

# Foundation Personnel Ltd

## Health and Safety Policy Statement

We believe that high standards of health and safety control are an essential part of business management, and rank in equal importance with other fundamental business elements.

We recognise our health and safety duties under the Health and Safety at Work Etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, the Construction (Design and Management) Regulations 2015 and other relevant legislation and codes of practice for our workplace.


Our accident and near-miss incident prevention function is an integral part of operational management. The main objective is the elimination of accident and incident causes. Therefore, as a matter of policy we will take all reasonable care to protect all employees, sub-contract operatives and others who may be affected by our activities and facilities, by implementing safe operating procedures and safe systems of work from the outset to eliminate foreseeable hazards. We regularly review these procedures and systems so as to continuously improve how we operate.

We will also take all practical steps necessary to prevent or reduce harmful impacts on the environment, which may result from our activities. We will respect legal standards and will implement changes that are appropriate to achieve compliance.

Will James has the overall responsibility for effective health and safety management in the workplace and will also act as the person responsible for Safety to oversee health and safety matters in the workplace. He will ensure that the necessary resources and arrangements are provided for the implementation, monitoring and reviewing of this Policy and associated safety arrangements. We will also ensure an external source of competent assistance and advice is readily available. It is the responsibility of the nominated persons to ensure we achieve day-to-day health and safety compliance in the workplace and to liaise with our competent advisor.

All employees and sub-contractor operatives must comply with the legal safety obligations placed upon them by legislation and company policies. They must also co-operate with the company in meeting its legal requirements and responsibilities.

We will provide appropriate health and safety information, instruction, training and supervision for our employees and sub-contractors. We will also actively involve them in all health and safety matters, where appropriate, through a process of consultation and communication.

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**SIGNED:**   
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**POSITION: Director responsible for Safety**

**DATE:** 1/16/2024

**Foundation Personnel Ltd**  
**Health and Safety Responsibilities**

# 1. HEALTH & SAFETY RESPONSIBILITIES

We have many responsibilities under health and safety legislation towards our employees; persons whom come onto our work premises; and contractors and sub contract labour.

The Company's obligations can only be met by ensuring that all our employees and sub-contract labour carry out their own individual responsibilities.

## **EMPLOYEES AND SELF-EMPLOYED OPERATIVES WORKING ON OUR BEHALF ON CLIENT'S SITE**

### **It is your individual responsibility and duty to:**

- a) take reasonable care of your own health, safety and welfare
- b) take reasonable care of your fellow employees, visitors, members of the public and others working on our premises or on client's sites, whose health and safety who may be affected by your acts or omissions while at work
- c) co-operate with the Company and/or site management in regard to its health and safety responsibilities and duties and do not interfere with or misuse anything provided in the interest of health, safety or welfare.
- d) be aware of your health and safety responsibilities and duties as imposed by legislation and management, and ensure all work you carry out complies with them
- e) readily accept training, instruction, information and supervision to allow you to carry out your job in a safe manner
- f) ensure you are aware of the hazards and risks associated with your job. It is your duty to report all potential hazards and safety issues to our Health and Safety Co-ordinator or the relevant site manager immediately so they can be rectified.
- g) ensure you are familiar with the emergency fire evacuation for yourself and visitors from our premises
- h) when working on client premises or sites you are familiar with their fire evacuation arrangements and first aid facilities in the event of an emergency. Whilst on their premises you must adhere to their rules and procedures, reporting any hazards to their Health and Safety Co-ordinator or site manager.
- i) high risk work activities are not undertaken without prior authorisation from the site management, ensuring any permit to work systems in operation are fully adhered to.
- j) inform the company of any medical condition or medication you are taking which may affect your ability to work in a safe manner.

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- k) you must inform the company as soon as practicable if you discover you are pregnant so we can ensure you are not undertaking any activities which may put you or your unborn child at risk.
- l) always wear personal protective equipment where required by legislation, when instructed to do so and when working in areas of potential risk or health hazards
- m) ensure due care and attention is paid when manually lifting, carrying, pushing or pulling loads, equipment or materials whilst carrying out work activities
- n) ensure your display screen equipment is set-up in accordance with legal and ergonomic requirements, as well as being comfortable for your use
- o) you take regular breaks from working specifically on Display Screen Equipment.
- p) only operate workplace equipment and lifting equipment you are competent, trained and authorised to use. Also ensure all workplace or lifting equipment under your control is operated in a safe and competent manner, using appropriate safeguards and safe systems of work.
- q) you do not operate work equipment, including lifting equipment, that you believe to be unsafe or non-compliant with legal requirements.
- r) the safe working load (SWL) of mechanical lifting equipment and working platforms is adhered to.
- s) guards and safety devices fitted to workplace equipment are always in place and used.
- t) you must never remove or defeat any guards or safety devices fitted to work equipment.
- u) all hand-held power tools used are battery powered, low voltage or fitted with a RCD.
- v) pay due care and attention when handling and using hazardous substances ensuring you adhere to the relevant safety data sheets or COSHH<sup>1</sup> assessments.
- w) after operating work equipment, using hazard substances or handling stock materials you must always wash your hands before eating, drinking or smoking.
- x) when working in areas in which you are exposed to noise levels at or above the Upper Action Value you must wear hearing protection provided in the correct manner.
- y) when working with vibrating work equipment you must adopt the work practices and use the control measures in place to prevent excessive exposure.
- z) when working at height, you adhere to safe systems of work in operation, and any access equipment used is safe for its intended purpose and correctly erected.
- aa) safety harnesses will be used when working above the ground and in situations when there is no other practicable alternatives when working safely at height.

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<sup>1</sup> COSHH = Control of Substances Hazardous to Health

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- bb) before wearing a safety harnesses appropriate training and instruction will be obtained from a competent person.
- cc) ensure you are aware of the safe systems of work in operation for working at height; excavations; confined spaces; and other high risk activities on site
- dd) ensure all accidents, near-miss incidents and motor vehicle accidents you are involved in whilst at work (including work carried out on site) are reported to our Health and Safety Co-ordinator and the appropriate person on site as soon as possible verbally, and details are entered into the accident book or report form as soon as practicable
- ee) ensure any vehicle you operate for company business is road legal and you hold an appropriate valid driving licence. Evidence of this licence must be given to the company prior to driving any vehicle for company business.
- ff) hand-held mobile phones are not manually operated whilst driving any vehicle for company business. Hands-free mobile phones will only be used when it is safe to do so.
- gg) when driving your own vehicle for work purposes ensure appropriate business motor insurance and vehicle road tax is in place. Vehicles should also have a full MOT certificate (when the vehicle is over 3 years old) in place.
- hh) you drive the vehicle in a safe and professional manner, adhering to the Highway Code, Company traffic rules and other road traffic requirements in operation.
- ii) user vehicle checks are carried out with findings, recommendations and action taken being documented. You should not drive a vehicle if you believe it to be unsafe or non-road worthy.
- jj) you take regular breaks from driving for extended periods of time. This is especially important when driving on long journeys, in adverse weather conditions or when driving in the early hours or late at night when you can be naturally more tired.
- kk) ensure you are familiar with the first-aid arrangements for your work location
- ll) report any electrical faults immediately to the designated person or site management. Do not attempt to repair any fault yourself unless you are trained and authorised to do so.
- mm) ensure visitors and clients under your control adhere to our health and safety rules and procedures
- nn) ensure that you or visitors under your control do not smoke within our premises, or any site at which you are working or in relevant company vehicles

**REMEMBER**

**ANYONE FOUND WORKING TO THEIR OWN, OR OTHER PERSONS DETRIMENT, OR IN DISREGARD TO THIS POLICY OR OTHER HEALTH AND SAFETY PROCEDURE, COULD BE HELD PERSONALLY RESPONSIBLE IN LAW. THEY MAY ALSO BE SUBJECT TO DISCIPLINARY PROCEEDINGS THAT MAY LEAD TO THEIR DISMISSAL FROM FOUNDATION PERSONNEL LTD.**

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## 1.1: DIRECTOR RESPONSIBLE FOR SAFETY: WILL JAMES

***In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:***

- You are aware of the statutory requirements affecting our Company, and have necessary competence, resources and support from the Directors to ensure they are being fully implemented.
- The Company has a suitable means of being made aware of current legislative requirements and being kept up-to-date with any changes that may occur to these requirements.
- This Policy is brought to the attention of all employees<sup>1</sup> and sub-contracted operatives. Systems are in place to review and up-date this document annually; or when significant changes in legislation or best practice occur; or when significant employment changes occur; or when new equipment or process is introduced
- Safe systems of work are in operation for all identified work activities and hazards and they are regularly reviewed to determine their suitability for the Company.
- The company's health and safety management performance is reviewed at least annually with the Health and Safety Co-ordinator, and if necessary the Competent Advisors, and any corrective action needed is taken to implement new procedures and control measures.
- Employees and sub-contracted operatives receive adequate and appropriate training, information, instruction and supervision so they are aware of their responsibilities as imposed by legislation and company procedures.
- Employees and sub-contract operatives receive adequate health and safety induction, job specific and on-going refresher training to perform their job safely and competently.
- All hazards are examined, evaluated and subject to appropriate control measures. Where necessary risk assessments are carried out and recorded in a written format with copies being supplied to relevant employees and sub-contract operatives for information and implementation of control measures.
- A Health and Safety Co-ordinator is nominated to manage day-to-day health and safety arrangements and to implement this policy on your behalf if you do not have sufficient time to do so. This person is fully supported and assisted by relevant employees in carrying out their safety related duties.
- **Our Health and Safety Co-ordinator liaises with **AW Safety Management Ltd**, our nominated Competent Advisors, for health and safety matters.**
- You liaise with the Company's Competent Advisors for health and safety matters when necessary to ensure the Company is fully compliant with its legal requirements.

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<sup>1</sup> All employees refer to full-time, part-time and temporary staff.

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- **Our Competent Advisors are accredited under an SSIP (Safety Schemes in Procurement) provider. This is to demonstrate their continued competence in the field of health and safety.**
- Working in partnership with the Health and Safety Co-ordinator you assist whenever necessary in carrying out their safety related duties.
- The person who has control over the company premises (responsible person) complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- Accidents and near-miss incidents are thoroughly investigated by the designated person and you are made fully aware of the investigation findings for implementation of control measures to prevent a reoccurrence.
- You, or a competent member of staff in your absence, appropriately reports RIDDOR<sup>1</sup> accidents and incidents to the RIDDOR Incident Centre.
- All persons working on or visiting company premises or using company vehicles adhere to the smoke-free requirements in place.
- You lead by example and always adopt safe working practices in the workplace and wear the correct personal protective equipment when visiting construction sites.

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<sup>1</sup> Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013

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## **1.2: HEALTH & SAFETY CO-ORDINATOR: LOUISE CLARKE**

***In addition to the general responsibilities you have to yourself and others, it is also your specific responsibility to ensure that:***

- You have enough time and suitable knowledge to carry out this role to the best of your abilities. You must inform the Director responsible for Health and Safety if your work load increases and any inability to carry out your safety related duties.
- All employees and sub-contract operatives are aware of and instructed in their responsibilities and duties as imposed by legislation and management.
- All work carried out and work equipment complies with the requirements of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation for your workplace and activities.
- Visits from the enforcing authorities, company insurers and Competent Advisors are fully managed, reported to senior management and points raised in their reports are acted upon within the agreed timescales.
- Pregnant workers are not permitted to undertake any activities that may adversely affect their health and safety or that of their unborn child.
- Suitable personal protective equipment is available, issued and used by relevant employees and sub-contract operatives.
- Employees and sub-contract operatives involved in manually handling loads are adequately trained in the correct lifting principles and are aware of the risks present.
- First-aid facilities are available in accordance with the Health and Safety (First-Aid) Regulations 1981 (rev 2009) and associated Approved Code of Practice (ACoP). Responsible employees are appointed and suitably trained to render appropriate levels of first aid cover in the workplace.
- You are familiar with the HSE (RIDDOR<sup>1</sup>) accident and damage reporting procedure and your responsibility to report necessary accidents and incidents to the RIDDOR incident report centre<sup>2</sup>.
- Periodic inspections of fixed electrical installations and portable electrical appliances are carried out by a competent person at the intervals indicated by legislation and industry requirements.
- Arrangements are in place for the necessary statutory notices and signs to be clearly displayed, and all relevant statutory registers provided and used in the workplace.

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<sup>1</sup> RIDDOR = Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

<sup>2</sup> Health and Safety Executive

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- Any member of staff driving a vehicle<sup>1</sup> for company business must hold a valid driving licence. When employees drive their own vehicles for work purposes, they must have valid business motor insurance, road tax and MOT certificate (when the vehicle is over 3 years old) in place.
- Annual driving licence checks<sup>2</sup> are carried out for all employees and sub-contract operatives who drive as part of their employment (even on an occasional basis or for short journeys). Additional motor vehicle documentation checks will also be required for employees and sub-contract operatives who drive their own vehicle for work purposes.
- Arrangements are in place to instruct all persons working on or visiting the company that it is their legal duty not to smoke inside the premises, on site or within company vehicles.

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<sup>1</sup> This includes vehicles owned, leased or hired by the company or vehicles owned by employees who use them for work purposes.

<sup>2</sup> As from the 8<sup>th</sup> June 2015 the paper counterpart of the driving licence will no longer be up-dated and will therefore be invalid. Driving licence checks will be made via the DVLA driver record checking service or via a suitable intermediary.



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## **2. Arrangements for implementing Policy**

### **2.1 Health and Safety Management**

In all areas under our control, arrangements will be put into practice to, so far as is reasonably practicable, prevent harm to our employees and others who may be affected by our work activities. This is as required by the Health and Safety at Work Etc Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015 and other health and safety legislation.

Systems will be put into operation to control, monitor and review all arrangements to ensure preventative steps taken are still appropriate. We shall also carry out at least annually a full review of our Health and Safety management systems and associated documentation to ensure it is still appropriate for our work activities. Our in-house system follows the Health and Safety Executive Managing for Health and Safety 'Plan, Do, Check, Act' (PDCA) approach (formally known as HSG65). We will adhere to the principles and management practices outlines within it to achieve effective health and safety management within the workplace.

Where the enforcing authority issue us with a prohibition or improvement notice or we are issued with an invoice for a Fees for Intervention (FFI) material breach, we will take immediate steps to remedy the situation within the allocated time period. The Director responsible for Safety and the Health and Safety Co-ordinator will be immediately informed of the issuing of such notices and ensure corrective actions are taken and any invoices paid as required.

### **2.2 Health and Safety Policy**

As required by the Health and Safety at Work Etc Act 1974 all employees and sub-contract operatives will have access to a full copy of this policy document and will be actively encouraged to familiarise themselves with it.

A system will be put in place to monitor and annually review this Policy to ensure it is still relevant to our Company and its work activities.

An up-to-date copy of the Statement of Intent signed by our Director responsible for Safety will be displayed in a prominent position on our premises.

### **2.3 Employers Liability Insurance**

We will ensure that relevant insurance policies are in place as required by legislation and to provide additional assurance in the workplace to our employees.

The insurance policy certificate will be displayed in a prominent accessible position on our premises. A copy of the out-of-date certificate.

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## **2.4 Induction and training procedure**

Training is an excellent and important means of achieving employee competence at all levels and in raising awareness of safe working practices.

We will provide comprehensive induction-training, with health and safety being a key element. It will be the responsibility of the Director responsible for Safety to carry out the health and safety element of the induction training. All induction training carried out will be in a documented format, with signatures obtained from both the inductor and inductee once the process is completed.

We will also provide job-specific training, with necessary health and safety sections, for all employees to ensure they are able to carry out their job without risk to themselves or others. Job-specific and relevant health and safety refresher training will also be provided to ensure continued competence. Sub-contract operatives will provide us with relevant proof of their competence and training records before they commence work on our behalf.

Sub-contract operatives will undertake induction training on the client's site to ensure they are fully aware of the health and safety rules and procedures they need to adhere to. The operative should also ensure they are aware of the risk assessment and safe system of work in operation prior to carrying out any work activities.

As required under the Construction (Design and Management) Regulations 2015 (CDM) we will ensure individual sub contractors used have the appropriate level of training, experience, knowledge and competence for the role they are undertaking on CDM projects.

## **2.5 Consultation with Employees**

We will consult directly with our employees in regards to health and safety matters affecting the Company and their well-being, as required by the Consultation with Employees (Health and Safety) Regulations 1996 in non-unionised organisations.

The Director will ensure that all employees and sub-contract operatives are consulted with in regard to health and safety matters, either verbally or in a written format. All employees and sub-contract operatives will be encouraged to bring their health and safety concerns, issues or suggestions to the attention of management.

## **2.6 Risk Assessments**

All hazards in the workplace will be identified, as well as who is at risk and how they may be harmed. Once identified we will evaluate the extent of the risks these persons are exposed to, as well as the control measures already in place. Any significant risks will be assessed and the findings recorded in a written format as required by the Management of the Health and Safety Regulations 1999.

Risk assessments will be regularly reviewed<sup>1</sup> to ascertain if any new hazards have been introduced into the workplace, to ensure existing control measures are still adequate and to incorporate any changes of legislation or best practice. Reviews will be undertaken at least annually.

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<sup>1</sup> The review frequency will be dependent upon the current existing level of risk

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Systems are in place to ensure that additional individual assessments of risk will be carried out for young workers<sup>1</sup> and pregnant employees when necessary.

Safe systems of work will be applied where practicable to assist in managing effectively significant risks identified in any risk assessment.

## **2.7 Persons at potential additional risk**

Certain persons in the working environment are at a perceived higher level of risk due to their lack of experience and risk awareness, or due to medical or physical limitations. Therefore young workers, pregnant workers and disabled workers will have individual assessments of risk carried out and appropriate control measures implemented to protect their safety and well-being.

**Pregnant Workers** - As required by the Management of Health and Safety at Work Regulations 1999, the company will protect their employees who in the future could be a new or expectant mother. A risk assessment will be carried out on the individual member of staff as soon as the company is informed of their pregnancy. The risk assessment will identify any control measures required to protect the well-being and safety of the pregnant employee and her unborn child. The assessment will also identify the required assessment review frequency.

**Young Workers**- When employing a person under 18 years old, or allowing a person under 18 years old on work experience, the company will assess the risks the young worker will be exposed to before they start work and ensure the appropriate control measures are put into operation. An individual risk assessment will be carried out on the individual young worker which will take into account their psychological and physical immaturity, inexperience or lack of awareness of existing or potential workplace risks. A copy of the individual risk assessment will also be forwarded to the young workers parents or carers.

**Disabled Workers**- Disability is classified by the Equality Act 2010 as any person having a physical or mental impairment which has substantial and long term adverse effects on their ability to carry out normal day-to-day activities. The company will ensure any disabled persons applying for a job role or already working for the company will have equal opportunities by making 'reasonable adjustments' to overcome any potential risks they may experience. We will also obtain consent from the disabled person before approaching specialists or their GP who may advise on necessary workplace adjustments.

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

Personal Protective Equipment will always be used as a last resort in the workplace<sup>2</sup>. If other control measures cannot protect employees from a risk, we will provide suitable and appropriate PPE as required under the Personal Protective Equipment at Work Regulations 1992.

Personal Protective Equipment will be provided free of charge for employees exposed to risks, and will be replaced at regular intervals to prevent exposure to the identified hazards. All employees, sub-contract operatives and others required to wear PPE on our premises will be provided with information

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<sup>1</sup> Employees, apprentices and young persons on work experience aged under 18 years old.

<sup>2</sup> In some circumstances, other Health and Safety legislation requires the mandatory wearing of specific Personal Protective Equipment and in these cases must be used where/when required.

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and instruction to ensure it is being worn correctly.

Sub-contract operatives working on sites will adhere to site management's rules and requirements in regard to the wearing of PPE. Sub contract operatives not wearing the Personal Protective Equipment provided or required by site management may be subject to disciplinary action or removal from the site they are working on.

## **2.9 Manual Handling**

Any manual handling operation in the workplace likely to cause an employee and sub-contract operatives harm will be risk assessed. Appropriate control measures will be introduced to reduce the risk of injury as outlined in the Manual Handling Operations Regulations 1992 (as amended).

Any member of staff and sub-contract operative at risk from manual handling activities will be provided with an appropriate level of manual handling principles training, and job specific information and instruction to prevent potential injuries.

## **2.10 Display Screen Equipment (DSE)**

Employees who, habitually<sup>1</sup> use display screen equipment will be classified as a 'user'. We will therefore ensure a competent person carries out an individual risk assessment on the user's workstation and working environment or where practicable the individual user will carry out their own assessment following detailed documented guidance and support from the Health and Safety Co-ordinator. Relevant information and training will also be provided to the users.

Employees who use laptops for prolonged periods of time (either in the workplace or other locations) will be provided with a docking station or additional equipment to allow their laptop to be set-up in line with the requirements of the Regulations. Where the use of a docking station is not possible or practicable outside of the workplace the employee will adhere to the requirements of the DSE Regulations as closely as practicable and limit the time they work in this situation. They will be provided with additional information to be able to achieve this.

A DSE user is also be entitled to a DSE eyesight test paid for by the Company at intervals stated by their optician (this is normally every two years). A specified financial contribution will also be made by the Company, as indicated in the Health and Safety (Display Screen Equipment) Regulations 1992 (rev 2003), for Users requiring corrective glasses for specific use on DSE<sup>2</sup>. Details of the DSE Eyesight test policy can be obtained from the company upon request.

## **2.11 Welfare Arrangements**

Health, safety and welfare facilities and arrangements will be provided and maintained on our premises to the standard required by the Workplace (Health, Safety and Welfare) Regulations 1992.

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<sup>1</sup> For continuous spells of an hour or more on a daily basis

<sup>2</sup> Refer to Display Screen Equipment Policy.

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**Temperature**

We will adhere, where practicable, to provide a comfortable working temperature. The current recommended minimum working temperature is 16 °C in normal working conditions and 13°C where physical work is being carried out. This may not be achievable in certain working conditions or provide reasonable comfort, as such the temperature should be as close to the above temperatures as practicable. There is no maximum working temperature currently but appropriate control measures will be introduced to provide a comfortable working environment for our employees and others.

**Ventilation**

Our workplace will be well ventilated to allow stale, hot and humid air to be replaced at a reasonable rate by fresh or purified air. In cases where windows and other openings do not provide sufficient ventilation, necessary mechanical ventilation systems should be provided.

**Lighting**

Lighting will be set at levels to allow employees to work and use facilities without experiencing eye-strain, and safely move from place to place. Emergency lighting should be provided in areas where sudden loss of light would present a serious risk.

**Room Dimensions and Space**

Workrooms will have enough free space to allow people easy access to and from their workstations, to move within the room with ease and not to restrict their movements while performing their work.

**Sanitary Conveniences**

Sufficient toilet and washing facilities will be provided to allow everyone at work to use them without unreasonable delay. Provision will be made for any workers with a disability to enable them to have access to facilities which are adjusted for their use if necessary. All facilities should be located so they are convenient. Washbasins will have hot and cold, or warm, running water, and be large enough to allow a worker to wash their face, hands and forearms.

**Conditions of floors, staircases and walkways**

Floor will be of sound construction and will have adequate strength and stability, taking account of the loads placed on them and the traffic passing over them. The surfaces of floors will be free from any hole, slope, or uneven or slippery surface.

**2.12 Working at Height**

Wherever possible, working at height<sup>1</sup> will be eliminated by carrying out the activity from ground level or a safe existing place of work. Where not practicable, the activity requiring work at height will be risk assessed and appropriately planned, organised and carried out by competent people. This is as required by the Working at Height Regulations 2005 (as Amended).

When work at height is being carried out on a client's site they will be responsible for risk assessing the activity and providing suitable control measures for our sub-contract operatives. The operative should ensure they are aware of the risk assessment and safe system of work in operation prior to carrying out the activity.

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<sup>1</sup> Covers work activities where a fall from height is liable to cause injury

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## **2. 13 Workplace and Lifting Equipment**

We will take into account the working conditions, workplace hazards and its intended use when selecting equipment. Our employees will also be supplied with adequate information, instruction, training and supervision as required by the Provision and Use of Work Equipment Regulations 1998 (PUWER) to operate work equipment correctly and safely, and to carry out their job in a safe manner.

Where practicable a Planned Preventative Maintenance programme will be in operation for workplace equipment. Where not practicable a Breakdown Maintenance programme will be introduced, which will involve the non-working equipment to be removed from use until repaired (or replaced). Persons carrying out maintenance work will be suitably trained, qualified and competent to do so.

When lifting equipment is used by our sub contract operatives on a client's premises it will be the client's responsibility to ensure it is suitable and safe for the lifting operation to be carried out. They will also need to undertake a full risk assessment prior to the work commencing and ensure appropriate control measures are implemented as required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and this is discussed with the sub-contract operatives we have provided to them.

## **2. 14 Vibration at Work**

Wherever vibrating equipment is being used on client's premises or sites which is liable to expose sub-contract operatives to levels above the daily exposure limits a detailed risk assessment must be carried out by our client. This is as required by the Control of Vibration at Work Regulations 2005.

## **2. 15 Control of Substances Hazardous to Health (COSHH)**

The requirements of the COSHH Regulations 2002 (rev) will be satisfied. The least hazardous type of any substance will be purchased and used in order to minimise risks to our employees and others.

All products used on our premises that are hazardous to health and all work activities where these substances are used will be identified. Assessments of risk will be carried out, monitored and reviewed to ensure the control measures in place are effective. All our employees will have access to these assessments and any associated information.

Where hazardous substances are being used on our client's premises the COSHH assessments must be carried out by our client, and made readily available to our sub-contract operatives, along with other associated information and instruction.

## **2. 16 Control of Asbestos: sub contract operatives working in locations in which it may be present**

The Control of Asbestos Regulations 2012 (up-dated in April 2012) and Approved Code of Practice The Management of Asbestos in non-domestic Premises (L127) will be adhered to by any site management in

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which we are providing sub contract operatives, when working in locations in which asbestos containing materials (ACM) is known to be, or may be, present.

It will be required that the client, or their representative, will have received detailed information on the amount and type of ACM present on the work location they require our sub contract operatives to work on prior to the contract commencing.

A detailed risk assessment by our client or site management will be carried out to ensure that appropriate control measures are put into place prior to any work commencing by our sub-contract operatives, this will be linked with our documented safe working procedures. This will protect all persons working on site from being exposed to asbestos containing materials whilst carrying out their work activities. All persons working on site will be made fully aware of the risk assessment and safe systems of work prior to working in environments in which ACM is known to be present.

Any sub contract operative liable to be exposed to asbestos fibres at work will have undertaken the mandatory training as required by Regulation 10 of the Control of Asbestos Regulations 2012. Appropriate refresher training will be carried out annually or when changes in legislation or work practices occur.

## **2.17 First-aid arrangements**

The terms of the Health and Safety (First-Aid) Regulations 1981 (rev 2013) and associated Approved Code of Practice will be observed as a minimum standard of cover.

We will determine the necessary level of first aid provision<sup>1</sup> required in our workplace by undertaking a suitable risk assessment. Once the level of first aid cover required is determined we will select from our employee's suitable persons to undertake the necessary level of certificated first aid training to enable us to achieve compliance and provide adequate cover. We will ensure that first aid training is carried out by a competent reputable training provider. First aid personnel will undertake refresher training<sup>2</sup> at the intervals specified by the Regulations.

On client's sites details the first aid arrangements should form part of the site induction procedure for the sub-contract operatives.

Supply levels and content of the company first aid box will be checked and re-stocked at regular intervals by the designated first aid personnel. First-aid boxes will be kept secure, yet will be quickly available in an emergency. We will not provide employees with any medication, nor will it be allowed to be kept in the first aid box. Special arrangements will be made for employees requiring prescribed medication to be taken in an emergency.

Employees and sub-contract operatives should make the company (the latter should also inform site management) aware of any pre-existing medical conditions or allergies they may have or other medical information which in the event of an accident the first aid personnel or emergency services may need to be made aware of. All such information will be kept in line with GDPR requirements.

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<sup>1</sup> First aid cover can be in the form of a First Aider at Work, (FAW), Emergency First Aider at Work, (EFAW) or an Appointed Person.

<sup>2</sup> Refresher certificated training is required at 3 yearly intervals (before the certificate expires). Attendance of an optional annual skills up-date course is also recommended by the Health and Safety Executive for persons holding the First Aid at Work or Emergency First Aid at Work certificates.

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## **2.18 Accident and near-miss reporting**

Accident details will be recorded on the accident report forms or within the client's accident book if occurring on site. To conform with GDPR requirements no personal information may be kept in the accident book. Once an entry has been made the completed entry will be removed by the designated person, reviewed by the Health and Safety Co-ordinator or management, then kept in a separate secure location away from the accident book for future reference. An additional Company accident or incident report form will also be submitted to the Health and Safety Co-ordinator for specific injuries and near-miss<sup>1</sup> incidents to provide more detailed information. To conform with GDPR requirements this information will be kept in a secure location.

If our sub contract operative suffers an injury when working on someone else's premises (not under our control), we will adhere to the incident reporting and investigation procedure in operation for that location. The incident will be recorded in our company accident book and our company incident reporting procedure will also be adhered to.

The requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be followed in respect of any reportable accident, dangerous occurrence or workplace disease.

If there is an accident connected with our work and an employee, or self-employed person working on our premises, or a member of the public is killed or suffers a major injury we will notify the RIDDOR Incident Contact Centre (ICC) immediately by telephone or via the HSE web-site.

If there is an accident connected with our work (including an act of physical violence) and an employee, or a self-employed person working on our premises, suffers an over-seven-day injury we will report it to the RIDDOR Incident Centre within fifteen days. An over-7-day injury is one which is not "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than seven days.

We will contact the RIDDOR Incident Contact Centre by completing the appropriate HSE report form F2508 on their web-site within the required time frame. Completed RIDDOR report forms will be kept on file in a secure location to conform with GDPR requirements.

If a doctor notifies us that an employee suffers from a reportable work-related disease, then we will report it to the RIDDOR Incident Contact Centre. We will adhere to the above reporting procedure except will complete a F2508A report form.

If something happens on our premises that does not result in a reportable injury, but which clearly could have done, then it may be classified as a dangerous occurrence under the RIDDOR Regulations. Further details on what constitutes a dangerous occurrence are listed on the HSE RIDDOR web-site. If the incident is classified as a dangerous occurrence we will complete the appropriate HSE report form on their web-site within the required time frame.

## **2.19 Accident and near-miss investigation**

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<sup>1</sup> Incident, which had the potential to cause harm, but in this instance fortunately no one, was hurt.



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The Director responsible for Safety will be personally informed or they will review the completed accident book reports and incident report sheets on a regular basis to determine if any reported accidents, including near-miss incidents, require further investigation. The Director responsible for Safety or the appropriate manager will investigate the necessary reported incidents to determine if any new control measures need to be introduced to prevent a reoccurrence. Incident investigation findings will be documented.

If our employee or sub contract operative suffers an injury when working on someone else's premises or site (not under our control), we will co-operate with the investigating procedure they undertake. We will request a copy of any incident investigation report prepared by persons who were in control of the location.

A thorough investigation will be carried out by the Director responsible for Safety for all workplace accidents resulting in a fatality; an employee being absent from work; an employee or member of the general public requiring hospital treatment due to a workplace accident; or near-miss incidents of a serious nature. A full report will be prepared to identify causes of the accident and to identify areas in which remedial action is required. A copy of the investigation report will be forwarded to the Managing Director and where appropriate the company Insurers and RIDDOR Incident Centre or enforcing authority.

## **2. 20 Fire Safety**

On our premises we will adhere to the requirements of our detailed written fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005. The fire risk assessment will identify the fire hazards on the premises, the control measures needed to reduce fire risks to as low as reasonably practicable, and the arrangements required if a fire does start. The fire risk assessment will be reviewed at intervals specified within the assessment, if the assessment is no longer believed to be valid, or after significant changes have occurred within the premises. The fire risk assessment will be reviewed by the Director responsible for Safety or the Health and Safety Co-ordinator.

It is the responsibility of the 'responsible person' to ensure the requirements of the Order are being complied with. The responsible person is the employer and any other person who may have control of any part of the premises (the occupier, owner, landlord etc). If there is more than one responsible person in the premises (shared premises etc) reasonable steps must be taken to ensure co-operation and co-ordination of arrangements takes place.

New employees will be informed of the Emergency Action Plan at their induction stage, along with a tour of the premises to highlight location of fire exits, fire extinguishers etc. All employees will receive appropriate fire safety information and instruction at induction and at regular intervals thereafter. Any changes in the Emergency Action Plan or fire risk assessment will be immediately circulated to all relevant employees and non-employees.

Our employees and sub contract operatives working on client sites will be informed of the Emergency Action Plan at their induction stage, along with a tour of the premises or site to highlight location of fire exits, fire extinguishers etc. The client's representative will also need to make them aware of any changes in the Emergency Action Plan or fire risk assessment immediately.

## **2. 21 Electrical safety**

All electrical equipment will be maintained to ensure it is safe for its intended use and does not present employees with additional risk, as required by the Electricity at Work Regulations 1989.

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The mains electricity supply will be inspected and tested in accordance with the Regulations<sup>1</sup> at intervals not exceeding 5 years<sup>2</sup>. A competent electrician will carry this out.

All portable electrical appliances will be inspected and tested on a regular basis by a trained and competent person. Employees will also be provided with relevant instruction and information to allow them to carry out regular 'user' checks. Whenever possible 110-volt electrical equipment or double insulated equipment will be used.

All cables, plugs and connections will be properly organised, inspected and maintained to minimise any risks to our employees. Employees will not carry out maintenance on electrical equipment or plugs without prior training and permission.

## **2. 22 Sub-contract operatives: carrying out work on site**

We will ensure our sub-contract operatives carrying out work on our behalf, are competent to carry out the work, and will do so in a safe manner to protect themselves and others on the site.

They will provide us with the relevant documentary health and safety training evidence before they commence work on site as required by the Construction (Design and Management) Regulations 2015.

We will request our client provides the sub-contract operatives with the necessary information to carry out work on site in a safe manner. It will be the site management's responsibility to ensure they are familiar with any site health and safety rules and arrangements before the operative commences work on a site. Throughout the duration of the project consultation, co-operation and communication will be encouraged between any operatives and site management on site to ensure all parties are aware of the risks evident and control measures in place.

## **2. 23 Visitors**

All visitors will be required to report to the main reception area on entering our premises.

The receptionist will inform the visitor of the relevant health and safety rules and procedures to be followed whilst on the premises. They will also be responsible for ensuring visitors sign-in and out of the building.

## **2. 24 Driving and vehicle safety**

We will ensure that all employees required to drive on company business, no matter how short the journey or how infrequently, are aware of the company driving policy in place. All company drivers are required to adhere to the requirements of the Highway Code and any additional company traffic management systems in place on our premises or any locations they may visit.

Employees and sub-contract operatives will only be allowed to drive vehicles on company business if

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<sup>1</sup> As required by the 18<sup>th</sup> edition of the IET Wiring Regulations and the Electricity at Work Regulations 1989.

<sup>2</sup> Different periodic inspection intervals are required for certain workplaces and the IET Wiring Regulations BS7671:2008 (2011) should be referred to for guidance.

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they present the company with their current driving licence details prior to first use (as of the 8<sup>th</sup> June 2015 the paper counterpart of the driving licence will no longer be up-dated by the DVLA and will not be valid). Company drivers will also be required to provide their consent (or a DVLA access code) to the company for them to carry out DVLA driving licence checks annually or upon request.

We will ensure any vehicle used for company business is road legal, is serviced as required and has the appropriate business class motor insurance cover<sup>1</sup>. Owner drivers will be responsible for ensuring their own vehicles are road legal and safe to drive.

The company must be immediately informed if an employee is involved in any motor vehicle accident whilst on company business (or at any time if driving a company vehicle); receives any endorsement points to their driving licence; or is banned from driving a motor vehicle.

Drivers will not be permitted to operate a vehicle on company business if they are suffering from certain medical conditions; are under the influence of alcohol or illegal substances; or are taking medication that affects their driving ability. Any employee or sub-contract operative not informing the company of their inability to drive a vehicle on company business and subsequently driving may be subject to disciplinary procedures.

Hand held mobile phones are not to be used when driving vehicles on company business. **Hands-free mobile** phones may be used for **verbal** communication whilst driving **when it is safe to do so**. Hands-free mobile phones **must not** be used for the drafting or checking of e-mails or text messages (or other messaging apps); programming or altering of satellite navigate programmes; or the physical operation of any other apps on the phone whilst the vehicle is in motion. All such activities must only be carried out when the vehicle is parked in a safe place and the engine is turned off. Any employee or sub-contract operative caught using a hands-free mobile phone in an unsafe or inappropriate manner whilst driving by the authorities will be responsible for paying their own fines. The employee or sub-contract operative is also responsible for reporting the endorsement points they receive on their licence to the Company.

## **2. 25 Workplace Noise**

Employees and sub-contract operatives working in areas on site which exceed the Upper Action Value will be required to wear suitable hearing protection.

Hearing surveillance is mandatory for employees exposed to the Upper Action Value. It will also be offered to employees exposed to the Lower Action Value who are more sensitive and prone to noise induced hearing loss. Health surveillance will be conducted and interpreted by a suitably qualified person.

## **2. 26 Smoke-free Policy**

We operate a smoke-free policy for our premises and company vehicles. Employees and others visiting the company are only allowed to smoke outside of the company premises in the designated areas.

Appropriate smoke-free signage as required by the Health Act 2006 will be displayed at entrances to the

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<sup>1</sup> If an employee is driving their own vehicle for company business, they will need to provide the company on an annual basis with a copy of their motor insurance policy and current MOT certificate (if age of vehicle warrants this).

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premises and within necessary company vehicles. Employees and visitors not adhering to the smoke-free requirements will be responsible for paying their own fines issued by the authorities. Employees may also be subject to disciplinary action by the company.

## **2. 27 Alcohol and Drug Misuse Policy**

In the workplace alcohol and drug misuse can impair performance, result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health. Employees or sub-contract operatives who develop alcohol or drug misuse related problems can cause harm to themselves, to others and impair their performance whilst at work.

The misuse of alcohol and drugs can affect a person's ability to carry out tasks in a safe manner. As such we have in place an Alcohol and Drugs Misuse Policy. A copy of the full policy will be issued, or made available, to all staff. The Policy covers alcohol, prescribed and over-the-counter medication, and illegal drugs.

The policy aims to:

- Promote awareness of alcohol and drug related problems and addiction;
- Encourage a sensible approach to drinking alcohol;
- Ensure that the Company complies with its legal obligations;
- Indicate restrictions on drinking alcohol at work;
- Protect Employees from the dangers of alcohol and drug abuse; and
- Support Employees with an alcohol or drug related problem.

Unless it is formally approved by the Managing Director or site management, employees or sub-contract operatives may not consume alcohol, or bring it onto our premises or take onto site, during normal working hours. Alcohol must not be consumed in any situation where, as a consequence, the safety of the individual, their colleagues or any non-employees within the working environment is put at risk.

All employees and sub-contract operatives will be required to notify the Company, or the site management in the site they are working on, if they are taking prescription and/or over-the-counter preparations that could affect their work performance and/or their ability to work in a safe manner (create a safety risk).

Substance misuse will not in itself constitute grounds for dismissal. Employees or sub-contract operatives who are unfit or otherwise incapable for work through the consumption of alcohol or through drug abuse will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal.

In the event that an employee is diagnosed with a drug or alcohol-related problem the Company will treat it as a health matter, and the employee will be encouraged to seek guidance and assistance, this can be from their own GP or from a recommended counselling agency.

## **2. 28 Workplace Stress Policy**

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. We have in place a Workplace Stress Policy, which will apply to all

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employees in the company.

The Health and Safety Executive define 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.

We have adopted a positive workplace culture, in which your health, safety and well-being are important to us. However, it is important to realise, that there are peaks and troughs in any job or workload, and we are aware that being unable to cope with these situations may unfortunately cause pressure in some individuals.

The company will identify all workplace stressors and conduct necessary risk assessments to eliminate stress or control the risks from stress. These risk assessments will be reviewed in line with our health and safety management system requirements.

If an employee feels that the demands of their job is causing them pressure or stress, either temporarily or permanently, they will be encouraged to discuss the matter with their manager, or the Health and Safety Co-ordinator, who will recommend appropriate guidance and assistance. Management will also be instructed in how to identify signals that persons may be experiencing stress and the appropriate action to take.

We also appreciate that on occasions, out of work situations may arise which can result in additional pressure whilst at work. We will aim to react appropriately to all of the circumstances we are made aware of, and will offer appropriate support and understanding, where possible, to enable employees to rectify the matter.

## **2. 29 Well-Being and Health in the Workplace**

Work can have a positive impact on an individual's health and wellbeing. Healthy and well-motivated employees can have an equally positive impact on the productivity and effectiveness of a business.

Employees can feel happier if they know what is going on and why. This could be improved further if they have a say in the decisions that are made or at least have the chance to express their opinions. Employees will be encouraged to discuss any concerns or issues they have with management, and where practicable we will consult with staff in regard to workplace changes or issues they concern them. Flexible working is another means of giving employees some control over their working life. Giving employees the chance to have a say in the hours they work or their place of work is also likely to improve their commitment and loyalty to the organisation, as well as improving their own personal well-being. Wherever practicable we will offer our employees flexible working that is both beneficial to the individual and the company as a whole.

We will ensure all managers in the organisation, including directors and board members, are committed to the health and wellbeing of our workforce and act as good role models. Employees will also be treated as an individual and we will avoid making stereotypical assumptions that would have an adverse impact on them.

We will ensure employees feel valued and trusted by:

- offering support and training to help them feel competent;

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- promoting team working and a sense of community;
- encouraging them to have a voice and actively seek their contribution in decision-making through staff engagement forums;
- valuing and acknowledging their contribution across the organisation. If practical, act on their input and explain why this action was taken. If employees' contributions are not acted on, then clearly explain the decision.

We will also take into account the effect on physical health when designing jobs. This will include ergonomic reviews, giving advice on posture and on moving and handling physical loads, and designing jobs to promote and improve the physical health of employees.