

Health and Safety Policy Plan and Arrangements



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Part 1 – HSW Policy

Avove continues to strengthen its operations and core values across the company and good Health and Safety (H&S) management is recognised by the Executive Leadership Team as one of the organisation’s key priorities.

Good health and safety of our employees, subcontractors, client staff, and the community within which we serve give us our licence to operate. We believe that injuries are not inevitable, harm is not acceptable, and risks are ours to manage.

Occupational illness and injuries can be prevented by the adoption of sound risk management principles and the right behaviours by everyone. We will actively and continuously develop systems to ensure full compliance with legislation and achieve ongoing improvement in our performance.

Our employees' well-being is important to us, we will improve performance by working together to create an environment where employees are motivated, engaged, healthy, and supported to perform to the best of their abilities.

Avove translates its commitment to health, safety, and welfare in the following ethos.

Work Together > Safe Together which flows through everything we do – whether you are a colleague or sub-contractor, working on a site, in an office, or at home – it’s important that you are always kept safe.

Work Together – ensures that we all work as a team and remain protected, healthy, and empowered.

Safe Together – ensures that we all go home healthy and happy at the end of every working day.

As Safety is our highest priority, everything we do will be linked to **Work Together > Safe Together**, and categorised under three core areas:

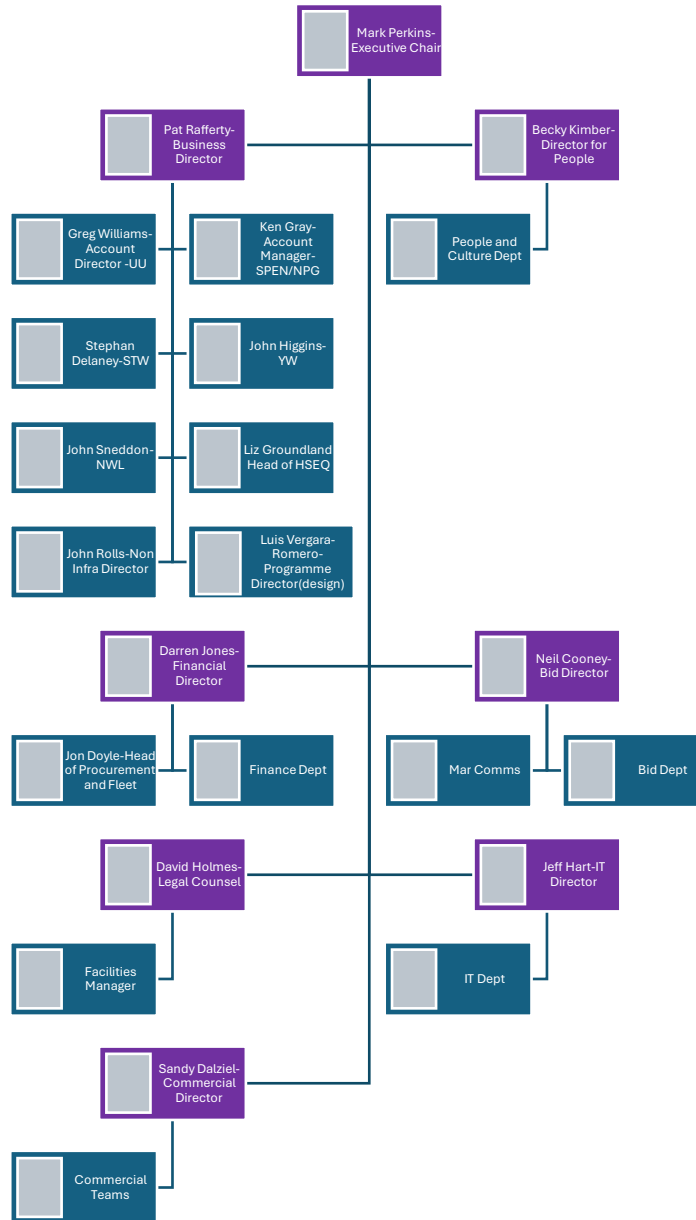
- **Be Protected** – covers following your RAMS, planning effectively and considering your environment
- **Stay Healthy** – is all about watching out for your colleagues, using the right tools, and protecting yourself by wearing PPE
- **Feel Empowered** – we are all responsible for ensuring we are kept safe, and you have the power to raise issues and report anything that isn’t right

The Executive Leadership Team will annually review and revise this Policy to ensure it is effective and that the organisation’s current priorities, plans, and targets are reflected.

This policy as set out in this document and accompanying specific arrangements and procedures is endorsed by the Executive Leadership Team acting collectively and by the Operations Director who has responsibility for the executive management of health and safety.

This policy will be displayed on noticeboards and brought to the attention of other stakeholders as required.

Part 2 – Organisation Structure



Introduction

This section sets out all AvoVe employees' responsibilities relating to health, safety, and well-being to deliver the policy statement and the company's commitment to the Work Together> Safe Together strategy. It recognizes that every employee has personal responsibilities and certain groups of employees hold additional responsibilities for HSW. Some are due to their responsibility towards the employees they manage or supervisors and some because of their job function.

The Executive Leadership Team is responsible for the safe and healthy execution of business operations, with account leads and senior managers supported by the health, safety, environmental, and quality (HSEQ) functions.

AvoVe procedures include additional responsibilities relating to specific roles and functions such as Temporary Work Coordinator. Responsibilities for these operational functions are not set out in this part of the HSW policy because they are detailed in the respective procedures.

Executive Leadership Team (ELT)

For this document, the ELT includes those individuals recognised as active Directors by Companies House.

The ELT has overall responsibility for the HSW of AvoVe employees and others who may be affected by the company activities. In meeting the policy commitments, the ELT will:

- Ensure the provision of adequate organisation, resources including finance, and commitment necessary for the effective implementation of the AvoVe HSW policy
- Ensure HSW is given the attention and importance alongside other business functions and drivers
- Liaise with company insurers on matters relating to HSW
- Include HSW in board meetings agendas, monitor AvoVe HSW performance, and respond accordingly where required
- Ensure behaviours in relation to HSW are addressed in an appropriate manner
- Provide visible leadership with personal example of safe behaviour

Executive Chair

The executive chair holds overall responsibility for HSW on behalf of AvoVe. The executive chair ensures the ELT implements the HSW policy through their decisions, actions, and behaviours. This includes full executive and operational implementation of duties assigned to them together with the letter and spirit of the policy including a commitment to the Work Together>Safe Together ethos.

Business Director

The Business Director is responsible for the executive management of the HSW on behalf of the ELT and shall ensure that any delegation is clearly defined, along with:

- Ensuring that HSW within the company is given high profile
- Motivation of all personnel to achieve the company's objectives
- Ensuring that responsibilities in all areas are defined and delegated to competent personnel
- Ensure those with such designated responsibility in the company are aware of, and have access to, relevant regulations, advice, and training
- Develop and communicate the company's policy for HSW detailing the arrangements for all employees, contractors, and visitors involved in work activities
- Periodically reviewing the management systems to ensure effectiveness and signing off on behalf of the let changes to policies, procedures, and company standards

Directors

For this document, the term 'Director' includes all ELT Directors, Account Directors/Managers, and other employees appointed as Directors within the business.

- Ensure suitable and sufficient resources are allocated to ensure safe places of work and implementation of the management systems, including procedures and processes
- Ensure effective communication exists within their area of control to enable employees to make recommendations for improvement and raise HSW concerns they may have
- Ensure all functions are compliant with legislation, standards practices, and procedures
- Develop, review and approve applicable HSW improvement plans with their own area of control
- Visit sites and premises to review standards of health, safety, and compliance with this policy, procedure, and standards

Principal Operations/Project Manager

Principal Operations/Project Managers have day-to-day responsibility for the HSW of all employees under their control whilst they are at work, along with

- Ensuring all work undertaken by the business is planned, supervised, and carried out by personnel who are competent, adequately trained and instructed
- Identifying training requirements of personnel and ensuring that adequate provision is made to meet them
- Ensuring appropriate recognition of HSW behaviours of those individuals who they are responsible for
- Ensuring that the HSW responsibilities/standards of contracts are considered when procuring sub-contractors

Responsibility for all Site Based Management

The following responsibilities are in addition to those set out for all employees. These responsibilities are for all site-based and transient management irrespective of job titles.

Site Based Management

The Site-Based Manager, as named in the Construction Phase Plan, has overall responsible for the day-to-day H&S on the site. Tasks may be delegated, but responsibility remains with the Site Manager.

The site-based managers are to:

- ensure that a suitable construction phase plan has been produced, implemented and is amended as necessary as the site progresses
- develop and enforce site rules as necessary, providing visible leadership that demonstrates excellent H&S behaviours.
- ensure that the RAMS procedure is followed, and the trades have been issued with such information and designs as appropriate for their activity
- ensure that appropriate inductions are undertaken and records maintained
- assess the need for and provide sufficient site supervision, security measures, signage, welfare facilities, traffic management, segregation and material storage. Waste management, fire precautions and emergency plans must be provided as necessary to ensure a safe, clean and tidy site
- check that all plant, tools and equipment brought to site have the appropriate calibration or inspection documentation as necessary and take copies. Ensure that competent people carry out regular inspections as necessary whilst these items are on site and keep records
- ensure that all substances hazardous to health have the appropriate assessment and risk controls in place
- carry out and maintain records as required for inspections, assessments and checks relating to the management of site activity in accordance with company procedures
- ensure effective consultation is undertaken with the site team and operatives as necessary
- compile and maintain the H&S file as required
- take appropriate action following the positive and negative behaviours of individuals
- report all incidents, accidents and close calls and gather all supporting information as required
- notify line management and the HSEQ function of all enforcement authority personnel visiting the site, accompany them, and act on recommendations
- discharge the duties of the Temporary Works Coordinator/Supervisor where so appointed in accordance with training and company procedures

Transient Site Management

Transient Site Management holds overall responsibility for the day-to-day H&S on site, which can be defined as places where any kind of civil or construction work takes place, mostly non-notifiable under CDM.

- To provide visible leadership demonstrating excellent H&S behaviours
- To ensure that the RAMS procedure is followed, and that operatives have been issued with such information and designs as appropriate to their activity
- To ensure that appropriate inductions are undertaken, and records maintained
- To take appropriate action following the positive and negative behaviours of individuals both positive and negative
- To report all incidents, accidents, and close calls and gather all supporting information as required
- To carry out and maintain records as required for inspections, assessments, and checks relating to the management of site activity in accordance with company procedures
- To ensure effective consultation is undertaken with the site team and operatives as necessary
- To notify line management and the HSEQ function of all enforcement authority personnel visiting the site, accompany them, and act on recommendations
- To ensure that all substances hazardous to health have the appropriate assessment and risk controls in place

All Employees and Operatives

The following responsibilities apply to everyone employed by Avove irrespective of their position within the company. They reflect legal obligations placed on individuals by H&S Law as well as our Work Together> Safe Together ethos. These responsibilities are:

- To take all reasonable care of your safety at work and those affected by your acts or omissions
- To understand and work to all company policies, procedures, RAMS, H&S work instructions, and site rules including minimum standards of the activities undertaken which in turn enables the company to comply with current legislation
- To report any incidents and or concerns relating to health, safety, or welfare and to stop work when it is unsafe to continue
- To work in a clean and tidy manner, considering the safety of all others
- To observe and obey all signs displayed for safety purposes and not to interfere with or misuse any items provided for everyone's health, safety and well-being. This includes dangerous practical jokes and horseplay
- To use tools, equipment, and plant in accordance with the manufacturer's instructions, training, and authorisation as appropriate for the tasks undertaken
- To attend inductions and training as necessary and required by the company

- To inform the company of any medical condition that may affect your health, safety, and well-being at work and attend health surveillance as appropriate

Head of HSEQ

The Head of HSEQ holds the responsibility for ensuring the HSEQ function supports the business and discharges the responsibilities expected.

- Provide visible positive leadership on HSW throughout the company
- Ensure the HSW policy, procedure, and company standards are developed, implemented, monitored, and reviewed
- Support heads of enabling functions in achieving their business needs about HSW
- To develop improvement strategies for approval by senior management, monitor, the delivery of the strategies, and provide periodic reports as needed
- Review company training plan/requirements and make recommendations for change as necessary to meet legislative requirements, AvoVe Risk Assessment findings, and other appropriate company needs to H&S improvement strategy
- Ensure that all stakeholders are kept up to date with changes in legislation, industry guidance and internal lessons learnt
- Ensure appropriate H&S training is identified, planned, and delivered to AvoVe employees including inductions
- Ensure accident and incident reporting is recorded and analysed with resulting lessons learned communicated to the business

HSEQ Department

The HSEQ Team within AvoVe is to provide advice and guidance to enable the business to meet legislative and policy requirements. This is delivered through advice, mentoring and guidance rather than enforcement and policing although the role involves an element of compliance monitoring.

- Support and advise on the production of HSEQ documentation necessary for compliance with legislative requirements including Construction Phase Plans, RAMS, and other systems of work as required
- Provide visible positive leadership of H&S throughout the company
- Support the Head of HSEQ in achieving their business needs in relation to H&S
- To ensure consistency of approach and effective delivery of support to the business
- To keep up to date with developments in the HSW legislation, standards, and industry practice
- To ensure new starters receive a suitable and sufficient induction into the company
- To ensure standards of HSEQ are monitored/audited according to company procedures, including conducting monitoring according to them.

- Ensure accidents and incidents are reported, and investigated in a timely manner and suitable reports are prepared together with required documentation
- Contribute to tender and pre-construction planning including presentations to clients and others when requested.
- Carry out H&S surveillance visits to AvoVe workplaces and prepare reports detailing the findings
- Investigate accidents and incidents where required and prepare reports in accordance with company procedures
- Assist with the development of the AvoVe management system, procedures, standards and policies
- Auditing compliance with company systems, procedures, work instructions, and where applicable standards to which the company has committed to gain certification against
- Provision of advice and support relating to their areas of specialism within the constraints of their skills, knowledge, experience, and training
- Preparing reports for senior management and others when required

Head of Enabling Functions

Head of Enabling Functions are responsible for:

- Fully complying with employees' duties.
- Ensuring all employees within their area of control are competent to undertake their roles and where required, additional training is arranged.
- Ensuring employees under their control comply with Risk Assessments and safe systems of work relating to their activities
- Ensuring HSW concerns raised by employees within their line of management are considered, escalated where necessary, and acted upon to ensure the health, safety and well-being of employees involved
- Leading by example in their behaviours about HSW

Design Team

All employees involved in design development and management have duties extending beyond those for other employees. These responsibilities centre around the obligations of Designers set out in the Construction [Design and Management] Regulations [CDM] and other legislative requirements. For AvoVe these responsibilities include:

- Reviewing design proposals and methods of construction to assist the company in eliminating risk at source, controlling risks that remain, and providing adequate information on residual risks
- Liaising with the Principal Designer and other designers throughout the design process

- That our Contractual Design Responsibilities are effectively managed and related risks controlled, ensuring that the requirements of CDM are complied with

Commercial Teams including Finance and Accounts

In addition to their duties as employees commercial teams shall:

- Ensure HSW including Policy commitments are factors considered when letting contracts with the supply chain
- Only appoint contractors who have been 'Approved' by AvoVe and who have demonstrated adequate capability to carry out the work in accordance with legal obligations, AvoVe minimum standards, and project-specific risk controls

Planners

In addition to their responsibilities as employees, planners have a responsibility to ensure H&S considerations are factored into programmes including risk control measures

Training Department

The Training Department is responsible for identifying training providers and delivering the H&S training requirements as required by the business. The department shall also ensure all training records are retained and made available for authorised reference when required.

Head of Procurement including Fleet and Plant

In addition to the duties as an employee, the Head of Procurement is responsible for:

- Ensuring the company supply chain procedures are complied with
- Maintaining the database of approved supply chain contractors and ensuring the business learns from the previous performance of the supply chain
- Assisting other departments in ensuring the supply chain engaged by AvoVe meets the required standards including legal obligations

Visitors

All visitors to premises and sites should:

- Sign the visitor's book or RAMS where applicable

- Attend the H&S induction training as necessary and follow the instructions provided
- Comply with instructions relating to H&S
- Notify AvoVe of any H&S concerns including any unsafe acts/conditions

Part 3 – Arrangements

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1. Introduction

The general duties of Avove arrangements for the management of health, safety, and wellbeing are provided in this section which refers to the management system documents. These documents are available on the company intranet, if you are unable to access the documents or require help and advice on their implementation, please contact the HSEQ department.

A copy of this document is issued to all employees and is also available on the company intranet. Suggestions for improvements to standard workplace rules or Health and Safety procedures may be submitted to the HSEQ department.

2. Construction Design Management

Duties required by the CDM regulations are discharged through the company procedures and supporting Health and Safety specific procedures. The procedures include Principal Contractor, Contractor, and Principal Designer.

The company will appoint competent people to fulfil our responsibilities as duty holders for the design and construction [as applicable], ensuring compliance with the requirements imposed by the regulations.

3. Selection, Control, and Supervision of Contractors

Any contractor employed by the Company will be vetted and authorised on the Company Database. The Company recognises aspects of the Safety Schemes in Procurement [SSIP] and allows contractors to be assessed at Stage 1 by having Constructionline membership and either accreditation by CHAS, SMAS, SafeContractor or Acclaim or by completing a PQQ.

Further assessments will be made by the construction team at the pre-start meeting, which is Stage 2, to ensure the contractor has the required skills, experience and resources for the work.

Any contractor's activities will be controlled through approval of Risk Assessments and Method Statements. During the monitoring of site activities, the Site Management Team should stop work if concerns are raised regarding their H&S performance or other matters.

4. Communication and Consultation

Above will ensure all employees are aware of the commitment to Health, Safety and Wellbeing.

Internal communications will be established and delivered through emails, notice boards, team briefings/toolbox, management meetings, letters to individual employees, bulletins, and the company's intranet and website.

The company will consult the employees directly, to enable personnel to express their views on Health, Safety & Wellbeing matters.

Arrangements will be in place for communications with external interested parties such as the Health and Safety Executive, Local Authority and the public. The HSEQ department should be informed of any external communication received from public authorities.

5. Competence and Training

The approach adopted by Above to provide induction and training includes the identification of training needs, development and implementation of a training plan, and evaluation of skills.

Induction training will be provided to ensure that all employees, contractors, and visitors are given basic Health, Safety and Wellbeing information before commencement of work.

Personnel will only be allowed to conduct tasks and duties if competent and experienced.

Site Managers and any other person expected to be in control of a site should have completed the Construction Skills Site Managers Safety Training Scheme [SMSTS) course, and Supervisors, the Site Supervisors Safety Training Scheme [SSSTS) course.

Above maintains a training matrix that sets out the training to be provided to employees covering other aspects of Health and Safety training. The Matrix will be reviewed periodically and implemented by the Training Department. Under the WIRS scheme, all relevant personnel will be assessed to have the correct competency i.e. NCO training or equivalent.

6. Behaviours - Positive and Negative

The Company will develop and implement safety behavioural procedures including reward and recognition and disciplinary procedures. This forms part of the WTST ethos.

Where an employee or contractor is found to be in breach of Company Health, Safety and Wellbeing Policy, rules or regulations, appropriate action will be taken in accordance with these procedures.

7. Risk Assessment and Method Statements (RAMS)

The company will develop and implement a procedure covering the process for Risk Assessment and development of Method Statements. Where applicable, workers will be briefed about the RAMS requirements before starting work, with a signature to confirm understanding.

8. Health Surveillance

Appropriate occupational health surveillance will be undertaken in accordance with the results of risk assessments and the legal requirements e.g. exposure to noise, vibration, lead, etc. The results should be retained in confidentiality for 40 years.

Employees will be instructed to report any relevant symptoms to their own doctor and to their supervisors/line managers.

9. Permits to Work

Where applicable the AvoVe management system includes several forms to provide Permits to Work in cases where the Risk Assessment identifies this as necessary. This includes groundworks, hot work, some work at height, confined space entry, energy isolation ('lock-out, tag-out' - LOTO) and other site-specific activities requiring a control under a General Permit.

The permits will be issued by the Site Management Team (the Authorising Person) to the Permit Holder and a brief on the permit conditions will be provided prior to starting the task.

The Permits are controlled by the issuing Management team and copies will be kept in accordance with the document control procedures.

10. PPE

Minimum mandatory Personal Protective Equipment (PPE) are safety helmets, high-visibility jerkins, gloves and steel toe capped protective footwear. Other items of PPE may be required following a task-specific risk assessment or COSHH assessment.

PPE of approved standards will be provided free of charge to personnel directly employed by AvoVe as well as training, instruction and supervision in the use of the equipment.

All wearers of filtering face piece respiratory protective equipment (RPE) should be face fit-tested and work in accordance with the instructions given to ensure the RPE remains effective.

11. Incident Reporting and Investigation

The company will develop and implement a procedure setting out the arrangements for reporting and investigating accidents/incidents. The HSEQ department will coordinate the incident investigation procedure and will report relevant incidents to the enforcing authorities. Employees and contractors are required to cooperate in any investigation.

12. First Aid, Fire and Emergency Management

The company will develop and implement procedures setting out the arrangements for emergency situations including the provision of first aid resources. Trained first-aiders, adequate first-aid equipment and first-aid facilities will be provided at all AvoVe workplaces.

All office buildings occupied by AvoVe shall be managed by the Facilities Manager. They shall ensure that fire risk assessments are carried out at all AvoVe sites and facilities. Control measures will be implemented to prevent the occurrence of fire. Means of fire detection and raising the alarm, firefighting equipment, evacuation routes, assembly points and emergency lighting will be provided. Maintenance, servicing and testing will be periodically conducted when required.

Written emergency procedures for potential emergency events will be prepared at all workplaces. Fire Marshals will be appointed, and all employees will be informed, instructed and trained in fire prevention, evacuation procedures and emergency management, at least as part of the induction process. These procedures will be practised regularly.

13. Smoking

Smoking is prohibited at all AvoVe sites and premises, except for specifically designated smoking areas. The use of e-cigarettes is prohibited where smoking is prohibited.

14. Overhead Services

These are a specific risk on some sites and will be controlled through safe systems of work.

15. Underground Services

The company will develop and implement procedures setting out the arrangements for avoiding underground services. This includes the company policy that an exclusion zone of 500mm should be maintained from an identified service or further where required by the asset owner.

16. Excavations

Management arrangements for excavations, management procedures, and minimum standards of practice will be included in generic Risk Assessments.

All excavation work must be planned before work commences. Hazards should be identified, and control measures selected so that the risk of an incident is acceptably low. Sufficient resources must be made available throughout the works.

17. Temporary Works

The company will develop and implement a procedure setting out the arrangements for managing Temporary Works. This includes arrangements for appointing Temporary Works Designers, Coordinators and Supervisors. The Training Matrix and associated procedures ensure competent, trained employees are assigned to discharge their respective duties.

18. Working at Height

Safe systems of work will be developed to ensure that working at height will be avoided where possible. This may be by working from underneath the roof/surface using a suitable work platform. If this is not possible, the hierarchy of risk control will be complied with in developing the systems of work.

The company will develop and implement procedures and minimum standards of practice in setting out the arrangements to be considered when planning work at height. The risk control measures will be

detailed in the RAMS, together with controls that comply with the AvoVe Minimum Standards of Practice. They will follow the hierarchy of control:

- Avoid work at height
- Use work equipment or other measures to prevent falls
- Use work equipment or other measures to minimise the distance and consequences of a fall should one occur
- Collective prevention and protection should be given priority over personal prevention and protection work equipment and measures.

19. Lifting Operations

The company will develop and implement a procedure setting out the arrangements for lifting operations.

20. Work Equipment/Plant/Machinery

AvoVe will develop and implement procedures and minimum Standards of Practice to ensure the health and safety of people potentially affected by the use, testing, repair, and maintenance of plant and work equipment. These procedures include mobile elevated working platforms (MEWPs), cranes, abrasive wheels, cartridge-operated tools, excavators, and other items of mobile, static, and hand-held equipment.

No unauthorised use, repair, or modification is permitted. Damage to equipment should be reported to the procurement department.

Guards and other ancillary equipment provided with the tool should not be tampered with or removed.

The work equipment used for a task should be chosen based on the results of a risk assessment and all control measures indicated must be implemented.

21. Hot Works

Where possible, work will be designed and planned to avoid the need for Hot Work.

The company will develop and implement a procedure setting out the arrangements for Hot Works. This includes the requirement that all works involving the use of naked flames, sparks or heat in specified environments be carried out under the control of a Hot Work Permit and subject to the issue of Risk

Assessments and Method Statements. Firefighting equipment will be available always, and a fire watch will be required after the work is finished.

22. Confined Spaces

The company will develop and implement a procedure setting out the arrangements for managing work in confined spaces. This includes a requirement that no operative should enter or work inside a confined space unless specifically skilled, trained and medically fit.

23. Microbiological Hazards

Potential risks relating to Leptospirosis (Weil's disease) will be identified prior to work starting on site and safe systems of work developed to mitigate the risks.

If there is a risk of contact with discarded needles or other sharp instruments, the area will be inspected prior to work starting and any findings deposited in a sharps box for disposal wearing the appropriate PPE.

24. Manual Handling

Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.

Where manual handling tasks are not avoidable, a risk assessment will be conducted, and any required control measures should be applied. This may involve the provision of mechanical handling equipment, roper handles and handholds, introducing job rotation schemes or ensuring that team lifting practices are employed, reducing the size of the load to be lifted and securing the items to prevent shifting.

Operatives are to be trained in correct manual handling techniques.

25. Control of Substances Hazardous to Health (COSHH)

The company will develop and implement a procedure in relation to hazardous substances. Potentially hazardous substances will be the subject of a COSHH assessment in line with the supplied safety data sheet for the substance, and the required control measures will be briefed to all relevant personnel.

26. Asbestos

It is AvoVe policy that every effort should be made to avoid exposing any employees, others employed on sites under AvoVe control or members of the public, to asbestos in any form. The company will develop and implement procedures setting out the arrangements for work involving potential exposure to asbestos which will be supported by minimum Standard of Practice and safe system of work.

Licensed contractors will be employed to remove asbestos insulation, asbestos-sprayed coatings and asbestos insulating boards. Formal notification of the intention to remove these types of asbestos will be provided to the appropriate enforcement authority as required prior to commencing removal work.

Licensed contractors will remove asbestos pipe when located by operational teams.

Any operatives likely to be doing work that could potentially expose them to contact with asbestos shall have received suitable asbestos awareness training.

AvoVe employees will under no circumstances undertake any work that disturbs material containing or suspected of containing asbestos unless trained and authorised to do so.

When asbestos containing materials are located or their presence is suspected, the activity in that location will cease and people removed from the area. Suspect material will not be disturbed. The area will be secured, and a suitably competent contractor will be employed to assess the material.

27. Noise

All work activities which generate noise or which take place in a noisy environment will be subject to a Noise Risk Assessment. Control measures will be in place to reduce the exposure of employees to the levels identified within the regulations. Where possible, noise levels will be reduced at source by the careful selection and maintenance of plant and equipment in a good state of repair.

Employees will be advised of the risk assessment findings and where hearing protection is required (as a last resort measure for controlling noise exposure). Hearing protection will be fit for purpose, and employees will be trained in its correct use. Hearing protection zones will be designated as appropriate.

Health surveillance is provided by the company.

28. Vibration

Tasks which involve the use of vibrating equipment will be reduced to a minimum or alternative working methods will be adopted.

Where the use of vibrating equipment is required, the task risk assessment will include the risks of work activities that may lead to exposure to Hand Arm Vibration and Whole Body Vibration. A programme of preventive measures and health surveillance will be implemented where exposure exceeds the HSE recommended exposure levels.

For Hand Arm Vibration, this may be achieved through the selection of a low vibration plant, by maintaining equipment in a good state of repair and by job rotation. For Whole Body Vibration, this can be achieved by keeping vehicle routes smooth and free of ruts, with appropriate speed limits and by selecting and maintaining suitable plant/vehicles in good condition.

Operatives will be advised of the risk assessment's findings and where control measures are required, the employee will adopt these accordingly.

Health surveillance is provided by the company.

29. Traffic Management

Traffic Management risk assessments and plans will be prepared where applicable to keep pedestrians and vehicles apart, including on site and when vehicles enter and exit the site. The plan should minimise vehicle movements, eliminate reversing vehicles or minimise the related risks and ensure vehicles and pedestrians are visible to each other, and physically segregated where possible.

The traffic management requirements will be communicated to staff, contractors and visitors as part of the site induction.

30. Street Works and Road Works

Arrangements for compliance with the New Roads and Street Works Act (NRSWA) will be detailed in Construction Phase Plans where applicable. These arrangements will include all necessary signing, traffic and pedestrian management (guarding, safety zones, buffer zones, etc.) to Chapter Eight requirements of the Traffic Signs Manual published by the Department of Transport.

This is also known as the Safety at Street Works and Road Works A Code of Practice (Red Book Chapter 8)

Work will be supervised by at least one qualified NRSWA supervisor and there will be at least one qualified NRSWA operative. Such supervisory arrangements will not always be employed by AvoVe subject to the scope of work involved.

31. Lone Working

Lone Working is controlled on a risk basis, with low-risk activities such as working at home to high-risk activities where surveyors may be alone in rural locations. For lone working, strict operational controls will be implemented based on the level of risk. Lone working is not permitted when working at height, entering confined spaces, or when conducted by young or inexperienced workers.

A means of communication (telephone or radio) should be provided and a system established whereby the unaccompanied worker reports at regularly defined times. This may include the provision of automatic warning devices if not periodically cancelled by the lone worker, emergency alarms are operated manually or automatically triggered in the absence of any activity.

32. Young Persons and Inexperienced Workers

The company will develop and implement procedures addressing issues relating to young people and inexperienced workers. This includes a requirement for a specific risk assessment for the young person or inexperienced worker to be conducted before work starts, and a supervisor to be assigned.

33. Non – English Speakers

Arrangements will be in place to ensure that non-English speaking employees understand all the information, instruction and training provided to them.

As a minimum, this would normally be through a translator that would stay with the non-English speaking workers when on site. Alternatively, each non-English speaking team should be supervised by a bi-lingual Supervisor (in English and the foreign language) who would be responsible for instructing them in the safe systems of work.

34. New and Expectant Mothers

The company will develop and implement procedures in relation to new and expectant mothers. These will be detailed in the Company Handbook and controlled by the AvoVe People Department.

35. Disabled Persons

The company will develop and implement procedures in relation to disabled and other at-risk groups. These will be detailed in the Company Handbook and controlled by the AvoVe People Department.

Specific risk assessments will be conducted by line management in consultation with the AvoVe HSEQ and People function for anyone with a disability that could potentially affect their Health and Safety at work.

36. Display Screen Equipment

Assessments will be conducted of work practices and workstations where display screen equipment (DSE) is used, including analysis of ergonomics, seating arrangements, lighting and work area layout, as well as general environmental conditions. Appropriate action will be taken to reduce the risk to health.

Eyesight tests are provided by the company on request for regular users of DSE. If applicable, special corrective spectacles are provided to correct vision defects at the viewing distance used specifically for DSE work.

37. Driving Company Vehicles and Vehicle Safety

Employees should observe the Highway Code and drive defensively and courteously. Dangerous or aggressive driving is unacceptable behaviour and may be considered misconduct. The Drivers Handbook which is issued by the Fleet Department to all authorised drivers should be read and adhered to.

It is the driver's legal obligation to ensure their vehicle is loaded correctly, securely and within the permissible design weights. If a driver feels unsure about any of these aspects, they should discuss it immediately with their manager.

38. Mobile Phones

Hand-held mobile phones are not to be used when driving a Company vehicle. Hands-free equipment should only be used when it is safe to do so. Mobile phones must not be used whilst driving or operating plant.

39. Alcohol and Drugs

The company has a Drug and Alcohol Policy with supporting guidance and procedures to ensure that employees and others are protected whilst at work from the risks in relation to persons under the influence of drugs and alcohol.

40. Welfare Facilities and Housekeeping

Suitable and sufficient welfare facilities will be available in offices and on site for use by every person at work. The welfare facilities for a site will be detailed in the Construction Phase Plan where applicable.

Minimum requirements for fixed sites will include sanitary conveniences, washing facilities, provision of hot water, drinking water, accommodation for drying of clothing, facilities for changing clothing, facilities for rest, and facilities for the heating of food.

The Company expects work done by its workforce and contractors to be hygienic and orderly. Materials should not be stacked or stored where they either impede access/egress or the safe working of other operatives.

All waste materials arising from the works should be cleared in accordance with the project waste management requirements on a regular basis.

41. Transient Workers

For temporary work sites in place for over 7 days, employers must provide suitable and sufficient toilets and washing facilities. Transient workers on a site for less than 7 days must, at the minimum, have access to antibacterial hand wipes and should be aware of the nearest public conveniences. Where practical, hand basins, hot water and soap should be provided.

42. Mental Health and Wellbeing

The company recognises the importance of mental health and well-being in the workplace and will develop programs, policies, and procedures to help mitigate the risks relating to mental health and well-being, so far as is reasonably practicable.

43. Infectious Disease Pandemic

The company recognises the importance of implementing a procedure to control the spread of an infectious disease or pandemic. A business continuity team will be set up to deal with any outbreak and a procedure will be issued to protect the workforce.