


Health & Safety Policy

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Document Reference:	KCS H&SP-V12	<p>AUTHORISED BY:</p>  <p>Joint Managing Director</p>
Issue Number:	12	
Issue Date:	11.5.20	
Page	1	
Kingfisher Construction Services Ltd -Health and Safety Policy		

Introduction

The health, safety and welfare of employees and others is of prime importance to Kingfisher Construction Services Ltd and is essential to the efficient operation of its undertaking.

Kingfisher Construction Services Ltd, also referred to as 'the company', will ensure that this policy is pursued throughout the organization.

The only acceptable standard of health and safety, and for welfare facilities will be full and proper compliance with the requirements of legislation. Where it is possible and sensible to do so, the company will aim to exceed the minimum requirements of the legislation.

The company expects employees to conform to this policy and comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

Companies with which we contract or sub-contract are expected to have a similar high standard.

Enquires relating to the Company's Safety Policy should be addressed to:-

Kingfisher Construction Services Ltd

Kempton Park Close

Derby

DE24 8QB

Telephone (01332) 382088

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	2	
Kingfisher Construction Services Ltd- Health and Safety Policy		

Health & Safety Policy Statement

Kingfisher Construction Services Ltd will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employees and will take positive action to ensure that as far as is reasonably practicable, other contractors, occupiers of buildings, or the public are not adversely affected by our works.

The company will;-

- co-operate with all those with an interest in health and safety, other employers, clients, designers, sub-contractors and the enforcing authorities.
- provide sufficient resources, including financial support for the full implementation of the policy.
- ensure that all employees are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training.
- ensure all employees are consulted on matters of health and safety and will encourage positive employee participation.
- ensure that all plant and equipment owned, used or hired is safe to use and properly maintained.
- ensure that all equipment, materials and substances used are stored, handled and used properly.
- ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all company operations.
- Comply with all government and industry guidance relating to the Covid-19 outbreak.

This policy will be kept up to date and will be amended to suit any changes in the size and nature of the company's activities, work practices or legislation. In support of this intent, the policy will be reviewed annually. All company employees will be informed of the contents of the health and safety policy and will be consulted about its application.

Phil Holland has overall responsibility for health, safety and welfare matters and will monitor and operate this policy and will support all those who endeavour to carry it out.


Signed



Date: 8th May 2020

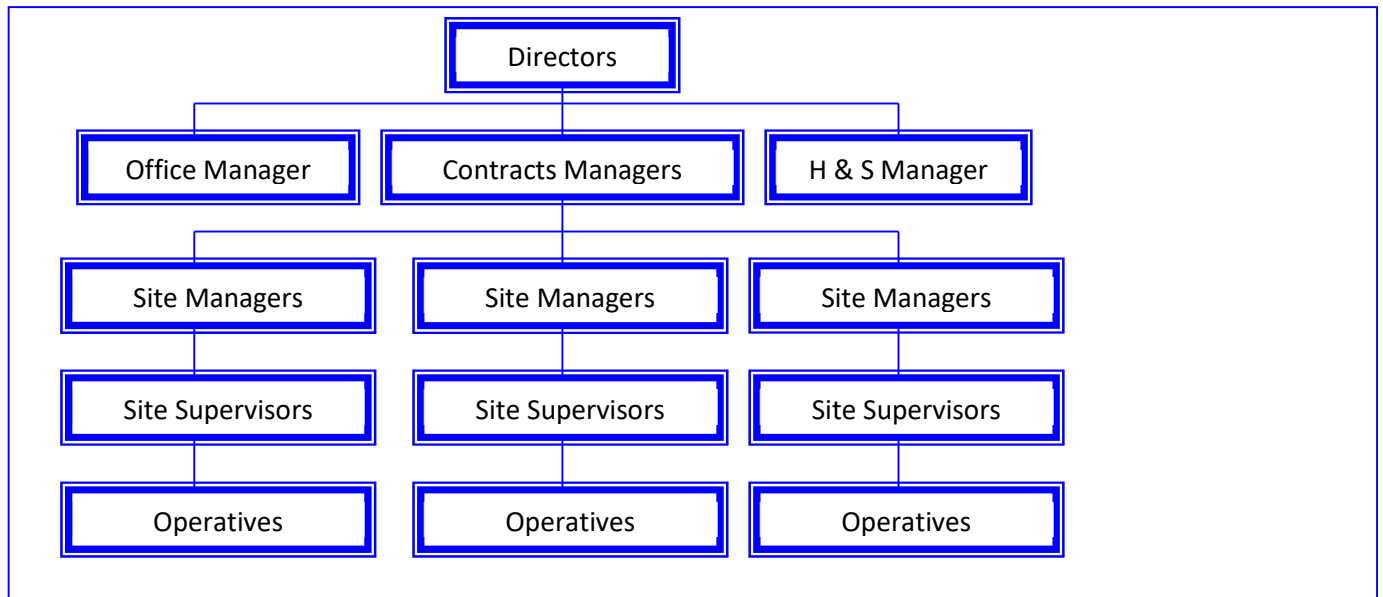
**P. Holland Director
Responsible for Health and Safety and Joint Managing Director**

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Document Reference:	KCS H&SP-V12	<p>AUTHORISED BY:</p>  <p>Joint Managing Director</p>
Issue Number:	12	
Issue Date:	11.5.20	
Page	3	
Kingfisher Construction Services Ltd- Health and Safety Policy		



Organisation for Health and Safety



Roles and Responsibilities

Directors

- Comply with the company health and safety policy
- Formulate, review and amend as may be necessary from time to time, the company policy and arrangements for health, safety and welfare.
- Ensure that health and safety awareness is constantly at the forefront of company operations.
- Monitor the effectiveness of the health and safety policy.
- Co-ordinate all health and safety activities
- Liaise with clients and contractors
- Ensure that risk and other assessments are carried out.
- Notify the HSE of construction works when applicable.

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	4	
Kingfisher Construction Services Ltd- Health and Safety Policy		

- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Ensure office safety and fire precautions
- Ensure current employers and public liability insurance are in place.
- Set a good example by wearing the appropriate personal protective equipment etc.

Health and Safety Manager

Comply with the company health and safety policy

- To report directly to the director responsible for health and safety.
- To ensure that health and safety awareness is constantly at the forefront of the company operations and to strive for a good health and safety culture within the company.
- To aid in monitoring the effectiveness of the health and safety policy.
- Ensure that all work-related tasks are adequately risk assessed and that a safe system of work is implemented.
- Ensure that any changes in health and safety related legislation are communicated to all relevant parties.
- Chair health and safety meetings internally and consult with the employees.
- To ensure that all employees have the relevant training to undertake their works with regards to safety.
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Notify the HSE of construction works when applicable
- Set a good example by wearing the appropriate personal protective equipment etc.
- To assist in co-ordinating all health and safety activities.

Contracts Manager

- Comply with the company health and safety policy
- Set a good personal example by wearing the appropriate personal protective equipment etc. when working
- Monitor compliance of health & safety policy, statutory requirements and good working practices.
- Co-ordinate all project based health & safety activities.
- Ensure that day to day health and safety procedures are implemented.

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	5	
Kingfisher Construction Services Ltd- Health and Safety Policy		

- Promote health & safety, and good working practices.
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Liaise with Site Supervisors, foremen and other managers on health & safety issues.
- Ensure induction training is provided for all employees new to the company or site.
- Ensure up to date training is provided for site supervisors
- Ensure plant and equipment is regularly and properly inspected and maintained.
- Ensure the competence of users of plant and equipment
- Consult employees on health and safety matters
- Ensure the correct personal protective equipment is available and used
- Utilise the disciplinary procedures for non-compliance on any health and safety requirement.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Ensure sub-contractors are assessed for competence prior to their commencement on site.
- Ensure suitable risk assessments and method statements are in place for all works and that operatives have implemented the necessary control measures in partnership with the Site Manager.

Site Manager

- Comply with the company health and safety policy
- Set a good personal example by wearing the appropriate personal protective equipment, etc when working.
- Ensure a safe place of work is always provided.
- Monitor safety of work equipment.
- Co-ordinate all project based health and safety activities.
- Implement day to day health and safety procedures.
- Promote health and safety, and good working practices.
- Report all site accidents to Contracts Manager, Health and Safety Manager, Directors and person responsible for health and safety matters.
- Record accidents in the accident book and assist in accident investigation where required.
- Liaise with managers on health and safety matters.
- Provide health and safety induction and tool box talk training for operatives.
- Maintain adequate welfare facilities.
- Maintain adequate fire prevention and emergency procedures.
- Monitor waste disposal procedures, ensuring suitable licences are in place.
- Ensure only properly inspected and maintained plant and equipment is used on site

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	6	
Kingfisher Construction Services Ltd Policy Handbook for employee sign off		

- Ensure unsafe or damaged plant is reported and returned to Depot for repair/servicing
- Ensure competence of users of plant and equipment.
- Consult employees on health and safety matters.
- Carry out risk assessments of work activities and produce suitable method statements where required.
- Implement method statements and risk assessments, and put into place any preventative measures required. Ensure all operatives are aware of the risk assessments and method statements and the control measures within. Ensure operatives sign the risk assessments.
- Ensure the correct personal protective equipment is issued and used.
- Utilise the disciplinary procedures if safety is not adhered to.
- Ensure workplaces are inspected prior to use and that no working tasks are undertaken without a safe system of work being implemented.
- Ensure all electrical equipment on site has a recent PAT.

On occasions a Site Manager may be required to run a site without the supervision of a Contracts Manager. On such occasions they will be required to fulfil some of the duties normally carried out by a Contracts Manager. Prior to commencement these will be clarified with the Supervisor and it will be established they are competent to carry out these duties.

Operatives

- Comply with the company health and safety policy
- Comply with all health and safety instructions, information or training given.
- Co-operate on all matters regarding health and safety.
- Read and sign work related risk assessments and method statements and implement the necessary control measures. Let senior management know if control measures cannot be implemented immediately.
- Do not put yourself or others at risk.
- Use the personal protective equipment that is provided.
- Use tools and equipment safely, in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so.
- Report defects in plant and equipment.
- Report to supervisors any health and safety issues that may occur.
- Refrain from horseplay and the abuse of welfare facilities.

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	7	
Kingfisher Construction Services Ltd- Health and Safety Policy		

- Warn new employees of known hazards.
- Do not improvise; use the correct tools and methods for the job.
- Keep tools and equipment in good condition.
- Report any accidents or dangerous occurrences to the Site Manager.
- Do not misuse anything provided for health, safety or welfare.

Office Staff

- Comply with the company health and safety policy
- Follow instructions, working methods and any other procedures for safe and healthy working
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment.
- Keep offices tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents.

ANY PAPER COPY OF THIS DOCUMENT IS UNCONTROLLED

Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	8	
Kingfisher Construction Services Ltd- Health and Safety Policy		

Arrangements

Accident/Near Miss Reporting and Investigation	<i>(page 10)</i>
Asbestos	<i>(page 12)</i>
Competent Safety Advice	<i>(page 12)</i>
Confined Spaces	<i>(page 12)</i>
Consultation	<i>(page 12)</i>
Display Screen Equipment	<i>(page 13)</i>
Electricity	<i>(page 13)</i>
Fire	<i>(page 14)</i>
First Aid	<i>(page 14)</i>
Hazardous Substances	<i>(page 14)</i>
Health Surveillance	<i>(page 15)</i>
Manual Handling	<i>(page 15)</i>
Monitoring of Safety Systems	<i>(page 16)</i>
Noise	<i>(page 16)</i>
Personal Protective Equipment	<i>(page 16)</i>
Portable Electrical Equipment	<i>(page 17)</i>
Risk Assessment	<i>(page 17)</i>
Slips, Trips and Falls	<i>(page 17)</i>
Sub-contractors	<i>(page 18)</i>

ANY PAPER COPY OF THIS DOCUMENT IS UNCONTROLLED

Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	9	
Kingfisher Construction Services Ltd- Health and Safety Policy		

Temporary Works	<i>(page 18)</i>
The Construction (Design and Management) Regulations 2015	<i>(page 19)</i>
Training	<i>(page 21)</i>
Vibration	<i>(page 21)</i>
Welfare Facilities	<i>(page 22)</i>
Work at Heights	<i>(page 22)</i>
Work Equipment	<i>(page 23)</i>
Work Related Road Safety	<i>(page 24)</i>
Covid-19 Response	<i>(page 25)</i>

Accident/Near Miss Reporting and Investigation

The company shall implement procedures in accordance to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and shall report;

- Fatalities and specified injuries.
- Injuries resulting in incapacity for more than 7 days.
- Specified occupational diseases
- Dangerous occurrences

All employees, self-employed, trainees and other persons injured in or on the works premises, are included within the above arrangements.

Dangerous occurrences, industrial diseases, injuries to members of the public (which result in the person being taken to hospital from the site for treatment), fatalities and specified injuries will be reported immediately either by telephoning the Incident Contact Centre on 0845 300 99 23, or by reporting online at www.hse.gov.uk/riddor, followed up by a written notification within 10 days of the incident. Cases of over-seven day injuries will be reported online within 15 days of the incident occurring. Cases of disease will be reported online as soon as a doctor notifies the company that our employee suffers from a reportable work-related disease.

ANY PAPER COPY OF THIS DOCUMENT IS UNCONTROLLED

Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	10	
Kingfisher Construction Services Ltd- Health and Safety Policy		

In addition, records must be kept of all of ‘over-three-day injuries’, which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority.

All accidents on site shall be reported to the Site Manager who shall make an entry in the accident book which is retained on site. The Site Manager must immediately notify the health and safety manager of all accidents. The health and safety manager will where appropriate, report the accident to the HSE in compliance with RIDDOR.

All reportable accidents will be investigated thoroughly by the health and safety manager (assisted by the office manager, contracts manager and site manager where necessary) and the evidence clearly recorded. The injured party and witnesses shall be interviewed and statements documented. The sequence of events shall be established and a root cause for the accident determined. Corrective measures shall be identified and implemented to prevent re-occurrence. A formal investigation report shall be produced and issued to the Managing Director. The record in the accident book shall be updated as necessary.

The accident book will be kept on site and completed by the Site Manager.

The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The company firmly believes accident prevention is the primary objective.

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. The company requires all employees to report (and where possible correct) these potential accidents/incidents immediately. Near misses events should be reported to Site Manager and the Health and Safety Manager, so that awareness can be raised to help prevent a re-occurrence. The term ‘Good Calls’ will be used to help engage the workforce in this process. Near misses/Good calls can also now be reported via the company ‘Good Calls’ WhatsApp group.

ANY PAPER COPY OF THIS DOCUMENT IS UNCONTROLLED

Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	11	
Kingfisher Construction Services Ltd- Health and Safety Policy		

Asbestos

The company is aware of the duties imposed by the Control of Asbestos Regulations 2012 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the company. Records shall be kept about the location and condition of such materials where appropriate. Where the materials have been assessed as representing a risk to health suitable control measures shall be put into place.

Any persons or organization who are to carry out work on company premises and are likely to disturb asbestos containing materials shall be provided with information specifying the location and condition of such materials prior to commencement.

Site workers should note that if they come across materials they suspect of containing asbestos, they should stop work immediately and report to their site manager or contracts manager.

The company commits to provide suitable asbestos awareness training to all employees who are likely to come across asbestos containing materials during their normal work activities.

Competent Safety Advice

Jonathan Barnes B.Sc.(HONS) GradIOSH AaPS has been appointed by the company to act as the competent source of general and construction related health and safety advice, to fulfil the needs of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Confined Spaces

Where a work activity necessitates entry or working in a confined space, the company will comply with the requirements of The Confined Spaces Regulations 1997 and will observe the following duties;

- Avoid entry into confined spaces where practicable
- If entry is unavoidable then follow a safe system of work
- Put adequate emergency arrangements into place before work commences

Consultation

The company commits to involve the workforce in the implementation and development of the safety

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	12	
Kingfisher Construction Services Ltd- Health and Safety Policy		

management system and will fully embrace the letter and the spirit of the Health and Safety (Consultation with Employees) Regulations 1996. In the absence of an elected Representative of employee safety the company will engage in direct consultation with employees during tool-box talk sessions. The directors will also operate an open door policy and will treat all concerns raised by workers on health and safety matters with the importance they merit.

Where language becomes a barrier to effective communication the company commits to assess each situation on an individual basis and provide the resources necessary to overcome the obstacle. Arrangements may include the provision of own language or graphical information or translation services.

Display Screen Equipment

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) the company will;

- Analyse workstations to assess and reduce risks
- Ensure workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Provide eye and eyesight tests on request, and special spectacles if needed
- Provide information and training

Electricity

If not properly managed, electricity can kill or severely injure people and cause damage to property. The company will:

- Ensure that all works involving electricity are assessed for risk
- Only permit competent persons to undertake electrical works
- Use electrical equipment that meets the relevant standard
- Ensure all existing installations within company premises are periodically inspected
- Avoid overloading socket outlets
- Use where needed appropriate safety devices (such as RCD)
- Use low voltage or battery operated equipment on site (see Portable Electrical Equipment arrangements)
- Avoid the need for live working where practicable
- Ensure PAT testing of portable appliances where required.

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	13	
Kingfisher Construction Services Ltd-Health and Safety Policy		

Fire

Jonathan Barnes and Phil Holland shall jointly hold the duty of being the responsible person for the company on fire safety issues.

The company shall risk assess any and all business premises, owned or occupied, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. From that risk assessment appropriate fire precautionary and protection measures shall be implemented and a fire management plan shall be maintained. Basic fire safety training will form part of the induction training for new employees.

First Aid

The company shall provide first aid facilities at each work place in accordance with the Health and Safety (First-Aid) Regulations 1981. Provision shall account for the number of persons at the workplace and the inherent risk of the work activities carried out. The assessment of needs shall follow the guidelines in the relevant ACoP.

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace.

First aiders and appointed persons hold the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their expiry date.

Hazardous Substances

The company will adhere to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will control hazardous substances at work so they do not cause ill health.

ANY PAPER COPY OF THIS DOCUMENT IS UNCONTROLLED

Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	14	
Kingfisher Construction Services Ltd-Health and Safety Policy		

The company will, in order of priority:

1. Eliminate the use of a harmful product or substance and use a safer one.
2. Use a safer form of the product.
3. Change the process to emit less of the substance.
4. Enclose the process so that the product does not escape.
5. Extract emissions of the substance near the source.
6. Have as few workers in harms way as possible.
7. Provide personal protective equipment (PPE).

Workers shall receive COSHH awareness training.

Workers must not use a hazardous substance before a COSHH assessment has been carried out. It is the responsibility of the site manager to brief the relevant worker about the safe use of a substance prior to the substance being put into use. The findings of the COSHH assessment will be communicated in a tool-box talk fashion.

Health Surveillance

The company will be watchful for the early signs of employee ill health caused by exposure to hazardous conditions during work activities. Arrangements will be put in place in accordance with the findings of risk assessments and in compliance with relevant regulations (eg the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended)).

The company will always primarily aim to control hazards in the workplace and avoid the need for health surveillance. Where residual risks remain health surveillance will be implemented.

Manual Handling

The company will follow the hierarchy of measures as defined within The Manual Handling Operations Regulations 1992 (as amended) to reduce the risks arising from manual handling activities.

The company will avoid manual handling operations so far is as reasonably practicable.

The company will assess any hazardous manual handling operations that cannot be avoided and reduce the risk of injury so far is reasonably practicable.

ANY PAPER COPY OF THIS DOCUMENT IS UNCONTROLLED

Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	15	
Kingfisher Construction Services Ltd- Health and Safety Policy		

HSE publication INDG143 (rev 3) 'Manual Handling at Work' shall be issued to all new starters during their induction. Formal training on kinetic lifting techniques will be arranged where necessary.

Monitoring of Safety Systems

To ensure the effectiveness of the safety management system a range of procedures shall be maintained;

- Regular discussions of health and safety matters between management and workers. Time will be set aside during tool-box talks where concerns may be raised.
- Regular formal site safety inspections. Results of the inspections to be recorded and communicated to project teams and discussed during management review meetings.
- Annual review of accident statistics.
- Annual safety system audit carried out by the Health and Safety Manager.
- Annual review of the safety policy and associated documents.

Noise

It is the aim of the company to protect workers from excessive noise in their place of work and avoid the possibility of hearing damage being inflicted. As directed by the Control of Noise at Work Regulations 2005 the company will;

- Assess the risk to employees from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide employees with hearing protection if the noise exposure cannot be reduced by other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health

Personal Protective Equipment (PPE)

The company will provide PPE in situations where hazards cannot be adequately controlled by other means. In accordance with the Personal Protective Equipment at Work Regulations 1992 the company will ensure that PPE:

ANY PAPER COPY OF THIS DOCUMENT IS UNCONTROLLED

Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	16	
Kingfisher Construction Services Ltd -Health and Safety Policy		

- Is properly assessed before use to ensure it is suitable;
- Is maintained and stored properly;
- Is provided with instructions on how to use it safely and
- Is correctly used by employees.

Portable Electrical Equipment

Phil Holland is responsible for the overall inspection and testing regime for portable electrical equipment for electrical equipment within the office premises. Further responsibilities are defined within the company 'Portable Appliance Arrangements' document.

Emphasis is on appropriate inspection and testing to ensure portable electrical equipment is safe to use, and arrangements should reflect the nature of the activities carried out with the equipment and the environment in which it is operated.

Equipment users should be given appropriate guidance on the daily user checks to be carried out.

Risk Assessment

In accordance with The Management of Health and Safety at Work Regulations 1999, the company will carry out suitable and sufficient risk assessments for all work activities. From these risk assessments suitable controls will be established and a safe system of work produced.

Slips, Trips and Falls

Slips and trips are the most common injury at work. These will be minimised by the company by:

- Using entrance matting
- Ensuring any leaks from machinery or buildings are repaired
- Ensuring any loose, damaged or worn flooring is replaced as necessary
- Ensuring lighting is sufficient
- Ensuring any slopes or steps are clearly visible

ANY PAPER COPY OF THIS DOCUMENT IS UNCONTROLLED

Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	17	
Kingfisher Construction Services Ltd-Health and Safety Policy		

Employees must assist by:

- Maintaining good standards of general housekeeping and keeping walkways and work areas clear of obstructions
- Quickly cleaning up any spillages
- Wearing appropriate footwear
- Avoiding rushing

Sub-contractors

Prior to commencement all sub-contractors must be assessed for competence. It is the responsibility of the Contracts Manager to ensure that all sub-contractors have satisfactorily;

- Completed the company pre-qualification questionnaire and provided all necessary documentary evidence. All information and evidence must be in date.
- Demonstrated compliance with one of the member schemes of the Safety Schemes In Procurement scheme.

Competence checks should be based around the requirements of CDM (2015)

Temporary Works

(Principal Contractors)

We shall ensure that we have in place effective arrangements for controlling risks arising from the use of temporary works. Our temporary works procedure shall contain most or all of the following elements:

- Formal appointment of a Temporary Works Co-ordinator (TWC),
- Preparation of an adequate design brief,
- Completion and maintenance of a temporary works register,
- Production of a temporary works design (including a design risk assessment and a designer's method statement where appropriate),
- Independent checking of the temporary works design where appropriate.
- Issue of a design/design check certificate, if appropriate.
- Pre-erection inspection of the temporary works materials and components.

ANY PAPER COPY OF THIS DOCUMENT IS UNCONTROLLED

Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	18	
Kingfisher Construction Services Ltd- Health and Safety Policy		

- Control and supervision of the erection, safe use, maintenance and dismantling of the temporary works.
- Check that the temporary works have been erected in accordance with the design and issue a formal “permit to load” where necessary.
- Confirm when the permanent works have attained adequate strength to allow dismantling of the temporary works and issue a formal “permit to dismantle” where necessary.
- The procedure should include measures to ensure that the design function, the role of TWC and Temporary Works Supervisor(s) where appropriate, are carried out by competent individuals.

The Construction (Design and Management) Regulations 2015

Some of the company’s core activities are construction related and CDM (2015) will form the cornerstone of the company’s arrangements from a health, safety and welfare standpoint.

The company, during the course of its activities, will at times hold various duties. A summary of duties is scheduled as follows:

When assuming client duties for a domestic client we will ensure that:

- The client has allocated sufficient time and resources and other suitable arrangements for managing the project.
- The construction work can be carried out, so far is reasonably practicable, without risks to the health and safety of any person affected by the project.
- The appropriate welfare is provided in accordance with Schedule 2 to the Regulations.
- All the above is maintained and reviewed throughout the project.
- Appropriate pre-construction information is provided to every designer and contractor associated with the project.
- A suitable construction phase plan is drawn up before the construction phase begins.
- The principal designer prepares a suitable health and safety file for the project.
- The principal designer complies with other principal designer duties.

When assuming principal contractor duties we will ensure that:

- We plan, manage and monitor the construction phase.
- We coordinate matters relating to health and safety during the construction phase to ensure that, so far is reasonably practicable, construction work is carried out without risks to health and safety.

ANY PAPER COPY OF THIS DOCUMENT IS UNCONTROLLED

Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	19	
Kingfisher Construction Services Ltd- Health and Safety Policy		

- We take into account the general principles of prevention (see Appendix 1 of HSE publication L153).
- We draw up a construction phase plan prior to setting up the site.
- We organise cooperation between contractors.
- A suitable site induction is provided.
- Steps are taken to prevent access by unauthorised persons to the construction site.
- Facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- We liaise with the principal designer for the duration of their appointment and share with them information required during the pre-construction phase.
- Consult workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare.

When assuming contractor duties we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of their duties under the Regulations.
- We plan, manage and monitor construction work carried out by our workers or workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Where we are working on a project where there is more than one contractor we will comply with directions given by the principal designer or the principal contractor, or parts of the construction phase plan that are relevant to our works.
- Where we are the sole contractor for the project we will take account of the general principles of prevention and will draw up a construction phase plan prior to setting up the site.
- Persons appointed to work on the site have the necessary skills, knowledge, training and experience to carry out the tasks allocated.
- All workers under our control have the appropriate supervision, instructions and information so that work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- We will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- So far as reasonably practicable the requirements of Schedule 2 are complied with so far as they affect us or any worker under our control.

Note: on a notifiable project a copy of the notice must be clearly displayed in the construction site office.

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	20	
Kingfisher Construction Services Ltd -Health and Safety Policy		

Training

The company recognizes the value of having a skilled and motivated workforce and will develop a training culture within the business to maximize the potential of its workforce. It is also acknowledged that suitable health and safety training is a positive step to reduce the number of accidents that could possibly occur.

New employees will undergo a company induction. Details of the company structure and general procedures will be communicated. In addition, the induction will outline the firm's general health and safety policy and how it affects the employee, as well as the responsibilities placed on the employee in respect of health and safety within their employment. The new employee will also be given a copy of the firm's health and safety booklet for their retention and reference.

General training direction and co-ordination will be given by the firm's Health and Safety Manager. Suitable courses, updates, and refresher courses will be given to employees from time to time as required. Contracts Managers and Site Managers will also have a responsibility to identify training needs of employees and bring these to the attention of the Health and Safety Manager. All employees, as far as is reasonably practicable, will be given first aid training and will attend refresher courses on expiry of certificates.

The Health and Safety Manager, Contracts Managers and Site Managers will hold qualifications in the management of health and safety and will attend updates and refresher courses as required.

Vibration

The company will assess risk of exposure to harmful vibration and will identify measures to eliminate or reduce the risk accordingly. Where a residual risk remains the company will, when required by the Control of Vibration at Work Regulations 2005, provide the necessary health surveillance.

All site workers will receive information and training on the potential risks from harmful vibration.

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	21	
Kingfisher Construction Services Ltd- Health and Safety Policy		

Welfare Facilities

The company will ensure that adequate welfare facilities are provided on all sites under our control, and such facilities meet the requirements of the CDM (2015).

These facilities shall include:

- Suitable and sufficient sanitary conveniences
- Suitable and sufficient washing facilities (showers if required by the nature of the work)
- An adequate supply of wholesome drinking water
- Suitable facilities for changing and storage of clothes where necessary
- Suitable and sufficient facilities for rest

Work at Heights

The company will reduce the potential for injuries from work at height by compliance with the requirements of The Work at Height Regulations 2005 and will ensure that such work is;

- Avoided if it is reasonably practicable to do the job another way
- Carried out using appropriate equipment to prevent falls
- Organised so that the distance and possible consequences of any fall are minimised
- Risk-assessment based
- Properly planned and supervised by a competent person(s)
- Carried out by competent operatives

The use of ladders, step-ladders and trestles will be limited to access provision and short-term working where other methods are not practicable due to space or access limitations. Step Ladders/trestles should only be used as a last resort.

Scaffolds will be erected, altered and dismantled by specialist contractors who have been assessed for competence through the company sub-contractor assessment process.

Inspections and subsequent reports shall be carried out by a competent person. Tower scaffolds shall be erected, altered and dismantled by a competent person. The company shall adopt the PASMA training scheme as its appropriate qualification.

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	22	
Kingfisher Construction Services Ltd- Health and Safety Policy		

The relevant components must show no signs of rust or damage. The mobile tower scaffold must be subject to the appropriate formal inspections prior to the first use after erection, after every 7 days of being erected, following adverse weather conditions and after any alterations. It should always be pre checked before use.

A suitable means of access is to be provided inside the tower.

Toe boards and guard rails must be provided at suitable heights (toe board 150mm any intermediate guard rail or similar means of protection shall be positioned so that any gap between it and other means of protection does not exceed 470 mm and top guard rail 950mm).

Pre-use checks to be carried out that consider the weather and ground conditions.

Guidelines are to be followed in relation to the height to base width ratio where required.

Powered access equipment shall only be used by a competent person. The company shall adopt the IPAF training scheme as its appropriate qualification.

Work Equipment

The company will ensure that equipment provided for use at work is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures, eg protective devices, markings, warnings.

Phil Holland is responsible for ensuring the proper maintenance for all work equipment is carried out in accordance with regulations or the manufacturer's guidance. He will also ensure that all new equipment purchased shall have reduced noise and vibration output where practicable.

It is the responsibility of the contracts manager and site manager to ensure workers have had the appropriate information, instruction and training to operate specialist tools and equipment.

Company procedures will reflect the requirements of The Provision and Use of Work Equipment Regulations 1998 (as amended).

All equipment owned or used by the company for lifting or lowering loads will;

- Be strong or stable enough for particular use and will be marked to indicate safe working loads
- Used safely by competent persons

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	23	
Kingfisher Construction Services Ltd- Health and Safety Policy		

- Be subject to thorough ongoing examination and, where appropriate, inspection by competent people.

The company will comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.

Hired in equipment shall be subject to the same scrutiny and procedures as owned equipment.

Any equipment deemed unsafe for use must be withdrawn from use and brought to the attention of a site supervisor or contracts manager.

Work Related Road Safety

Much of the company's work activities involve driving on the public highway. All employees are expected to comply with road traffic legislation, which is managed by the Department for Transport.

The company will ensure that:

Drivers are:

- Competent and capable of doing their work in a way that is safe for them and others
- Properly trained
- Sufficiently fit and health to drive safely and not put others at risk
- Provided with information that will help them reduce the risk (eg. Recommend tyre pressures)
- Provided with appropriate advice on driving posture

Vehicles are:

- Fit for the purpose for which they are used
- Maintained in a safe and fit condition

Journey planning:

- Takes account of appropriate routes
- Incorporates realistic work schedules
- Does not put drivers at risk from fatigue
- Takes sufficient account of adverse weather conditions

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	24	
Kingfisher Construction Services Ltd- Health and Safety Policy		

Covid-19 (Coronavirus)

In order to help fight the current Pandemic, Kingfisher will comply with the latest Government advice on Coronavirus (Covid-19) at all times.

All Kingfisher employees are also expected to comply with government safety requirements at all times.

This Health and Safety Policy must be read in conjunction with our additional Covid-19 Documents for both our Construction and Office operations.

Please see references for these new response documents below:

KCS OP COVID-19 RES (Office Operations Related)

KCS CS COVID-19 RES (Construction Site Operations Related)

These documents referenced above will be updated as required in accordance with Government guidance and new announcements. The documents will be communicated to all Kingfisher employees and will be stored both in the Kingfisher offices and on our construction sites for reference.

These new Covid-19 response documents are intended to introduce consistent measures in both the office and on construction sites of all types and sizes in line with the Government’s recommendations on social distancing and personal hygiene.

Kingfisher recognise that the health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	25	
Kingfisher Construction Services Ltd- Health and Safety Policy		

Health and Safety Policy Revisions and Reviews

Issue Number	Amendment	Date of Amendment
1	First Issue	09/03/12
2	Policy review:	27/02/13
3	Policy review: Added arrangements for Electricity, Slips & Trips Updated arrangements for Work at Heights.	27/02/14
4	Policy review: Updated arrangements for Accident Reporting	27/02/15
5	Policy review: Updated arrangements for CDM Regulations 2015, added employee sign-off sheet	08/06/15
6	Policy review: Updated arrangements for: Accident/Near Miss Reporting and Investigation	13/06/16
7	Policy review: Updated policy statement Updated organisation for Health and Safety: Roles and responsibilities Updated Arrangements: Accident and Near miss reporting, Competent Safety Advice, Monitoring of Safety Systems.	28/03/17

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	26	
Kingfisher Construction Services Ltd- Health and Safety Policy		

8	<p>Policy Review:</p> <p>Updated Roles and Responsibilities: Contracts Manager, Site Managers and Operatives.</p> <p>Updated accident/near miss reporting and investigation.</p> <p>Updated Electricity section</p> <p>Updated Fire Section</p> <p>Updated Manual Handling section</p> <p>Updated Working at height section</p>	16/3/18
9	<p>Policy Review:</p> <p>Updated Working at height section</p> <p>Updated Work Equipment Section</p>	7/12/18
10	<p>Policy Update:</p> <p>Update to Director Responsible for Health and Safety</p> <p>Update of Organisation: Addition of Health and Safety Advisor.</p> <p>Update of Roles and Responsibilities: To include Health and Safety Advisor</p>	12/7/19
11	<p>Policy Update:</p> <p>Update of Roles and Responsibilities</p> <p>General Review</p>	6/1/20
12	<p>Policy Update:</p> <p>Covid-19 - Response</p>	8.5.20

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Document Reference:	KCS H&SP-V12	
Issue Number:	12	
Issue Date:	11.5.20	
Page	27	
Kingfisher Construction Services Ltd- Health and Safety Policy		