to ensure safety.
- Health and Safety issues are appropriately resourced.
- The Safety Policy Statement / Responsibilities & Arrangements are reviewed annually and are available for all members of staff to read.
- Ultimately to stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company staff.
- At the start of projects where significant or unusual risks become apparent, provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project later are similarly briefed. Frequently update operatives on Health and Safety matters.

Also, the Operations Director will determine at the project planning stage:

- The most appropriate order and method of working.
- That competent persons are available to undertake specialist work.
- The amount of time and resources to be allocated with adequate allowance for unplanned eventualities to ensure Health and Safety isn't compromised as a result.
- Arrangements to ensure the provision of adequate lighting, signage and means of evacuation in situations where site circumstances, the erection of scaffold or the works in general may compromise the safety of persons in occupied premises.
- The safety of third persons upon which the undertakings of Mario Clad Ltd may impinge i.e. the general public.
- The availability of welfare facilities, fire precautions and first aiders.
- Any specific training or instruction for specific tasks and to ensure all employees, self-employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work for the company, in the office or on site.
- Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences.
- Outline potential hazards at each stage and indicate precautions to be adopted. This may require preparation of written assessments as require under Mario Clad Ltd Health & Safety Policy and Management of Health and Safety at Work Regulations (Amended 2003). Ensure they are available to the Contract Supervisors and persons on site and that they are discussed fully and understood.
- Ensure, so far as is reasonably practicable, that work, once started will be carried out so long as to ensure the safety of all persons on the premises. It is the policy of Mario Clad Ltd to provide to, or request from third parties, method statements for all works that may be considered hazardous in nature. Mario Clad Ltd will endeavor to outline the potential hazards at each stage of such operations and indicate precautions to be adopted. Written assessments will also be undertaken where hazards are suspected, as required under Statutory Regulations or at the request of other parties.

### **The Directors and Operation Director**

It is the duty of the Directors to:

- Review the H&S policy annually in conjunction with the Health & Safety Advisor
- Liaise with the H&S Advisor regarding the preparation of Risk Assessments & Method Statements (RAMS)
- Liaise and coordinate relevant activity between the employees, management, and Health & Safety Advisor
- Oversee the Safe Operations Register (SOR) and associated electronic filing system
- Health & Safety procedures are communicated to staff on site, including all relevant sections of this document
- All Operatives are aware of fire / emergency procedures local to their place of work (see PreMobilizations Checklist).
- The contents of Risk Assessments and Method Statements (RAMS) effectively communicated to Operatives – notably all relevant control measures
- That Operatives are appropriately supervised, including the undertaking of written checks as directed
- All Operatives are trained and competent, including delivery of health & safety induction training to new starters
- The Training Summary Matrix is continually updated as a record of training & awareness
- They attend Health & Safety training seminars as necessary and apply the contents of such training
- All accidents and 'Near Mis's incidents are reported and investigated as appropriate

#### **Health and Safety Advisor: JCM Health and Safety Compliance**

The responsibility of the Health and Safety Advisors is to monitor changing in the Health & Safety Legislation and good working practices with an aim of advising and recommending revisions, modifications and amendments to the existing Health and Safety Policy, documentation, and systems of work to enhance the Health and Safety culture and comply with the existing and/or new work to enhance the Health and

Safety culture and comply with the existing and/or new legislation is the responsibility of the Health and Safety Advisor to ensure that:

- This policy document complies with current legislation and general safe working practices.
- Mario Clad Ltd is briefed regarding any changes in legislation and that the safety system as described in this document is adjusted accordingly.
- Accident and incidents are reported in accordance with RIDDOR, that they are appropriately investigated and that their root causes are identified.
- Mario Clad Ltd is appropriately supported with regards to their health and safety requirements. To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve with the cooperation of the Management, compliance with current legislation
- In particular, Mario Clad Ltd is appropriately guided with regard to arrangements by which Risk Assessments and Method Statements, are written, managed and communicated.
- Suitable training courses are approved / delivered in order that Mario Clad Ltd can ensure an appropriate level of competence.
- To advise Management at all levels on the implementation of Health and Safety, i.e., relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- To monitor by inspection of the workplaces, workshops and accommodation, the Health and Safety performance of employees and to report back to the Directors on such inspections.
- To advise fire precautions, signage, and best practices with regards to fire prevention
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- Undertake noise surveys when requested to ensure compliance with the Control of Noise at Work Regulations 2005.



The Health and Safety Advisor or his nominee is also empowered during an inspection to stop machinery, systems of work or processes which he considers presents hazards to the operators or to other personnel and to bring to the immediate attention of the Directors details of such actions.

### **Site Supervisors**

- To monitor, control and correct the Health and Safety actions of operatives, contractors and other who may be under your jurisdiction to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented by them.
- Read and understand the Company Health and Safety Policy and Policy Manual and comply with its requirements.
- To ensure that all who report to you are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at the work face.
- To provide the Project Manager, as designated, or MD with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ.
- To make the Project Manager aware of any Health and Safety matters which are in any way unusual to those the Company normally deals with i.e. where the risks or nature of the risks are greater or different to those normally encountered by the Company.
- To undertake positive vetting of the Health and Safety policies and practices of contractors whom the Company proposes to employ and to provide feedback to the Project Manager in the event that policies and practices are found to be unsatisfactory.
- Report any accidents to the Mario Clad Ltd Operations Director and maintain an accident log for the Company to ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay. Furthermore, to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.
- To ensure all employees, self-employed and sub-contractors receive Company Safety Induction and Safety Awareness training before they start work on site.

- Develop a strong concern for the safety of those that the Company engages and for those who may be affected by the activities of the Company.
- Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand, and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that all employees and any contractors engaged under your control are treated equally with regards to Health and Safety and have a good understanding of the risks associated with their activities.
- Ensure that risk assessments and method statements are issued or otherwise related to employees. Check that those who need to be aware of them understand. Never assume or leave Health and Safety matters to chance. Be proactive and prevent accidents from happening.
- Ensure that adequate personal protective equipment is provided and worn when appropriate and that a tidy site and storage area is maintained, and materials not needed on site are removed or stacked in an orderly fashion.
- Those areas of works that may be hazardous must have access barred. Ensure that where scaffolds and scaffold towers are erected and are not in a safe condition, incomplete notices are displayed, and ladders removed.
- Plant and work equipment are all to be maintained in a fit state. All defects are to be reported immediately to the Operational Director with the piece of plant etc. remaining safely out of use until such time as the repairs are made.
- Ensure the working environment meets the safety requirement for operating plant, equipment, and tools, so that heat, light and ventilation are adequate.
- Ensure that each project under your control has planned emergency procedures, firefighting equipment, an extinguisher during hot works and a first aid kit (and a trained First Aider where required) or that arrangements are made with the Principal Contractor for the shared usage of facilities.
- Provide a briefing/induction to all those engaged to work supplying details of hazards that may arise and controls available. If, for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities, immediately refer the matter to your replacement. Wherever

possible take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for site and places of work, inducting your replacement if necessary.

- Arrangements are to be made at the places of work to avoid confusion about areas of responsibility for Health, Safety and Welfare.
- To ensure the general public are not put at any risk from the company's operations and that security arrangements are kept in order at all times.
- Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.
- Use disciplinary procedures in consultation with the Operational Director on any employee or contractor who is careless with regard to their own or others safety.
- Take steps to restrain persons from taking unsafe risks, prevent horseplay and reprimand those who fail to consider their own wellbeing and that of others around them.
- Visitors, Suppliers, Delivery Drivers etc. are to be made aware of the safety requirements and provided with PPE as required.

### **All Employees and Sub contractors**

All employees of the Company are to comply with their individual duties under Section 7 & Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations (Amended) 2006. That is to ensure their own safety and the safety of others and to generally cooperate with their Employer to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the employee, may lead to dismissal from employment. All staff have responsibility for ensuring that they:

- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Are aware of relevant risk assessments and method statements, and fully apply the work instructions provided.

- Wear such appropriate PPE as may be required and that this equipment is maintained in good condition.
- Fully cooperate with Mario Clad Ltd and their Site manager/manager/Principal Contractor on all health and safety matters.
- Provide a briefing/induction to all those engaged to work supplying details of hazards that may arise and controls available. If, for any reason, you are away from work or unable to fully attend to Health and Safety responsibilities, immediately refer the matter to your replacement. Wherever possible take responsibility for fully briefing whoever takes over on any safety matters. Take responsibility for site and places of work, inducting your replacement if necessary.
- Are fully conversant with the contents of the safety arrangements within this document and that they take all necessary steps to ensure the contents are applied.
- Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately. Never, under any circumstances, allow works to proceed in an unsafe manner and always prevent obstruction of access and egress routes by the safe delivery and stacking of materials.
- Ensure that all employees and any contractors engaged under your control are treated equally with regards to Health and Safety and have a good understanding of the risks associated with their activities.
- Ensure that risk assessments and method statements are issued or otherwise related to employees. Check that those who need to be aware of them understand. Never assume or leave Health and Safety matters to chance. Be proactive and prevent accidents from happening.
- Ensure that adequate personal protective equipment is provided and worn when appropriate and that a tidy site and storage area is maintained, and materials not needed on site are removed or stacked in an orderly fashion.
- Those areas of works that may be hazardous must have access barred. Ensure that where scaffolds and scaffold towers are erected and are not in a safe condition, incomplete notices are displayed, and ladders removed.
- Plant and work equipment are all to be maintained in a fit state. All defects are to be reported immediately to the Geo Roof supervisor/manager with the identification of plant etc. remaining safely out of use until such time as the repairs are made.

- Ensure the working environment meets the safety requirement for operating plant, equipment and tools, so that heat, light and ventilation are adequate.
- Ensure that each project under your control has planned emergency procedures, firefighting equipment, an extinguisher during hot works and a first aid kit (and a trained First Aider where required) or that arrangements are made with the Principal Contractor for the shared usage of facilities.
- Report any accidents or 'Near misses' to the Health and Safety Coordinator immediately
- Report any defective plant or equipment to the Health and Safety Coordinator immediately
- Report any unsafe situation to the Health and Safety Coordinator immediately.
- Do not to interfere with, misuse or damage anything provided in the interests of safety.

## **SECTION B Construction (Design and Management) Regulations 2015**

### **Background**

The previous 2007 CDM Regulations have been replaced to make it easier for everyone involved to understand what they need to do the job safely.

Small and medium size construction businesses now have to make a plan and manage health and safety under the Construction (Design and Management) Regulations 2015 which came into force on 6 April 2015. This means that for the first time any construction work whether it's a new bathroom fit out or an extension will need a construction phase plan.

### **Key changes of the new CDM Regulations 2015**

- The revised legislation applies to all projects including for the first-time domestic jobs
- All projects must have a written construction phase plan
- The role of CDM coordinator in the previous CDM Regs 2007 has been removed and replaced with a new role of principal designer.

- There is a duty to make sure all persons doing the job have the right skills, knowledge, training and experience.
- Some domestic and non-domestic projects will have to be notified to the Health & Safety Executive by the client.
- The HSE have produced draft legal series guidance (L153) on the legal requirements for CDM 2015.

## **Summary of role and main duties**

### **Client**

The CDM 2015 defines a client as anyone for whom a construction project is carried out. The regulations apply to both domestic and commercial clients. This guidance document is for commercial clients.

A client has responsibility to make suitable arrangements for managing a project.

- This includes making sure that:
- other duty holders are appointed
- sufficient time and resources are allocated
- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties

- welfare facilities are provided.

### **Domestic clients**

They are included in these new regulations, but their duties as a client are normally transferred to:

- the contractor on a single contractor project or
- the principal contractor on a project involving more than one contractor

The domestic client can choose to have a written agreement with the principal designer to carry out the client duties. Domestic clients should read the separate guidance by the HSE called 'Want construction work done safely?'

### **Designer**

The Designer's role when preparing or modifying designs is to eliminate, reduce or control foreseeable risks that may happen during construction or maintenance and use of a building after it's been built.

The designer also provides information to other members of the project team to help them fulfil their duties.

### **Principal Designer**

The principal designer is responsible for planning, managing, monitoring, and coordinating health and safety in the pre-construction phase of a project. This includes:

- Identifying, eliminating, or controlling foreseeable risks
- ensuring designers carry out their duties.
- Preparing and providing relevant information to other duty holders.

The principal designer also liaises with the principal contractor to help in the planning, management and monitoring of the health and safety in the construction phase.

### **Contractor**

If you are a sole trader, self-employed worker, individual or business carrying out, managing or controlling work in the construction industry then this guidance is for you. Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do the work on their premises and duties apply to all workers be they employees, selfemployed or agency workers.

The contractor's duty is to:

- Plans manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- for projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
- for single contractor projects, prepare a construction phase plan.

### **Principal Contractors**

The Principal Contractor's duty is to:

- plan, manage, monitor, and coordinate health and safety in the construction phase of a project
- liaise with the client and principal designer
- prepare the construction phase plan
- organize cooperation between contractors and coordinate their work. Ensure:
  - suitable site inductions are provided
  - reasonable steps are taken to prevent unauthorized access
  - workers are consulted and engaged in health and safety matters
  - welfare facilities are provided

### **Workers**



As people working for or under the control of contractors on a construction site the workers have duties as well as their employers. Workers must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and others who may be affected by their actions
- report anything, they see which is likely to endanger either their own or others' health and safety
- cooperate with their employer, fellow workers, contractors and other duty holders

Contractors - Those who do the actual construction work. They can be either an individual or a company, who will plan, manage, and monitor construction work under their control, so that it is carried out without risks to health and safety.

For projects involving more than one contractor, to co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.

For single-contractor projects, there will be a need to prepare a construction phase plan.

Workers - The people who work for or under the control of contractors on a construction site They must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety and that of others who may be affected by their actions
- report anything, they see which is likely to endanger either their own or others' health and safety
- co-operate with their employer, fellow workers, contractors, and other duty holders.

\* Organizations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organization) the organizational capability necessary to carry out those roles in a way that secures health and safety.

## **SECTION C: Arrangements.**

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- 1. Accident Reporting**
- 2. First Aid**
- 3. Environmental**
- 4. Safe Systems of Work (risk assessments and method statements)**
- 5. Workplace Inspections / Checks**
- 6. The Provision of Work Equipment**
- 7. Training and Competence of Staff**
- 8. Display Screen Equipment**
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- 11. Manual Handling**
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19. Lone Working
  20. Control of Contractors
  21. Drugs and Alcohol
  22. Stress in the Workplace
  23. Communication and Safety Committee Meetings
  24. Monitoring and Review of the Policy and Arrangements
- ### 1. Accident Reporting

#### Purpose of Procedure

Regulations governing the notification and recording of accidents are comprised within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). These regulations require that certain prescribed accidents, events, injuries and diseases are formally reported.

It is important to ensure that all staff are aware of the importance of reporting accidents and 'near misses'. This is vital as it may show trends in working practices that need to be revised to reduce the likelihood of similar incidents and accidents occurring in the future.

'Reactive monitoring' captures accidents and 'Near-misses' (details and statistics) for analysis and discussion.

#### Definitions:

Accident: An unplanned event that resulted in an injury or ill health to a person or people.

'Near Miss': An unplanned event that could have resulted in an injury or ill health to a person or people but did not.

Incident: An unplanned event that resulted in damage to property but no injury or ill health to a person or people.

#### Procedure

All accidents, no matter how small must be appropriately internally reported and entered in the accident book which is held by the Site Manager. Where necessary, treatment should be given by a trained First Aider and the emergency services alerted as appropriate.

It is also of vital importance that 'Near misses' are reported to the Site Supervisor/Site Manager

In the event of an accident or incident occurring which is reportable under RIDDOR (see link below), or where there is a serious 'Near Miss' an Accident Investigation Report should be completed by the Site Manager, assisted by the Health & Safety Advisor. All eyewitness accounts should be collected as near to the time of the accident as is reasonably practicable. Notwithstanding legal obligations, Mario Clad Ltd views accident investigation as a valuable tool in the prevention of future incidents.

In the event of a reportable accident, insurers must also be notified immediately.

Following any Incident, particularly RIDDOR, the relevant Risk Assessment will be reviewed and amended as necessary, and working practices revised as required.

**Related HSE information:** <http://www.hse.gov.uk/riddor/>

## **2. First Aid**

### **Purpose of Procedure**

To ensure appropriate first aid arrangements are in position in the event of personal injury.

### **Procedure**

Efforts are made to maintain a First Aid at Work First Aider trained person on the premises at all times. As the Mario Clad Ltd environment is generally high risk, it is considered that the minimum level of training should be 'Appointed Person' i.e. attendance at a three-day 'First Aid at Work' first aid course.

Directors/Site Manager must ensure that there is appropriate cover at all client locations where Mario Clad Ltd staff are present.

Fully equipped first aid boxes are located on site office and client sites

First aid kits are clearly marked, are easily accessible and contain the recommended quantities of sterile dressings.

No treatments are administered, i.e. no painkillers, tablets, ointments, creams or lotions.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg347.pdf>

## **3. Environment**

## **Purpose of Procedure**

To maintain environmental protection and sustainability

## **Procedure**

Mario Clad Ltd:

- Maintains awareness of all legislation, regulations and Codes of Practice regarding environmental matters that are relevant to its operations; makes best endeavours to ensure that its personnel are adequately instructed in the requirements of this legislation etc: and takes all other reasonable actions to ensure compliance.
- Takes all reasonable precautions, to avoid environmental damage, disruption, or nuisance. It will at all times endeavour to keep all areas and any adjoining areas, clean and tidy and to avoid pollution of the air, ground or water by noise, fumes, dust, or the disposal of materials and substances.
- Wherever viable, uses materials and products from sustainable sources and that are re-useable or capable of being recycled.
- Makes every effort to conserve the use of energy and, where viable, collects waste materials for recycling.
- Where possible and / or where requested by clients, Mario Clad Ltd take steps to segregate waste in accordance with relevant legislation and to assist recycling processes and initiatives.
- Takes all measures to limit its carbon footprint as far as possible

## **4. Safe Systems of Work (risk assessments and method statements)**

### **Purpose of Procedure**

This section contains reference to Risk Assessments and Method Statements, used to control the safety of all activities. It also refers to safe working practices and discipline.

Risk Assessments identify hazards and summary measures to reduce and control risk. Method Statements are intended to ensure that relevant staff understands the detailed nature of tasks, the safety considerations, and the order in which the task is completed.

## **Procedure**

The Directors are responsible for overseeing the risk assessment process, and where appropriate, the use of method statements. They are supported in this task by the Site Manager and the Health and Safety Advisor. Contractors are required to provide evidence of their preparation of risk assessments and by method statements ('RAMS') as applicable. Contractors are also required to complete a Mario Clad Ltd Contractor Assessment Form

The Directors delegate the responsibility for ensuring risk assessments is in place. The Site Manager is responsible for liaison with the Health & Safety Advisor in this respect.

Site Supervisors are responsible for ensuring that the contents of these documents are effectively communicated and understood by staff under their supervision.

All relevant staff are required to read risk assessment thoroughly, understand / implement their contents and ask their line manager any questions that may arise.

All risk assessments are reviewed periodically, after a reportable accident, or at the time of any changes for example in procedure, staff or equipment, or for any new work tasks.

All key staff receive training in risk assessment, and this process should be applied as an integral part of all work tasks.

All staff should make themselves aware of the risk assessment process by following the link below.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg163.pdf>

## **5. Workplace Inspections / Checks**

## **Purpose of Procedure**

Regular systematic inspections / checks are a vital contribution to the control of workplace health and safety and are intended to:

- Provide a complement to the risk assessment process and to identify hazards
- Ensure that relevant arrangements / procedures are being observed / working effectively
- Ensure the continuing effectiveness of these policies, procedures, and arrangements
- Identify areas where any revision may be necessary

The checking procedure is in three parts:

1. A verification of relevant documentation and procedures
2. A 'Walk-through' workplace inspection
3. A check that any concerns expressed by the Mario Clad Ltd have been addressed

## **Procedure**

All Site Managers should complete a minimum of one Site Safety Check/site per week.

The Site Safety Checks and Non-Compliance reports are held on file in electronic form by Site Manager.

In the event that problems are identified during the checking process, a 'Non-Compliance Report' is completed and forwarded to the Site Manager who is responsible for coordinating the corrective actions required.

Additional similar 'Audits are undertaken by the Safety Advisor every as directed by the Directors. Sites relevant to these checks are agreed by the Health & Safety Advisor and the Directors/Site Manager prior to the visit. The Health & Safety Advisor will use their best endeavors to liaise with a representative from the Mario Clad Ltd client organization during the visit and will also use the visits to mentor Mario Clad Ltd staff as necessary / appropriate. These checks together with 'Non-Compliance Reports' are submitted by the Health & Safety Advisor to the Directors/Site Manager for action as necessary

## **6. The Provision and Use of Work Equipment**

### **Purpose of Procedure**

To ensure that all work equipment is safe to use and that it is used safely. All work equipment and plant are deemed to be covered by the Provision and Use of Work Equipment Regulations (PUWER). Mario Clad Ltd takes reasonable steps to ensure the safety of all Staff using work equipment, and others who may be

affected by its use. Serious injury can result from the use of equipment and this procedure seeks to control relevant risks.

## Procedure

All work equipment owned, procured, hired or used by Mario Clad Ltd is subject to a programmed of planned preventative maintenance (PPM) in accordance with the manufacturers' instructions. Mario Clad Ltd ensures that all equipment used is safe and suitable for purpose.

Any newly purchased or hired equipment is visually checked by appropriate personnel before it is used. Where necessary the supplier may be instructed to provide additional training to ensure safe and 'Competent' use.

Portable electrical equipment is subject to 'Portable Appliance Testing (PAT)' at intervals of 12 months. Equipment that is heavily used such as site-based equipment should be tested at 3–6-month intervals, depending on its use.

Need to date all new equipment to ensure PAT tested when required

Directors/Site supervisors ensure that all staff are provided with sufficient information, instruction, and training in order to allow them to use the equipment in a safe and efficient manner. Where necessary, additional safety training will be carried out. Work equipment must only be used by trained, authorised personnel. Disciplinary action is likely to result from improper or unauthorised use of work equipment.

It is the responsibility of all Staff to visually check all items of equipment they use on a daily basis and to ensure that it is in a good and safe condition.

Any tools or equipment which is in any way defective must be reported to the Directors/Site supervisors whose duty it is to ensure that steps are taken to remove the equipment from use. Any faulty work equipment will be labeled 'Faulty Equipment Do Not Use' and removed from use pending repair.

No equipment must be used without the manufacturer's recommended shields, guards or attachments. No guards must be removed or tampered with. Equipment must not be used for any purpose other than for which it is designed. All equipment must be properly and safely stored when not in use.

Approved personal protective equipment (PPE) must be correctly worn when using work equipment and Staff must not wear clothing, jewelry or long hair in such a way as to pose a risk to their own or anyone else's safety.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg291.pdf>



## **7. Training and Competence of Staff**

### **Purpose of Procedure**

To ensure that all Staff are appropriately trained and competent

Safety training is an indispensable part of an effective health and safety system. It is essential that all staff are trained to perform tasks effectively and safely. All staff are trained in safe working practices during the induction process, via specific training programs (e.g. first aid / fire safety / risk assessment) and prior to being allocated any new role.

### **Procedure**

Health and safety training is co-ordinated by the Directors/Site supervisors in conjunction with the Health and Safety Advisor, who will identify training needs.

All new employees are provided with induction training, comprising safety issues and other matters specific to their employment.

Toolbox Talks are held as often as is deemed necessary Directors/Site supervisors and will also provide opportunities for staff to express any concerns they might have regarding safety.

The competency of all staff is constantly monitored by Directors/Site supervisors. Site Managers are trained in “Dynamic Risk Assessments” as part of their risk assessment training.

All staff must apply the contents of training courses and programs. Failure to do so is likely to result in disciplinary action.

A record of training is held by the Directors/Site Managers. This is in the form of a ‘Staff training summary matrix’.

## **8. Display Screen Equipment**

### **Purpose of Procedure**

Staff members that are required to routinely use Display Screen Equipment (DSE) as part of their daily work are subject to The Health and Safety (Display Screen Equipment) Regulations 1992. These regulations establish criteria for the selection, location and use of DSE in the workplace.

All reasonable steps are taken by Mario Clad Ltd to comply with the regulations and secure the health and safety of employees who work at computer workstations.

## **Procedure**

Mario Clad Ltd defines those affected by the regulations as 'Users'. Users are those who use computer workstations for more than 2 hours per working day.

The Health and Safety Coordinator oversees the DSE (computer) workstation risk assessment process and ensures that all Users have access to appropriate guidance and information.

All Users are issued with appropriate guidance / training material. They will also be subject to a DSE (Display Screen Equipment) risk assessment. The assessment is reviewed whenever the organization of the workstation is substantially modified.

Where necessary (particularly where risk assessment identifies particular risks) the Health and Safety Advisor carries out reviews with Users to ensure that workstations and seating are safe. They also ensure that all workstations comply with current legislation relating to screens, keyboards, desks, chairs and the work environment.

Users are entitled to eye / eyesight tests to ensure their visual acuity is compatible with the requirements of DSE work and the costs of such tests are paid by Mario Clad Ltd

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg36.pdf>

## **9. Emergency & Fire Procedures (Head Office)**

### **Purpose of Procedure**

### **Emergencies (Office and client sites)**

Workplaces need a plan for emergencies that can have a wider impact.

Special procedures are needed for emergencies such as:

- Fire
- Serious Injuries / Sharps
- Explosion

- Flood
- Release of chemical or biological spills
- Working at Height

**Fire** is a very significant risk. This safety policy and procedures take account of fire hazards and accompanying control measures, to ensure safety in the event of fire. It also seeks to control risks of explosion e.g. where equipment is fuelled by petrol.

### **Procedure**

Mario Clad Ltd takes steps to comply with the Regulatory Reform (Fire Safety) Order 2005, including preparation of a fire Risk Assessment and Fire Safety Plan

These documents are held by the Directors/Site Manager and actioned under guidance by the Health and Safety Advisor.

The Fire Safety Plan comprises detailed arrangements for fire prevention (including servicing and maintenance of equipment), for safe emergency evacuation from the premises and for alerting fire rescue services.

Everyone has a general responsibility for fire safety, for ensuring self-awareness of fire precautions and emergency procedures including the location of the fire assembly point and for keeping emergency fire exit routes clear (both internal and external).

Staff must familiarize themselves with fire emergency procedures. They must also be aware of any hazards that may be present such as sources of ignition and the existence of flammable or highly flammable substances.

All staff have a duty to conduct their work tasks in such a way as to minimize the risk of fire. This includes keeping combustible, flammable and highly flammable materials separate from sources of ignition, avoiding unnecessary accumulation of combustible materials and smoking only in authorised areas.

Anyone discovering or even suspecting a fire must immediately sound the alarm by activating a Fire Alarm Call Point and if in any doubt simply shout 'Fire'! Any potential fire hazards such as faulty electric cables, congested fire exit routes or poor electrical connections should be reported to Health and Safety Coordinator.

Fires should only be fought using a fire extinguisher if the User is trained in its use and if those concerned do not put themselves at risk.

Electrical equipment which does not require continuous operation should be disconnected from the power supply when not in use. Staff should never attempt to repair or interfere with electrical equipment or wiring themselves unless they are trained and competent.

### **N.B. See also Fire Safety Plan**

**Serious Injuries/sharps** are not common but accidents that are beyond reasonable control happen.

#### What do we do?

Immediately inform:

- First Aid Trained Officer
- Call Emergencies Services
- Provide care and make comfortable i.e. provide a blanket to cover, even if the injured person is not cold as shock could set in.
- Recommend NOT to move the person as unaware of the injuries sustained
- Remain with the injured person until the Emergency Services arrive
- If the fire alarm has been activated, instruct a Fire Marshal to the injury and evacuate
- Provide whatever information that is required to the Emergency Services
- Sharps (needle stick injuries) require prompt action and to follow the procedures set out

**Explosions** - Rarely Happens, gas, electrical outage, pressurised canisters, bomb What do we do?

- Stay Calm
- Keep away glass or fixtures, like windows, mirrors, cabinets, and electrical equipment's.
- If possible, stay under a solid item of furniture and keep flat on the floor
- Keep your mouth open and breathe in small intervals
- Call Emergency Services (if possible),
- If you smell gas, do NOT use any electric or electronic equipment and open the windows for ventilation
- Isolate Gas, electric and water if able and safe to do so
- Do not leave unless safe to do so
- Do not use the lifts
- Wait at the Assembly Point for further instructions
- Do not re-enter the area

**Flood** – In an urban setting this will be most likely due to Burst Water/ Sewage Mains What do we do?

- Move to higher Ground or away from the flood area to Assembly Point
- Inform Fire Marshall
- Call Emergency Services
- If able and safe to do so, turn off the water supply

#### **Release of chemical spills/ Biological spills**

Chemical would be bottle of chemicals (refer to COSHH risk assessments & Data Sheets for respective chemicals)

Biological Spills – blood and bodily fluids from humans and animals (Refer to the specific RAMS)

- Cordon off the area
- Notify Site Management
- Refer to the RAMS, if required
- Use appropriate Spill Kit (small spillage)
- If spill too large, request assistance or/and call Emergency Services and evacuate to the Assembly Point
- Do not enter area unless instructed to do so

## **10. Personal Protective Equipment- PPE**

### **Purpose of Procedure**

To ensure the safe and consistent use of PPE

Mario Clad Ltd recognises the duties and obligations established by the Personal Protective Equipment Regulations and will provide Staff with personal protective equipment (PPE) where risk assessments identify such a need and where the risk presented by a work activity cannot be adequately controlled by other means.

### **Procedure**

PPE is issued to all staff whose work activity requires them to take additional / appropriate precautions. PPE potentially comprises hard hats, protective footwear / clothing, high visibility coats / vests, goggles, and suitable gloves. A combination of safe PPE must be used according to the precise nature of the task.

All Staff required to use PPE will be provided with adequate information and training regarding its use. PPE **must** be worn in accordance with the training and instruction received regarding its use and it must be maintained in good condition. Any loss or defect must be reported immediately to appropriate line management.

Personnel appointed to carry out site safety inspections will ensure that suitable PPE is used in accordance with site rules and the contents of this policy.

Mario Clad Ltd will:

- Carry out an assessment of proposed PPE to determine the requirement for its use.
- Act on the findings of the risk assessment.
- Communicate the findings of the risk assessment to those at risk.
- Re-assess as necessary if substances used or work processes change.
- Ensure that PPE is compatible, well-fitting and effective in reducing risk.
- Provide appropriate storage facilities for PPE.
- Make suitable arrangements for maintaining PPE in good condition.
- Make suitable arrangements for training Staff in the safe use of PPE.
- Replace any PPE as necessary and at no cost to staff.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg174.pdf>

## 11. Manual Handling

### Purpose of Procedure

Serious, chronic injury can result if loads are not lifted correctly. The purpose of this procedure is to ensure that all people who are required to lift or move heavy objects receive training in manual handling techniques and follow manual handling risk assessments for key tasks.

### Procedure

Mario Clad Ltd endeavors to avoid the need for manual handling activities, so far as is reasonably practicable. Where this is not possible, a risk assessment of the operation will be made by a competent person, taking into account the task, the load, the work environment and the capability of the individual concerned. Mario Clad Ltd will then introduce controls to reduce the risk of accident or injury to the lowest extent reasonably practicable. Wherever possible, manual handling tasks will be facilitated by the use of mechanical aids.

The basic principle of the Manual Handling Regulations is that the maximum that anyone should have to lift on their own is 25kg although this is only a recommendation as everyone has a different capacity and ability to lift.

Where manual handling cannot be avoided, training, guidance and instruction will be given to reduce the risk of injuries occurring, especially if young persons are involved.

Staff must ask for assistance via their Line Manager should any task be beyond their individual capability.

All staff should make themselves aware of safe manual handling by following the link below.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg143.pdf>

## 12. Work at Height

### Purpose of Procedure

To maintain the safety of Staff and others when working at height

A place is 'At height' if a person could potentially be injured falling from it even if it is at or below ground level. Serious injuries can and do result from falling from a very low height such as a chair and **falls from height are the most common cause of serious workplace injury**. However particular attention should be directed at tasks carried out at significant height where the potential consequences of a fall could be extremely serious.

The Work at Height Regulations 2005 requires that:

- All work at height is properly planned and organised.
- Those involved in work at height are trained and competent.
- The work at height location is safe.
- The risks from falling objects are properly assessed and controlled.

### Procedure

In order to minimise the risk of falling, Staff should:

- Act on instructions given and do everything possible to prevent a fall.
- Consider all the risks in advance and ensure they read / understand the risk assessment.

- Avoid working from height if possible. Always look for alternative ways to get the job done.
- Ensure equipment is fit for purpose, i.e., ladders are serviceable, the rungs free from grease, mud etc.
- Give priority to collective protection measures (e.g., guard rails) over personal protection (e.g. safety harnesses).
- Take into account working conditions, including weather and basic housekeeping.
- Think about the safety of everyone in the work area, e.g. ensure tools and other objects do not fall onto those below and cause injury.
- Never use a ladder at significant height alone, but that a colleague 'Foots' and stabilises the ladder.

In order to minimise the risk, the Directors will ensure that:

- All work at height is planned and implemented safely.
- A risk assessment is undertaken prior to commencement of any work at height.
- The risk assessment findings are communicated to those at risk.
- Work is carried out in accordance with the relevant risk assessment / method statement.
- All work is appropriately supervised.
- Access to any unusually hazardous work area is fully controlled and, if appropriate, that the task is the subject of a Permit To Work (PTW) system – which is controlled / operated by the Mario Clad Ltd client.
- The correct equipment needed to complete the job is specified and used, e.g. for any longer term work that a tower is used in preference to ladders / stepladders / MEWPs
- Ladders / stepladders are fit for the task, regularly inspected and replaced as necessary.
- Those working at height are appropriately trained.
- All independent contractors are subject to these safety controls
- To facilitate the above a register of all ladders / stepladders is maintained.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg401.pdf>  
<http://www.hse.gov.uk/pubns/indg402.pdf>

### 13. Slips Trips & Falls

#### **Purpose of procedure**

Slips, trips & falls are very common cause of workplace injuries – accounting for some 30% of accidents. The nature of the Mario Clad Ltd business is such that this aspect of safety management requires particular attention to ensure that such occurrences are minimised.

The nature of our business is such that the risk to others (e.g. clients, members of the public etc.) are elevated, therefore particularly stringent risk control measures are required and must be rigorously enforced.



## Procedure

Directors/Site Supervisors are responsible for ensuring that the following 'Strategic' precautions are observed:

- Liaison with the client as to cooperating times required i.e. to carry out tasks when there is a reduced risk on site (fewer occupants)
- Circumstances in which areas should be completely / partially segregated and how (e.g. use of tape / barriers / signs / cones)
- Circumstances where cones or signs should be used and how
- Circumstances where pre-mobilization checks are used to agree measures to control slips, trips & falls
- The use of written walk-through site checks to control relevant risks
- Periodic 'Toolbox talks' to cover safety aspects such as management of cleaning tools when in use, warning signs and cones and control of hazard which would typically be associated with slippery / wet floors
- Effective communication of risk assessments (site-specific / dynamic where appropriate)  
Directors/Site Supervisors are also responsible for ensuring that Operatives apply the following immediate precautions (via training, checks, toolbox talks etc.):
- That work areas are controlled / segregated as effectively as possible
- That warning sign, barriers etc. are deployed in such a way as not to present hazards in their own right
- That warning signs etc. are maintained in good condition
- That Operatives wear appropriate non-slip footwear, and that this PPE is maintained in good condition

## 14. The Control of Substances Hazardous to Health – COSHH

### Purpose of Procedure

The purpose of this section is to ensure that any product used / stored on site that is classified under the COSHH Regulations, will be the subject of a COSHH risk assessment which is intended to minimise exposure to substances and to reduce / control risk. Hazardous substances are usually identified by safety warning labels. Suppliers have a legal duty to supply 'Material Safety Data Sheets' which contain details of the properties of the substance together with first aid measures that are relevant to the substance. (N.B. Data Sheets are not risk assessments.)

### Procedure

Control of risks relating to hazardous substances is primarily the duty of the individual, although the Site Supervisor will oversee this process.

A risk assessment is conducted and based on suppliers' safety data sheets which must be obtained for all hazardous substances. The assessment includes the handling of substances and any PPE that must be worn.

Mario Clad Ltd ensures that exposure to hazardous substances is appropriately controlled in all cases. Staff who may come into contact with hazardous substances receive training and information on the health and safety issues relating to that type of work.

Staff are made aware of the correct disposal procedures for hazardous substances, how to use spill kits and how to contain any spillage of hazardous materials they may be using.

Hazardous substances must only be stored in correctly marked, appropriately designed containers.

PPE (Personal Protective Equipment) is used to control risks relevant to COSHH. All Staff must use PPE as directed.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg136.pdf>

## **15. Driving at Work and Use of Vehicles**

### **Purpose of Procedure**

To maintain the safety of people driving 'At work'

Driving a vehicle whilst at work (whether on the public highway or not) is considered to be in 'The workplace', therefore general principles of safety and accompanying duties will apply. This does not include commuting (i.e. traveling to and from work), unless the employee is traveling from their home to a location which is not their usual place of work.

### **Procedure**

All staff using vehicles during their work must comply with this policy (which makes no distinction regarding the ownership of the vehicle).

Mario Clad Ltd employees driving 'At work' must be familiar with the Highway Code and in particular to ensure that:

- The vehicle is in a roadworthy and fully road-legal condition at all times
- The vehicle is insured
- The vehicle is serviced in accordance with the manufacturer's instructions
- The vehicle is subject to an MOT test as necessary
- They check lights, windscreen wipers and tyre condition weekly
- They plan journeys to avoid peak traffic flows where it is possible / practical to do so
- They report any problems immediately and ensure the vehicle is not driven if unsafe
- They do not drive if tired, particularly if there is a need to drive for long distances (N.B. sleep related accidents are most likely to occur between 02.00-06.00 and 14.00-16.00)
- They supply the company with a copy of their driving license at the time of employment
- The company is advised if they incur any endorsements or a period of disqualification
- They advise the company if the intensity of their work schedule impacts on their ability to drive safely
- The vehicle is not overloaded and that loads being carried do not shift in a way that could cause the vehicle to be unstable

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg382.pdf>

## 16. Noise

### Purpose of procedure

Prolonged exposure to noise carries the risk of chronic (long term) hearing loss and other serious conditions such as tinnitus.

It is a legal requirement that staff exposed to noise are protected, usually via the use of ear defenders or by limiting the time exposure to noise.

Exposure to a daily or weekly average noise exposure level of 80 dB means the employer has to provide information and training and make hearing protection available.

A daily or weekly average noise exposure of 85 dB or above requires the employer to take reasonably practicable measures to reduce noise exposure, such as engineering controls or other technical measures. The use of hearing protection is also mandatory if the noise cannot be controlled by these measures.

Finally, there is an exposure limit value of 87 dB, above which no worker can be exposed (taking hearing protection into account).

### Procedure

The Directors/Site Supervisors are primarily responsible for implementing this procedure and should note that he is responsible for his own health and safety in this respect.

Where the operating environment generates noise above 80dB all Staff will be required to wear suitable ear protection.

The Health and Safety Advisor will periodically monitor noise levels and assess risk accordingly, if it is considered that this is necessary.

In order to minimise the risk, the Site supervisors and Contract Manager should:

- Ensure all powered equipment is serviced regularly.
- Take regular breaks from noise generating tasks.

In order to minimise risk Mario Clad Ltd will:

- Subject to risk assessment findings, consider the need for medical health surveillance.
- Ensure that staff who may be exposed to noise are trained and aware of relevant risks.
- Provide ear defenders.
- Keep records of and act upon any reported ill effects.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg362.pdf>

## **17. Control of Asbestos**

### **Purpose of Procedure**

To ensure that risks associated with asbestos are fully controlled.

Asbestos may not present any undue risk unless it is disturbed; however, it becomes extremely hazardous when in dust form as inhalation can have serious chronic health implications.

Asbestos is normally only present in buildings and is commonly found in out-buildings such as shed roofs. It may also be kept in long term storage in unexpected locations.

### **Procedure**

Mario Clad Ltd requires sight of any 'Type 2 / Management' asbestos surveys completed by clients and consequently takes steps to:

- Identify the presence of any known or suspected asbestos, asbestos containing materials (ACMs), or locations in which asbestos may be located.
- Ensure that maintenance / other work being undertaken does not involve staff being exposed to asbestos nor that work being undertaken risks disturbing any ACMs.

In the event that any asbestos is identified or suspected, Directors/Site Supervisors must be advised immediately, and work should not progress until the local work environment has been verified as safe by a competent person. This may involve referral to a specialist asbestos contractor.

## **18. Vulnerable Groups & General Occupational Health**

### **Purpose of Procedure**

To maintain the safety of vulnerable people in the workplace including, the disabled, anyone with a known health problem

Relevant legislation requires 'Reasonable Adjustments' to be made in the interests of disabled people and to eliminate discrimination.

### **Procedure**

Mario Clad Ltd requires that all staff advise appropriate line manager if they become aware of any change in their personal circumstances, which could result in their being at increased risk. This could include medical conditions such as heart disease or asthma, permanent or temporary disability, taking medication and pregnancy.

A risk assessment in respect of any person who may be considered particularly at risk by virtue of age, disability poor health, or pregnancy will be carried out by one of the Directors. The results of the assessment will be communicated to relevant parties prior to work commencing. In particular the relevant Supervisor must ensure that the findings of the risk assessment are implemented.

Mario Clad Ltd is an equal opportunities employer and welcomes job applications from disabled people so long as their disability does not cause the job task to be hazardous or impractical.

A medical questionnaire is completed by all staff immediately following recruitment. This seeks to identify any pre-employment medical conditions and to benchmark any existing condition for future monitoring. This also allows the company to ensure that any work activity does not aggravate an identified health condition.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg364.pdf>

## 19. Lone Working

### Purpose of Procedure

To ensure the safety of staff working alone

Lone workers are those who work alone at any time, without close or direct supervision. There are three fundamental concerns surrounding lone working:

- The risk of an accident which may severely incapacitate the person concerned, who may in turn require immediate medical attention
- The risk of the lone worker becoming suddenly and critically ill, possibly as a result of pre-existing condition such as heart disease
- The risk of assault.

### Procedure

Directors/Site Supervisors should take steps to ensure:

- That lone working only takes place as a last resort, i.e. when it is not reasonably practicable to have more than one person engaged in a particular task.
- That there is a general appreciation of the risks of lone working.
- In situations where any work is particularly hazardous, lone working is not permitted. (A risk assessment will be used to determine this.)
- That no staff member completes a work task if lone working places the staff member concerned at increased risk (N.B. see Section - Work At Height).
- That anyone who has a known, pre-existing medical condition does not work alone at any time, if that condition may place that person or others at a raised risk of injury.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg73.pdf>

## **20. Control of Contractors**

### **Purpose of Procedure**

To ensure that independent contractors work safely and that they apply a duty of care for their own safety and that of other who may be affected by their acts or omissions.

Independent contractors fit into two categories:

- Contractors visiting Head Office to carry out maintenance or repair work
- Contractors performing a service to Mario Clad Ltd clients on behalf of the company

### **Procedure**

Steps are taken to ensure the competence of external contractors as follows:

- Before a contractor is appointed, a questionnaire is issued that seeks to ensure the contractor operates an appropriate safety system – e.g. in respect of policies, procedures, training, method statements and risk assessments. Contractors must also be covered by appropriate insurance.
- When personnel from the relevant contractor visit the Mario Clad Ltd Head Office to carry out work tasks they must sign a Contractors Log as evidence that they understand – and will apply basic safety precautions during their work tasks.

Contractors delivering a service on behalf of Mario Clad Ltd to their clients must ensure that a Permit To Work system is operated for any potentially hazardous work

Every effort will be made to ensure that visiting contractors work safely and that they wear appropriate PPE at all times.

It is Directors/Site Supervisors responsibility to oversee the above process and to refer to the Health and Safety Advisor for any advice.

## **21. Drugs and Alcohol**

### **Purpose of Procedure**

There is a clear link between misuse of drugs or alcohol and reduced safety / efficiency. The purpose of this policy is therefore:

- To ensure that the use of drugs or alcohol by Staff does not affect the health and safety of the individuals themselves, their fellow workers or others with whom they come into contact in the course of their work.
- To ensure that the use of drugs or alcohol by Staff does not affect the safe and efficient operation of the Mario Clad Ltd business.
- To set out rules on drugs, alcohol, and substance abuse.
- To ensure guests receive the service and quality they require.

This policy does not confer any contractual rights. It is not an employment contract or disciplinary procedure. It applies to all staff and will be strictly enforced.

## Procedure

The contents of this policy is communicated to all staff before starting work for Mario Clad Ltd

Mario Clad Ltd policy is that the working environment should be free from the influence of drugs or alcohol.

No member of staff shall:

- Report or try to report for work when unfit due to alcohol, drugs or substance abuse.
- Be in possession of alcohol or illegal drugs in the workplace.
- Consume alcohol or illegal drugs or abuse any substance whilst at work.
- Report for duty having recently consumed alcohol or whilst under the influence of drugs.

All Staff members must inform the appropriate Line Manager if any prescribed medication or drugs purchased by them from a pharmacy may for any known reason render them unfit to carry out their normal duties. Should this be the case Mario Clad Ltd will seek medical advice as to the suitability of that person to carry out work tasks.

Any person suspected of having consumed alcohol or drugs may be required to submit to an alcohol and / or drugs test if required by Mario Clad Ltd He / she may also be required to remain on the premises until investigations are completed.

Any person with a blood alcohol content (BAC) greater than 0.08% shall be in breach of this policy. In order to commence work with a near zero alcohol level (and to comply with the requirements of this policy) no member of staff should consume any alcohol the 8 hours before starting work. For 16 hours prior to that time no more than 7 units of alcohol should be consumed.



If any member of staff is suspected of being under the influence of alcohol or drugs, he/she will be suspended immediately. The disciplinary procedure will then be invoked.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg240.pdf>

## 22. Stress in the Workplace

### Purpose of Procedure

Stress is a psychological state that affects everyone and is normally associated with negative effects and consequences. It can be a serious condition and is known to inhibit the effectiveness of the body's autoimmune system.

The effects of stress in the workplace include disharmony amongst working colleagues, poor performance, general ill health and a lack of concentration which may in turn lead to accidents.

Symptoms of stress include irritability, depression lethargy and a range of adverse health conditions.

Mario Clad Ltd recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing stress. It has adopted the Health and Safety Executive's definition of stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

The aim of this section of our policy is to provide staff with some reassurance with regard to stress management.

### Procedure

Mario Clad Ltd Management operates an 'Open door' policy with regard to stress. In practice this means that anyone who is suffering from stress, or who thinks they may be particularly stressed should speak in confidence to in the first instance the Site supervisor or appropriate Line Manager. All such discussions will be given positive and sympathetic consideration.

During these discussions, and their potential outcomes, Mario Clad Ltd will give due consideration to the possible sources of any particular workplace 'Stressors' including the following HSE generated 'Management Standards':

- The particular demands of relevant work tasks.

- The amount of control that is exercised by the staff member concerned.
- What level of support is given to the staff member, including information, training and resources.
- The nature of relevant relationships amongst staff members and how these can be optimised.
- Individual roles and how job tasks are performed.
- Any changes in roles or job tasks that may need particular attention, or sensitive management.

Mario Clad Ltd will refer any stress-related issues to the Health and Safety Advisor for detailed consideration, including whether the source of stress is workplace-related, primarily within the individual's private life, or a combination of these.

Mario Clad Ltd will make every effort to resolve stress-related issues as described above and at its sole discretion will consider whether specialist counseling may be required and thus included in a specific strategy to alleviate stress impacting on a member of staff.

**Related HSE information:** <http://www.hse.gov.uk/pubns/indg430.pdf>

## **23. Communication and Safety Committee Meetings**

### **Purpose of Procedure**

Efficient communication between staff at all levels is seen by the company as an essential part of effective health and safety management. Key messages, safety initiatives, the contents of risk assessments etc. are all safety aspects requiring efficient communication systems.

Site Supervisors are expected to demonstrate positive, proactive leadership regarding health & safety matters and should follow examples set by the Directors and the Safety Advisor in this respect.

Staff questions on health and safety issues need to be addressed and suggestions for improvements sought / acted upon. There should be a constant quest to assess and improve the continuing effectiveness of this document.

### **Procedure**

Safety meetings are convened at six monthly intervals. They are attended by the Directors, Office Manager and the Health and Safety Advisor.

The Safety Committee Meeting agenda follows the same 10 Element Safety System approach that is used for auditing, i.e.:

1. Policies, Procedures, Structure

2. Emergency Planning and Response
3. Risk Assessments & Method Statements (RAMS)
4. Control of 'External' risk factors
5. Monitoring, checking & audit
6. Information, Instruction and Training
7. General staff safety culture
8. Management Responsibility and Communication
9. Accident & Incident Management
10. Work Equipment: Inspection, Preventative Maintenance

The purpose of Safety Committee meetings is to ensure that:

- All members of staff are familiar with the contents of this policy and play their part in delivering the contents.
- There is an efficient (top-down bottom-up) exchange of vital safety messages.
- There is a high level of legal compliance.
- High standards of safety are maintained at all times.
- Ongoing efforts are made to grow and maintain a positive health and safety 'Culture'.
- Accident & 'Near-Mis's statistics are discussed with a view to making positive improvements to safety and risk assessments.

All Staff are expected to co-operate with Mario Clad Ltd in delivering their duties under this policy.

## **24. Monitoring and Review of the Policy and Arrangements**

### **Purpose of Procedure**

This is a live document and as such it requires regular review and updating for a number of reasons including changes in legislation, accidents, 'Near misses', staff feedback, current working practices and changes in personnel.

### **Procedure**

The Directors/Office Manager in conjunction with the Health and Safety Advisor ensures that the policy and associated arrangements are reviewed annually.

As part of the review, Health and the Directors/Office Manager meets with the Health and Safety Advisor, to review health and safety performance, current working practices, and any new legislation that may affect the operations of Mario Clad Ltd General feedback, discussion during Health & Safety Committee meetings and lesson learned as a result of accidents or 'Near mis' will determine policy input.

Upon completion of the review (and any accompanying audit) the consequent revisions will be passed onto staff via briefing sessions and the Health and Safety Committee. (See also Section 23 above.)

**Signed:**



Matalica

**Director Marius**

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