

HEALTH AND SAFETY POLICY

Occupational Health & Safety Policy	2
Health and Safety Responsibilities (Organogram)	3
Health and Safety Individual Responsibilities	4
• Board of Directors	4
• Safety Advisor	4
• All Managers/ Foremen	5
• All Quantity Surveyors and Buyers	6
• Traffic Management Plan	7
• Estimating/ Planners	7
• Operatives	7
• Office Staff	8
General Arrangements	9

OCCUPATIONAL HEALTH & SAFETY POLICY

Morgan Rae recognises that its activities give rise to a range of hazards that may possess a particular risk to the health, safety and well-being of staff and other stakeholders when providing services to clients. We believe that despite the presence of these hazards, all accidents and incidents of work-related ill health are preventable. We also recognise our legal responsibility to ensure the health, safety and welfare of persons affected by our activities.


As such, to Directors of Morgan Rae are committed to:

- Providing safe and healthy working conditions;
- Preventing injury or ill health to anyone who may be affected by its work activities;
- Complying with all relevant legal, customer and other third-party requirements;
- Eliminating hazards and reducing occupational health and safety risks;
- Continually improving its risk management and occupational health and safety performance;
- Consultation with and the participation of workers and, where relevant, their representatives.

Morgan Rae will achieve these commitments by:

- Implementing and maintaining an Occupational Health and Safety Management System;
- Systematically identifying hazards present, and applying a risk assessment procedure that will identify and implement appropriate control measures and safe systems of work;
- Maintaining a set of objectives and a supporting programme of work that is focused on achieving our commitments and eliminating the major hazards present;
- Clearly defining individual management and employee responsibilities for implementing the Health and Safety Management System and achieving our objectives;
- Providing appropriate information, instruction, training and supervision so that all employees:
 - Are aware of their responsibilities and legal duties;
 - Can support the ongoing operation of the Health and Safety Management System and the development of a proactive health and safety culture; and
- Maintaining effective systems of communication and consultation on health and safety issues with all employees and other persons affected by our activities.

The appropriateness and effectiveness of this policy, and the means identified within it for delivering our commitments, will be regularly reviewed. The implementation of this policy is fundamental to our success and must be supported by all employees as an integral part of their daily work. This policy is publicly available to interested external parties upon request.

		
<p>Luke Morgan Managing Director</p>		

HEALTH AND SAFETY RESPONSIBILITIES



HEALTH AND SAFETY INDIVIDUAL RESPONSIBILITIES

Board of Directors

- Initiate the company's policy for the prevention of injury, damage and wastage and set targets for the continuous improvement of health and safety.
- Continually improve the effectiveness of the health and safety system.
- Know the requirements of the Health and Safety at Work Act 1974 and other supporting regulations and ensure that they are observed throughout the company.
- Ensure that all levels of staff receive adequate and appropriate training.
- Insist that sound working practices be regularly observed.
- Carry out recorded safety inspections of site conditions
- Make certain that in tendering, at planning stages and in production processes, allowance is made for adequate welfare facilities and equipment to avoid injury, damage and wastage.
- Institute proper reporting, investigation and costing of injury damage and loss procedures. Promote action to preclude recurrence and initiate analysis to discover accident trends.
- Reprimand any members of staff failing to discharge satisfactorily the responsibilities allocated to them.
- Instigate liaison with external accident prevention organisation; encourage the distribution of pertinent information throughout the company.
- Arrange for funds and facilities to meet requirements of the policy.
- Set a personal example

Safety Advisor

- Support and advise all employees with regards to best practice regarding the health, safety and welfare of themselves and others.
- Appreciate the responsibility allocated to all individuals within the company operative and management structure.
- Assist with the identification of potential hazards on new contracts before commencement and liaise with contractors and site managers.
- Carry out site inspections with site managers and/or general forepersons to see that early safe methods of working are in operation and that all regulations and company policy are being observed.

- Maintain records of all injuries and near-miss incidents sustained during company operations.
- Assist with training of all employees and develop a company safety training programme.
- Maintain liaison with all enforcing authorities and professional bodies.
- Promote within the company an understanding that accident prevention and damage control are an integral part of business and operational efficiency.
- Attend meetings/seminars with senior management, site management and outside agencies as required, where safety is a topic.
- Maintain continued professional development regarding new legislative requirements, good practice, developing technology and measures required to ensure compliance with current health and safety standards.

All Managers/ Foremen

- Read and understand the company policy for health, safety and welfare and ensure that it is readily available at all work locations. Plan all work in accordance with its requirements and ensure that it is regularly examined. Notify the safety advisors of any improvements or additions that should be made.
- Ensure safe systems of work have been established and communicated to all concerned.
- Understand the company policy and appreciate the responsibilities allocated to each employee. Supply adequate support, resource and monitoring to ensure compliance.
- Set a high standard of personal health and safety at all times on all company premises.
- Ensure that work is planned, organised and carried out to company and statutory standards, with minimum risk to all personnel (including members of public), equipment and materials.
- Ensure all personnel are adequately trained to carry out their duties.
- Ensure that all staff are given a company induction prior to starting work.
- Coordinate safety activities between principal contractor, subcontractor and any other contractor working on any company premises.
- Carry out recorded safety inspections of site conditions and other company premises.
- Assist with investigations into major site accidents (including over 3 day injuries), incidents and dangerous occurrences to establish causes and prevention measures. Ensure that investigations are carried out in accordance with company procedures. Co-operate with external investigations of accidents/incidents and ensure that any recommendations are implemented.

- Ensure safety is treated as a priority and that adequate communication is established to ensure all staff are aware of safety requirements and developments.
- Take disciplinary action against persistent offenders of safety requirements and any staff who fail to discharge safety duties.
- Where applicable, ensure the information required for the health and safety file is made available to the planning supervisor.
- Ensure risk assessments are provided in accordance with statutory requirements to establish the working method. Outline potential hazards at each stage and indicate precautions to be adopted.
- Instigate the post contract safety review process

All Quantity Surveyors and Buyers

- Read and understand the company health, safety and welfare policy and appreciate the responsibilities allocated to all individuals within the company operative and management structure.
- Set a high standard of personal health and safety at all times on all company premises.
- Ensure all subcontractors employed by Morgan Rae are made aware of all health, safety and welfare requirements prior to appointment, in accordance with section 4 of the safety manual - e.g. health and safety questionnaires, specific requirements for high risk activities and general health, safety and welfare requirements.
- Ensure the information contained in the health and safety plans is made available to all subcontractors prior to start on site.
- Assist management in ensuring that work is organised, resourced and managed so that work is carried out to company/statutory standards and requirements, with minimum risk to all workers, equipment and materials.
- Ensure that, prior to issuing subcontracts, all subcontractor personnel are adequately trained and competent to carry out their duties on site.
- Assist management in co-ordinating safety activities between the principal contractor, subcontractors and any other contractor working on company premises.
- Be in attendance with managers when recorded safety inspections are carried out.
- Ensure safety is treated as a priority and assist in the communication to all site personnel of safety requirements and developments.
- Ensure the requirements are made known to the subcontractor relevant to his passing information to Morgan Rae for inclusion in the health and safety file.
- Liaise with other management on all matters concerning the appointment of subcontractors, including their safety performance and supervision.

- Support other management in the discharging of their responsibilities.
- Ensure that suppliers are informed of the following list preceding any delivery to company premises

Traffic Management Plan

- Delivery restrictions
- Personal Protective Equipment (PPE) requirements for delivery drivers/operators
- Competence requirements for delivery drivers/operators.

Estimating/ Planners

- Read and understand the company health, safety and welfare policy and appreciate the responsibilities allocated to all individuals within the company operative and management structure.
- Ensure adequate provision in tenders to cover safe methods of work, necessary welfare facilities and the requirements of the pre-tender health & safety plan.
- Report on unsafe practices when visiting sites.
- Set a high standard of personal health and safety at all times on all company premises.
- Gain advice as required on sound methods of work and welfare facilities from relevant staff and the safety support team to include in estimates and quotations for work.
- Comply with the company's procedures for competence assessments of prospective subcontractors and passage of information on standards and safety requirements.

Operatives

- Set a good example and work safely on the site.
- Use the correct tools and equipment for the job in hand.
- Keep any tools in good condition.
- Report any defects in plant or equipment to the immediate supervisor.
- Wear the protective equipment provided as appropriate and maintain it in good condition.
- Carry out recorded safety inspections of site conditions if required.
- Refrain from horseplay.

- Suggest ways of improving safety and eliminating hazards.
- Maintain a safe working environment.
- Do not interfere, misuse or remove anything provided in the interest of health, safety and welfare.
- Do not abuse the welfare facilities provided on company premises.
- Do not use plant and equipment unless trained and authorised to do so.
- Attend the site safety induction before commencing work.
- Read and understand their responsibilities within the health and safety plan.
- Report unsafe acts to the site management.

Office Staff

- Read and understand the Company policy for Health, Safety and Welfare and carry out their work according to its requirements.
- Ensure that you are fully aware of the procedures in the event of an emergency, including:
 - the positions of the fire exits and the assembly point location
 - the position of the first aid equipment and the identity of the trained first aid personnel
 - any accident or damage procedures
- Report any defects in office equipment immediately to your Line Manager.
- Observe good housekeeping at all times and keep corridors, doorways and floor spaces clear and free from obstruction.
- Do not attempt to lift or move heavy articles so as likely to cause injury.
- Do not overreach for items on high shelves - use the equipment provided.
- Do not misuse or interfere with equipment provided for the safety of you and others.
- Do not try to use, repair or maintain any equipment for which you have received no training or instruction.

GENERAL ARRANGEMENTS

1 First Aid

Suitably trained and certificated first aid personnel will be appointed for each site where the company conducts its business. The appointed person will be responsible for first aid on site including care and maintenance of the site first aid kit. When the first aid at work trained person leaves site, emergency cover will be provided.

2 Accident and Emergency Procedures

All reportable accidents, dangerous occurrences and cases of disease are to be reported promptly in accordance with company safety procedure and to the statutory authorities as required by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR). A full investigation will be carried out where required to identify causes and introduce measures to prevent recurrence. All recommendations are to be considered as a result of these investigations. Following a major incident, a 'learning by accident bulletin' will be issued to all sites and office locations informing all staff of the circumstances relating to the incident. Any emergency procedures required (both in permanent and transient locations) will be developed according to office or site needs.

3 Fire Precautions

All personnel must take note of and comply with any fire precaution notices displayed in Morgan Rae work locations. Suitable and sufficient firefighting appliances will be located throughout the working area. All emergency fire exits will be kept clear at all times. The company will operate a hot work permit procedure. The storage of flammable liquids and materials must be appropriately marked and meet the current fire regulations.

4 Health and Safety Welfare Facilities

The Manager responsible for the site will allocate all health and welfare facilities required on site. All mess rooms allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition, toilets and washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site. When in use, all site facilities will be maintained in a clean and tidy condition.

5 Manual Handling

Hazardous manual handling operations are to be avoided so far as is reasonably practicable and where such avoidance is not possible, a suitable and sufficient assessment must be made. This assessment must reduce the risk of injury from those operations by mechanisation, automation and careful planning of such activities. Manual handling assessments are to be carried out in accordance with the Morgan Rae health and safety procedures manual.

6 COSHH

The company uses a range of materials, some of which have the potential for causing ill health, but, if handled properly and with due regard for the risks involved, the chance of harm can be minimised. The aim is the protection of health in which everyone has an interest in ensuring success. While planning the approach, site operatives shall be consulted, assessments shall be communicated to the end user in accordance with the Morgan Rae health and safety procedures manual.

7 Safe Systems at Work

The company shall ensure that safe systems of work are provided and supplied to all personnel who will require the information held therein to undergo a given task in an adequate, appropriate and correct manner in relation to health and safety. Specific hazard data sheets/risk assessments/method statements shall be provided during all hazardous operations. Method statements and risk assessments shall be prepared in line with the Morgan Rae health and safety procedures manual.

8 Visitors to Site

All visitors will be given a site-specific induction and be required to sign a visitor's register. Visitors must be escorted at all times whilst on the company's premises.

9 Young Persons

The management of Health and Safety Work Regulations 1999 require that employers ensure the health and safety of young persons (over 16 and under 18 years of age) by suitable and sufficient risk assessment, taking into account their immaturity and lack of experience etc. Morgan Rae will provide suitable and sufficient risk assessment for any young persons brought into to the workplace. They also expect any subcontractor used by them to ensure the same requirements are met.

10 Provisions of Scaffolding

Scaffold will only be erected or altered by competent persons and handover certificates issued by the erector. Access to the working platforms will be provided by the erector. All loading bays shall be guarded using a proprietary gate system. All scaffolds will be erected in accordance with the requirements of SG: 4:00 The Use of Fall Arrest Equipment whilst Erecting, Altering & Dismantling Scaffolding. Scafftag or similar systems will be introduced, and recorded inspections will take place every 7 days or following inclement weather. The individual user prior to access should visually inspect scaffolds and report any defects to the site manager. Trestles scaffolds shall be permitted provided they are erected on firm level ground with a maximum permitted height of 1.2mtrs. They shall be fully boarded, have a suitable means of access, be supported on manufacturers pins only, in good condition and fit for use.

11 Safe Use of Ladders

Ladders shall be of sound condition and fit for the purpose intended. The foot of the ladder should be supported on a firm level surface at the correct angle and should not rest either on loose material or on other equipment to gain extra height. The top of the ladder shall be securely fixed to the structure so that it cannot slip. While lashing etc., are being secured, the ladder shall be footed. The ladder should extend 5 rungs above the step-off point. Ladders, (including stepladders) are provided as an access to a work area only and should not be used for transporting materials to the work area. Short duration work may be carried out from a ladder providing that a three-point contact with the ladder frame can be maintained.

12 Electricity

Appointed contractors will carry out Portable Appliance Testing (PAT) at company locations. Nominated NICEIC or ECA approved contractors will carry out electrical connections, checks and alterations to temporary accommodation. Temporary electricity supplies to site accommodation shall be tested on installation and at three monthly intervals. Generally, electricity supplies above 33,000 volts are routed overhead. Below this voltage, they may be overhead or underground. If work is required to be carried out near overhead power lines, the area electricity board shall be consulted before work commences and a safe system of work devised and implemented. 110V electrical tools, temporary lighting and other equipment shall be used at all times. Where this is not practicable, residual current devices shall be provided for use with 240V mains supply in line with current legislation. Routine inspection will be carried out in accordance with the Morgan Rae health and safety procedures manual.

13 Roof Work

As a high-risk activity, it is important that any roof-work operation is pre-planned. The particular hazards of each job and the best means of overcoming them must be considered. In order that a safe method of work can be established, a detailed written method statement shall be prepared. Before any roof is used as a means of access or as a place of work during any operation, whether for construction, repair or maintenance, it is essential to identify all risks associated with height work including fragile materials and decide on the precautions to be taken. When fall prevention measures cannot be introduced, fall arrest equipment shall be provided. When nets are provided, the manufacturers' advice shall be sought on the suitability

of any particular net for the purpose for which it is to be used. When work from a roof may endanger the public by falling materials, brick-guards/fans or other similar precautions shall be provided.

14 Excavations

Excavations work shall be carried out using a permit-to-dig procedure. There is no minimum depth requirement for the shoring of excavations. Adequate supplies of support materials shall be available before the excavation commences and will be of sound, free of defects, of adequate strength and properly maintained. Supports shall be fixed securely to prevent displacement. Care shall be taken to see that excavation work does not jeopardize the stability of any adjacent structure. Safe means of access and egress to an excavation shall be provided. Ladders shall be securely fixed and properly maintained and shall permit quick and easy escape in case of flooding or falls of materials.

Where a person may be exposed to a risk of fall, suitable barriers shall be erected. Shallow excavations shall have suitable barriers erected when persons may fall into them. Barriers shall be erected to keep materials, plant and equipment away from the edges of an excavation. Barriers may be removed to permit access of men, plant and equipment etc; they shall be replaced as soon as possible. Spoil heaps can form part of the barrier. During darkness, the edges of an excavation shall also be marked with lights where there is a danger to the general public. All excavations shall be inspected before work starts and thoroughly examined weekly or after substantial damage. A record of these examinations shall be recorded on the appropriate form.

Before any excavation work is undertaken, a survey of the area shall be conducted. The owners of the services shall be contacted to obtain plans to show the approximate line and depth of known cables. If possible, cable routes shall be avoided, and a cable-locating device shall be used to trace the position of the cable as accurately as possible in conjunction with any available cable plans. The line of any cable shall be noted and marked using paint, wooden pegs, waterproof chalk etc. Power tools shall not be used within 0.6m of the indicated line of the cable.

15 Lifting Equipment

Lifting equipment is defined as work equipment used for lifting, lowering and suspending of loads (including persons) and any attachments for anchoring, fixing or supporting the load. All lifts shall be properly planned, appropriately supervised by a competent person and carried out in a safe manner. All equipment and accessories must be tested in accordance with current legislation and copies of certification held on site. Clarification of responsibilities shall be sought with crane hirers and the following documentation requested prior to work commencement:

- 12 monthly test and examination.
- 6 monthly test certificates for slings, chains, man baskets, associated lifting gear.
- Operators' certificates.
- Method statement/risk assessments for work to be carried out.
- Name of nominated competent person supervising the lifting operation.

All cranes and other lifting appliances shall be clearly marked with their maximum safe working load (SWL). If the driver cannot see his load during the whole lifting operation, he shall have one

or more trained signaler (banks men) or some other signaling system to enable him to handle the load safely. Where tower cranes are used, a thorough test and examination must be carried out after erection and before being put into use for the first time.

16 Work Equipment

Work equipment can be defined as any machinery, equipment, appliance, apparatus tool or installation for use at work. All work equipment shall be checked and monitored as detailed in the Morgan Rae health and safety procedures manual.

17 Mobile Plant

When plant is constantly moving on or around a site or being relocated, the factors that create hazards and cause accidents may be more difficult to anticipate and eliminate. All vehicle movements will be controlled by a written traffic management procedure in accordance with the Morgan Rae health and safety procedures manual.

18 Confined Spaces

Wherever work is to be carried out in any confined space, adequate ventilation will be provided and maintained. Suitable and adequate means of access to and egress from the confined space will be provided and maintained. It may be necessary that the air in certain confined spaces will require monitoring before work commences and at regular intervals during work procedures. When planning work in any confined space, the possibility of a lack of oxygen must be considered. Before any confined space working is allowed then the environment to be worked must be tested by a competent person and a permit-to-enter issued.

19 Asbestos

A licensed subcontractor must be used to remove asbestos material with full documentation provided prior to work commencement; HSE to be notified as required 14 days before removal begins. Method statements and risk assessments will be communicated to all persons carrying-out or affected by asbestos removal works.

20 Control of Waste

Waste produced on site will be deposited in skips to be removed and replaced as required. The skip company will be fully registered for waste disposal and must provide a duty of care waste transfer notice to be filed in the site office. A specialist-licensed subcontractor, who will supply all necessary safety documentation prior to starting on site, will remove contaminated waste. Duty of care-controlled waste certificates will be provided and a copy of certificate of registration as required under current legislation, will be available following removal.

21 Personal Protective Equipment (PPE)

All operatives will wear with P.P.E. to carry out specific tasks. Where sites are designated a HARD HAT, SAFETY FOOTWEAR AND HIGH VISIBILITY VEST AREA, appropriate signage will be displayed. Hard hats and safety footwear shall be worn on all sites unless a risk assessment determines otherwise. These are provided on site.

22 Communication/Consultation

Regular senior managers' safety reviews are held and attended by all the senior staff, company safety advisors, office manager and directors.

All sites will hold safety forum meetings on a regular basis attended by members of the project team and subcontractors working on the project. This will ensure communication between all companies on site, hazards, work methods, programming for safety and all aspects of site health, safety and welfare. All meetings will be recorded and actions identified. The meetings will be minuted with protective and preventative measures taken and the minutes displayed on site notice boards.

Site induction/toolbox talks involving all those involved with the work-gang will be held prior as detailed in the Morgan Rae safety procedures. Morgan Rae will operate an open-door policy to allow any individual to raise any health and safety concerns to site management. This will be communicated at induction and posters displayed in site welfare facilities. All issues raised will be treated with confidentiality and where necessary, appropriate action taken. A health and safety free-phone helpline will be made available to all people at Morgan Rae work locations.

23 Sub Contractors

All subcontractors working on Morgan Rae sites will be checked for competency and will produce the following information prior to site start-up:

- Company safety policy
- Liabilities insurance
- Method statements/Risk assessments
- Emergency procedures including rescue planning where required
- Prequalification questionnaire
- Management and operative training records
- Plant and equipment (records of preventative maintenance), this information will be checked and approved prior to work commencement.

Subcontractor safety performance will be closely monitored at all times and post-contract reviews will be carried out at contract completion. Any subcontractors failing to reach the desired levels of safety compliance will be prevented from working on further contracts until the necessary steps have been taken to ensure improvements in safety performance.

24 Temporary Staff

Where temporary workers (i.e. agency personnel) are employed, the company will ensure through enquiry and consultation that the individual is trained, competent and fit to carry out their duties. The site manager shall check that all agency personnel have received a site-specific induction and all relevant information (i.e. risk assessments and method statements) for them to carry out the role safely.

25 Drugs and Alcohol Policy

Morgan Rae will not tolerate any drug or alcohol abuse from any of their workforce, temporary employees or subcontractor employees. Anyone suspected of being under the influence of any non-prescription drug or alcohol, which may affect their ability to perform their duties in a safe manner, shall be asked to leave site.

26 Training

Formal safety training requirements will be identified by managers in consultation where considered necessary with the company safety advisors. Directors are responsible for ensuring that their staff are trained in line with the Morgan Rae training matrix. Managers will review their safety training requirements on a monthly basis during safety review meetings.

27 Safety Monitoring and Inspections

Every work location manager will ensure that regular inspections are carried out to ensure that work operations are being carried out in accordance with the location construction health and safety plan, method statements/risk assessments and company safety policy. These inspections will take into consideration the work operations taking place and the location conditions prevailing at the time. Site inspections and audits will be carried out in accordance with the Morgan Rae health and safety procedures manual.

28 Housekeeping

Good housekeeping is to be observed at all times at all Morgan Rae work locations. Safe access and egress to work areas must be maintained. Regular cleaning of spent materials, debris and unused material will be undertaken. Where applicable, subcontractors must be held responsible for keeping work areas and welfare facilities in a clean and tidy condition. Where practicable, lay-down areas must be incorporated into the site safety plan to allow for the safe storage and distribution of materials.

29 Display Screen Equipment

An assessment of every workstation used is carried out, in order to identify the risks and precipitate action to reduce them to the lowest extent reasonably practicable. Workstation assessments will be carried out as detailed in the Morgan Rae health and safety procedures manual.

30 Road Risk

Whilst driving on company business, we must exercise a duty of care to other road users. All drivers must operate within the company driving policy document and recognise the need for journey planning, regular breaks during long journeys and the care and maintenance of the vehicle being used. The use of mobile phones in company vehicles is to be via hands-free kits only and call duration should be kept to absolute minimum.