



Health & Safety Policy

Mahoney Contracts Ltd, Unit 11 Broughton Way, Whitehills Business Park, Blackpool, FY4 5QN

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Purpose

It is the policy of Mahoney Contracts Ltd to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment by ensuring that adequate resources are made available to the relevant managers.

Mahoney Contracts health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Mahoney Contracts Ltd recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary employees, as well as any members of the public who might be affected by our operations.

Scope

Whilst the management of Mahoney Contracts Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of everyone associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person. The management of Mahoney Contracts Ltd will provide every employee with the training necessary to carry out his or her tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their manager or the managing director. An effective health and safety programme require continuous communication between employees at all level. It is therefore every worker's responsibility to report immediately any situation that could jeopardise the wellbeing of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the individual's Manager or the Managing Director. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Mahoney Contracts Ltd.'s health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our operations occur.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed within the Policy.

Responsibilities

Overall responsibility for the implementation of this policy lies with the Company Directors.

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The Human Resources Manager is responsible for ensuring that the issue, review and revision of documents comply with this procedure; and maintaining the Document Control Register.

The relevant Managers have the day to day responsibility for implementing this policy and must ensure:

- Risk Assessments have been carried out;
- Compliance with current safety legislation and safe working procedures;
- Provide leadership in developing a 'safety culture' amongst employees;
- Adequate induction safety training and any other relevant training is provided before the employee carries out the task;
- Suitable Personal Protective Equipment is issued, worn, replaced when necessary and adequate instructions are given regarding its use. The wearing of PPE can ultimately be enforced through the Company Disciplinary Procedure;
- Health & Safety meetings are held as appropriate;
- Electrical equipment is subject to regular PAT testing schedule;
- All accidents at work to employees and non-employees are recorded in the Accident Book (B1510) and are investigated. Mahoney Contracts Ltd accident investigation report is completed for all lost time accidents and the Enforcing Authority notified on Form 2508;
- Firefighting equipment and alarm systems are fully maintained; means of escape are adequately marked and free from obstruction. Fire alarm test and evacuations are carried out;
- Good Housekeeping has a high priority within the Company;
- Where applicable, sufficient trained First Aiders are appointed. First Aid supplies are readily available, including travelling first aid kits;
- Employees, including sub-contractors working for Mahoney Contracts Ltd, understand their duties under the Health & Safety Policy;
- Employees are instructed in safe systems of work and the fact that these must be adhered to;
- Unsafe equipment is withdrawn from use and either repaired or disposed of; and
- Adequate supervision of employees is provided.

All employees have a duty to ensure the Health & Safety of themselves. In addition, they have a duty towards their colleagues and other people not employed by Mahoney Contracts Ltd - e.g. the Public. In order to fulfil those duties, employees must:

- Comply with this policy;
- Assist in the maintenance of good housekeeping;
- Wear and maintain Personal Protective Equipment issued and comply with all requirements;
- Report immediately any equipment found to be unsafe;
- Report immediately any accidents or near misses and where necessary obtain first aid treatment;
- Assist in the investigation of accidents, near misses and dangerous occurrences; and
- Conform to safety rules at all times.

Employees have a duty to take reasonable care for their health and safety and that of others who may be

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affected by the actions and omissions.

Employees are required to comply with the terms of this Policy to the extent that it applies to them. Failure to do so may result in disciplinary action (including, where appropriate, dismissal). Employees should become familiar with the provisions dealing with emergencies, fire precautions and procedures, bomb alert procedures and first aid arrangements.

Employees are required to report anything which they suspect may represent a serious and immediate health and safety danger and/or a shortcoming in the Company health and safety arrangements. Any Employee who has a disability or who otherwise suffers from any condition which may affect the implementation of any of the terms of this Policy in relation to him/her is encouraged to inform their direct superior of the disability or condition and any effect it may have.

No person may intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare under this Policy. An Employee who is suspected of such interference or misuse may be subject to disciplinary action (including, where appropriate, dismissal).

An Employee, who has any questions in relation to this Policy or any health and safety matter, should inform their Manager.

New employees will receive induction training. The objective is to make them familiar with all aspects of health and safety relating to their time in Mahoney Contracts Ltd employment. Aspects covered include:

- Emergency procedures
- First aid arrangements
- Accident and injury reporting procedures
- Method statements and Risk Assessments
- Control measures in place to control risks
- Health risks involved with substances hazardous to health
- Use and maintenance of personal protective equipment

Sub - Contractors will only be employed by Mahoney Contracts Ltd following an appraisal of the Contractor's health and safety standards relating to staff competence, methods of work, equipment and materials, risk assessments and safety policy.

Sub-contractors will be expected to complete a contractor questionnaire and provide relevant documentation regarding their own health and safety procedures and safe systems of work. Contractors will be subject to routine monitoring and will be expected to maintain standards in line with company policy.

Sub-Contractors / Self Employed Personnel will:

- Be made aware of Mahoney Contracts Ltd Health and Safety Policy;
- Be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work Act 1974 and other relevant legislation;

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- Comply with instructions given by the Management of Mahoney Contracts Ltd;
- Co-operate with Mahoney Contracts Ltd in ensuring a high standard of Health and Safety on all contracts with which they are involved. If the standards stipulated by Mahoney Contracts Ltd are higher than basic requirements, then they shall comply with the higher standard; and
- Carry out risk assessments in relation to their activities, ensure that appropriate Health and Safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with Mahoney Contracts Ltd.

Arrangements

Consultation

The Management of Mahoney Contracts Ltd sees consultation and communication between employees at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Safety meetings, toolbox talks, Site Inductions, etc.

The purpose of Safety meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

All information about Health and Safety is communicated by means of consultation between Management and employees. This will be done by holding regular Health & Safety meetings and Toolbox Talks.

Site Induction's include information on:

- Site rules
- Method statements or risk assessments relevant to the project
- Significant risks and precautions to take
- Emergency procedures
- First aid arrangements
- Welfare facilities
- PPE requirements.
-

A register confirming Inductions have been carried out will be maintained on each Site.

Communication

The management of Mahoney Contracts Ltd will endeavour to communicate to employees their commitment to safety, and to ensure that employees are familiar with the contents of the company health and safety policy. Mahoney Contracts Ltd communicates with its employees orally, in the form of directions and statements from the Managing Director or relevant Manager, in writing, in the form of directives and this policy statement and by example.

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If we are to build and maintain a healthy and safe working environment, co-operation between employees at all levels is essential.

All employees are expected to co-operate with management and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Disciplinary Rules

Mahoney Contracts Ltd believes that Health & Safety is a critical factor that needs to be considered when running a business. To enable the Company to control safety, a number of safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary action.

If after investigation Mahoney Contracts Ltd believes that employees have acted in one of the following ways, then employees may be dismissed for gross misconduct:

- Deliberately breaking safety rules
- Removal or misuse of any piece of equipment, label, sign or warning device which is provided by the Company for the protection and safety of its employees
- Using a naked flame in no smoking areas
- Failure to follow laid down procedures for the use of:
 - Flammable or hazardous substances
 - Toxic materials
 - Items of lifting equipment
- Behaviour in any manner that could lead to accidents (horseplay, practical jokes etc)
- Undertaking any action that may interfere with an accident investigation

Information, Instruction & Training

It is the policy of Mahoney Contracts Ltd to provide suitable and sufficient information, instruction and training to all our employees, not only to comply with statutory requirements but to secure a safe and healthy working environment for employees and visitors who may be affected by our activities.

To fulfil this duty, we shall:

- Induct all new employees
- Inform employees of updates of this Policy and provide them with a copy of the updates
- Discuss method statements and risk assessments with relevant employees
- Hold Toolbox Talks on a regular basis, keeping record of the date, attendees and topics covered
- Ensure employees receive results of any inspections or audits carried out
- Ensure that employees who have transferred from task to another receive suitable information, instruction and training in their new task before they undertake the work

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Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely. It is the opinion of Mahoney Contracts Ltd, that if a job is not done safely then it is not done effectively. All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans. Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

Information regarding Health and Safety Law is provided by a number of methods as follows:

- The approved poster “Health and Safety Law – What you should know” is displayed in a prominent position on the work site wherever possible. This poster will always be kept in a legible condition with the address of the local Enforcing Authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces provided.
- Where the Health and Safety Law poster cannot be displayed all employees will be issued with copies of the law leaflet “Health & Safety Law - What you should know.
- Management and employees have access to the Company Health and Safety General Policy that contains all relevant information about recording and monitoring.

Risk Assessment

Work activities will be subject to a risk assessment to identify equipment, system and training needs. Assessments will be carried out by Mahoney Contracts Ltd and advice sought from our consultants where necessary.

The company keeps a record of all activities for which assessments have been made, and includes all activities required by statute, (Manual Handling, COSHH, DSE, fire, equipment, workplaces, etc) and all other areas where potential injury or ill health, both mental and physical, might arise. All work activities will be carried out in accordance with current good practice as a minimum requirement.

Audit

In the office environment, managers will carry out departmental safety audits on a regular basis. These will include looking at housekeeping, workstations and any problems that have been raised by a member of the department.

Risk assessments will be reviewed on an annual basis.

Display screen equipment assessments shall be undertaken whenever any major changes take place in the office environment.

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For work carried outside the office environment, audits will need to be made more often by supervisors. These audits will include not only checking the operations being carried out but also fire procedures, machines and their operators, risk assessments and method statements relating to the operations. Written records of inspections with identified problems and remedial actions taken will be made and kept on file.

Senior Management will support all departments by carrying out audits when requested if a specific problem arises. This will be in addition to and will not replace the departmental audits carried out. For higher risk environments, such as during construction work, Senior Managers and external Health & Safety Advisors will carry out regular and systematic safety inspections.

Monitor & Review

The Managing Director, Mr Stephen Mahoney has the specific responsibility for monitoring and reviewing Mahoney Contracts Ltd Health & Safety Policy.

In order to do this, he will:

- Liaise with our Health & Safety Advisors as required, to keep up to date with current health and safety legislation, HSE initiatives and the latest Guidance documentation.
- Review any significant accidents or incidents to decide whether a procedural change is necessary.
- Review any criticism from the HSE, Clients, Principal Contractor or other relevant parties to decide whether any procedural changes are necessary.
- Review new legislation, guidance notes, HSE initiatives, etc.
- Review working procedures and training requirements as necessary.
- Set safety objectives.

Welfare Facilities

Adequate and appropriate welfare facilities are provided at the company's premises and operational sites to cater for the requirements relating to toilets, washing, mess rooms and the storage of clothing.

The facilities provided will be maintained in a good working condition and all employees will co-operate with Mahoney Contracts Ltd in keeping them clean and dry.

Arrangements will be made when applicable, with the Client or Principal Contractor of a site being worked on for the usage of any existing welfare facilities.

Minimum welfare requirements are:

- An adequate number of toilets for the expected number of persons
- Washing facilities (including hot and cold running water, soap and towels)
- Facilities for warming food and preparing hot drinks with tables and chairs (with backs)

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- Storage for clothing if clothing changes are required

If welfare facilities are not provided on site for our employees, the minimum requirements for welfare facilities shall be met by Mahoney Contracts Ltd.

First Aid

The provision for first aid is in accordance with the Health and Safety (First Aid) Regulations. First aid boxes will be provided and maintained in the office and travelling first Aid Kits will be provided in all company vehicles. First aid boxes will easily accessible to all employees.

First Aider training courses are undertaken by relevant personnel. Details of the designated Mahoney Contracts Ltd site first aider will be provided at each relevant site induction.

Relevant employees will be instructed in basic first aid procedures and must report any injury sustained during work activities to a relevant Manager.

Relevant details such as name/address/telephone of nearest A & E Department is provided to personnel at all external site Inductions. Such details will also be posted on the site notice boards

Work Arrangements and Working Environment

Working areas shall be designed to ensure adequate space, light, temperature and ventilation for reasonable comfort and safety. Noise levels should be kept as low as the work permits and within safe limits. Any area of special hazard shall be clearly signposted and be subject to suitable safety measures and access arrangements. Appropriate protective equipment/clothing shall be provided for dealing with any danger or risk at the relevant area and must be used or worn.

Corridors and staircases must not be used as storage or work areas. Windows, doors and gates shall be suitably constructed and if necessary, fitted with safety devices.

Employees are reminded that polished/wet floors may be slippery. There should be no running on bare floors. In addition, all floors must be kept dry and free of litter, misplaced goods, trailing cables, etc. An Employee who detects torn floor surfaces, e.g. carpet, should report this immediately to a Manager. Access to high level storage should be made using adequate equipment which shall be available, e.g. a step ladder, not a revolving stool or chair. Manual handling instructions must be followed when carrying any load.

Corridors and staircases are needed to provide safe emergency escape routes and access. They must not be used as work or storage areas. Any material or equipment which is combustible and could add to the risk of fire, could assist the occurrence or spread of a fire, or could obstruct access/egress must not be stored in

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corridors or on staircases. It is important to give way to persons coming downstairs (as they are less able to see where to place their feet).

Employees are required to keep their workplace as clean and tidy as is reasonably practicable. Waste should be disposed of regularly, in suitable receptacles. Sharp objects (e.g. broken glass) should be wrapped and segregated before disposal.

Photocopiers must be positioned and used in well ventilated rooms only. As far as possible, photocopiers should only be used with the lid down. If a photocopier must be used with the lid up and tubes exposed, Employees shall be supplied with and must wear, UV goggles. Employees must follow manufacturer's instructions when operating a photocopier and when removing jammed paper or replacing toner cartridges.

Workplace Inspection

It is the policy of Mahoney Contracts Ltd to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

The relevant Managers will conduct regular inspections of the premises and the work sites. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Premise inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. Work equipment includes any machinery, appliance, apparatus or tool which is used by an employee at work. Mahoney Contracts Ltd will endeavour to ensure that all equipment used is safe and suitable for the purpose for which it is used.

Where necessary, Employees shall receive information, instruction and training before they begin to use any equipment (and thereafter, if necessary). This shall include information about potential hazards, safe conditions and methods of use, use of protective equipment, possible emergencies and emergency action. Only trained and authorised employees may use hazardous equipment. Use of hazardous equipment by unauthorised employees may result in disciplinary action.

The use of any work equipment that could pose a risk to the wellbeing of persons in or around the premise will be restricted to authorised persons.

All equipment must be used with due care, for its intended purpose and in its intended conditions only. Equipment must be used in accordance with instructions for use and any applicable directions and raining

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(e.g. about the time and manner of use).

All equipment must be maintained in a safe and efficient condition and in good repair. Storage and maintenance must be suitable for the specific equipment. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.

All employees will be provided with such protection as is adequate to protect them from dangers occasioned using work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Employees must not use any equipment not belonging to Mahoney Contracts Ltd unless specific written authorisation has been obtained first.

Employees are required to report any fault or defect which they notice in any work equipment or safety device attached to it or any personal protective equipment to a Manager immediately on discovering the fault. Equipment must not be used until defects or faults have been rectified (unless it has only minor defects which do not carry risks to health and safety and where Employees receive prior written authorisation from the Managing Director.

Where necessary, safety devices shall be attached to equipment (protective devices, markings or warnings). Equipment must be operated with or in accordance with any safety devices attached to it. Safety devices must not be removed, circumvented or otherwise tampered with. An Employee, who removes, circumvents or tampers with a safety device may be subject to disciplinary action, including, where appropriate, dismissal.

Where appropriate, Employees shall be provided with personal protective equipment. Employees must use such equipment always when operating, working or being in the vicinity of the relevant equipment. When buying new work equipment or disposing of old equipment, relevant legal requirements and product safety regulations shall be followed. For example, all new equipment must carry the CE mark or appropriate international kitemark.

Suitable risk assessments will be undertaken regarding mobile plant and vehicles on site. The assessor will consider the hazard of mobile equipment tipping over, being struck by falling materials, other site plant, etc.

If mobile work equipment is being purchased, consideration will be given to the requirements of PUWER, especially about the hazards of toppling, rolling over or materials falling onto the equipment. If the equipment is to be used in a site environment where such hazards may be realised, then the equipment must have suitable safeguards provided to protect the plant operator and any passengers (where permitted) from such hazards. Flashing beacons or reversing alarms should be in place. Operators will wear high visibility jacket always. Site planning will consider the need for mobile work equipment and delivery vehicles being around. Where practicable, vehicles and people will be segregated by suitable barriers and signage or

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pedestrian walkways established with clearly marked out crossing points. Suitable storage areas will be designated for the offloading and loading of materials.

Operating Machinery

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 (PUWER).

It is obvious that tools such as grinding and cutting machines are dangerous. However, so are gear ratios, drive belts, fans and chain drives, rotating shaft or spindles such as starting handles. Numerous accidents have occurred where people have been severely injured or killed due to being trapped by conveyor systems. Machinery is fitted with guards to prevent any person coming into contact with moving parts as well as work pieces flying out of the machine. The Law requires all dangerous machinery to be guarded. It is illegal for employees to remove any guards or tamper with any safety devices such as interlocks. If employees are required to remove any guards, it is important to ensure authorisation to do so and the machine is isolated. Before operating any machinery, employees shall receive suitable information, instruction and training to ensure they are aware how to stop the machine. Always check that guards are in position and functioning correctly.

Do

- Make sure you know how to stop the machine.
- Ensure all guards are in place.
- Check that no oil or grease drips on the floor and always wipe up accidental spills
- Always report any faulty machinery immediately.
- When using a starting handle, always keep your finger and thumb on the same side of the handle.

Do not

- Talk to or distract any machine operators
- Clean a machine whilst it is in motion.
- Clean machines with compressed air blowers.
- Wear any jewellery that may be caught in moving parts.
- Undertake any maintenance operations without the machine being isolated.

If employees are unsure about the safe operation of a piece of machinery, they must immediately inform their Supervisor or the Site Manager.

CDM

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Construction (Design & Management) Regulations 2015 (CDM).

Mahoney Contracts Ltd will:

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- Comply with the requirements of the Client, Principal Designer and Principal Contractor as necessary
- Co-operate with relevant parties so far as is necessary
- Comply with rules set out in the Construction Phase Health & Safety Plan
- Provide relevant information for inclusion in the Health & Safety File when one is required
- Produce information regarding any accidents, incidents or dangerous occurrences occurring on site
- Ensure our employees and sub-contractors are aware of sections of the Construction Phase Plan relevant to them

Principal Contractor

If Mahoney Contracts Ltd take on the role Principal Contractor, we shall:

- Take the Pre-Construction Information and develop it into a management document for controlling health and safety throughout the project.
- Take reasonable steps to ensure co-operation between all contractors sharing the site.
- Ensure, so far as is reasonably practicable, all contractors follow the rules set out in the Health & Safety Plan.
- Take reasonable steps to ensure only authorised persons are admitted on site.
- Ensure project notification details (F10) are displayed where applicable
- Liaise and co-operate with the Principal Designer
- Give reasonable directions to all contractors regarding health and safety.
- Ensure written rules are included in the Construction Phase Health & Safety Plan
- Ensure employees are made aware of site rules contained in the Plan and they have been made aware of the site emergency procedures.
- Provide information for the Health & Safety File to the Principal Designer

Contractor

If Mahoney Contracts Ltd on the role of a contractor under CDM, with others taking up the Principal Contractor role we shall fulfil our duties by:

- Informing our employees and sub-contractors of the Site emergency procures and any other relevant aspects of the Construction Phase Health & Safety Plan.
- Co-operating with the Principal Contractor on health and safety issues and advising them of any new hazards or shortcomings in existing procedures.
- Advising the Principal Contractor of any significant risks identified in our own risk assessments.
- Informing the Principal Contractor of any injuries or dangerous occurrences.

Demolition Works

Demolition is one of the most hazardous construction operations and is responsible for more deaths and major injuries than any other activity. However, if a demolition project is well planned the risks of injury and

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death can be minimised. If demolition works are required, a demolition plan will be prepared by Mahoney Contracts Ltd and followed by personnel.

The planning and execution of a demolition project shall only be done by appropriately competent persons. Works will be supervised by a competent person with sufficient knowledge of the structure being dismantled and an understanding of the demolition method statement. For complex demolition work, expert advice from structural engineers will be necessary.

All demolition work will be carried out to minimise, so far as is reasonably practicable, the risks to employees and others that may be affected by the work. The Construction (Design and Management) Regulations 2015 apply to demolition works where project lasts longer than 30 working days and have more than 20 workers working at the same time at any point on the project or if it exceeds 500-person days. When a demolition project takes less than these timescales it is not notifiable to the HSE.

The HSE will be notified before work begins if the construction work is expected to last longer than 30 working days and have more than 20 workers working at the same time at any point on the project or if it exceeds 500-person days.

Before any work is started, a full site investigation must be made by a competent person to determine the hazards and associated risks which may affect the demolition workers and members of the public who may pass close to the demolition site. The competent person is often a specialist structural engineer who will also advise on the temporary support of adjacent buildings and the correct method of dismantling or demolition.

The details of the construction structure of building to be demolished would include whether it was built of brick, pre-stressed concrete, reinforced concrete or steel. There may be certain building regulations which cover the site and the Local Authority Building Department should be contacted to ascertain whether any part of the site is affected by these regulations.

Relevant Mahoney Contracts Ltd personnel are competent and have received suitable information, instruction and training about carrying out demolition works.

The relevant Site Manager shall arrange for suitable plant and equipment to be provided so that the work can be executed to the standards required by health and safety legislation the Control of Asbestos Regulations 2012.

It may be necessary for the local authority and the police to be consulted about the proposed demolition so that issues of public protection, local traffic management and possible road closures can be addressed. There should be liaison with the occupiers of adjacent properties because, in some cases, they may need to be evacuated.

The provision of temporary access roads, welfare facilities, office accommodation, fuel storage and plant

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maintenance facilities on site will be considered at the planning stage.

The presence of hazardous substances and their release during the demolition process will be considered at the planning stage.

Environmental monitoring may need to be carried out in certain situations. Specialist advice shall be obtained from appropriately competent persons. Mahoney Contracts Ltd will prepare a written method statement before demolition takes place.

The contents of the method statement will include:

- Details of the method of demolition to be used including the means of preventing premature collapse or the collapse of adjacent buildings and the safe removal of debris from upper levels to prevent overloading due to the debris;
- Details of site access and security;
- Details of the location of any underground or overhead services;
- Details of protection from falling materials arrangements;
- Details of equipment, including access equipment required and any hazardous substances to be used;
- Arrangements for the protection of the public and the construction workforce against noise and whether hazardous substances, such as asbestos or other dust, are likely to be released;
- Details of the isolation methods for any services that may have been supplied to the site and any temporary services required on the site;
- Details of personal protective equipment, such as hard hats, which must be worn by all personnel on site;
- First aid, emergency and accident arrangements;
- Training and welfare arrangements;
- Arrangements for waste disposal;
- Names of site foremen and those with responsibility for health and safety and the monitoring of the work;
- The co-ordination of all work activities on the site;
- The expected level of competence of site workers.

Other risk assessments, such as COSHH, personal protective equipment and manual handling, shall be appended to the method statement.

The isolation of all services (gas, electricity and water) which feed the site is essential before any demolition takes place. Contact with the appropriate service provider may be necessary. The local authority and surrounding properties also need to be informed that services are to be isolated.

Rules and regulations have been introduced concerning the disposal of construction waste. Proper arrangements must be made with a reputable waste disposal contractor for the disposal of demolition waste. If hazardous substances are included in the waste, then a specialist waste contractor should be used. Only registered disposal sites should be used, and records kept of each load.

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Work at Height

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Working at Height Regulations 2005.

Mahoney Contracts Ltd will ensure any work at height is properly planned prior to work being carried out.

- The work shall be appropriately supervised
- Work at height will be carried out in a safe manner
- There will be a plan for any emergencies and rescue needed
- Weather conditions will be considered

Mahoney Contracts Ltd will comply by:

- Assessing the overall risk, i.e. erection, use and dismantling of scaffolds
- Addressing the findings of the risk assessment
- Implementing a safe system of work

For some operations, even though all practical steps have been taken, there may be still be a risk of persons falling from height. In such cases, safety harnesses will be worn by Mahoney Contracts Ltd personnel and clipped to a secure anchor point.

Site Supervisors will ensure that the harnesses are hired from a reputable Plant Hire company and that valid test certification will be issued with the harness. This certification will be checked prior to issuing the harness. Users will inspect their harness and lanyard before every use.

Scaffolds

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Working at Height Regulations 2005. Mahoney Contracts Ltd personnel only work from scaffolds which:

- Have been erected by a competent and authorised scaffolding company.
- Have toe boards and guard rails installed (and brick guards where necessary)
- Are on firm, stable ground
- Are suitable for the conditions likely
- Are stable enough to withstand the likely load
- Have safe access and egress means for personnel (secured ladder or internal ladder)

Mahoney Contracts Ltd personnel will carry out pre-use visual checks of scaffolds, including the inspection of scaff-tags. If faults or defects are noted, personnel will not use the scaffold and the relevant scaffolding company will be notified immediately.

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Site Managers and Supervisors will inspect scaffolds before use and every 7 days thereafter or if the structure has been exposed to severe weather conditions.

Mahoney Contracts Ltd personnel will never alter any scaffold or remove any components.

Mahoney Contracts Ltd personnel will never overload the working platform of scaffolds and will keep the working platform clear of obstructions and tripping hazards.

Mahoney Contracts Ltd personnel will never throw materials or waste down to the ground. Chutes or hoists will be utilised.

The required personal protective equipment including safety harnesses will be worn by Mahoney Contracts Ltd personnel whilst working from scaffolds. Safety harnesses will be clipped to a secure anchor point.

Ladders & Stepladders

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Working at Height Regulations 2005. Aluminium and timber ladders will be at least Class 2 for light work in accordance with BS. EN131 and will be inspected for any visible damage or undue wear daily prior to use.

Ladders will be erected on a firm and level base

- Supported by the stiles only
- Secured from slipping
- Those that are 3 metres or more in length will be secured at the top by either lashing or clamping the stiles to a secure anchorage
- If there is no other means of securing the ladder, then another employee will foot the ladder at the base when it is being used.
- At all times the operator on the ladder shall keep both feet securely on the rungs and not use parts of buildings such as windowsills etc. Under no circumstances will the operator over-reach himself at any time i.e. more than one arm length from the ladder.

Stepladders will only be used when:

- They are the most practicable means of access
- They are the correct type
- They are in good condition
- They are stood on firm, level ground
- There is adequate working space
- They are positioned so that personnel do not need to overreach

Ladders and stepladders will always be removed from working areas when the area is to be left unattended, e.g. overnight.

Mobile Elevated Platforms

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Mahoney Contracts Ltd will ensure that the correct type of mobile elevating work platform is selected for any work task that is to be undertaken. Under no circumstances will any employee be permitted to operate the equipment without proper and adequate training specifically for the type of machine being used. It is Company policy to issue safety harnesses and will ensure that they are worn always by employees using the working platform.

Prior to using any equipment, the operator will undertake daily inspections of the equipment before commencing work to ensure that the equipment is in working order.

Mobile Towers

Mahoney Contracts Ltd will ensure that mobile towers are only erected by competent and suitably trained personnel and once erected, are subject to the following pre-use checks:

- Tower is vertical, square and the horizontal braces and platforms are level
- Outriggers and stabilisers are correctly positioned and secured
- Baseplates/castor wheels are in full contact with the ground (including those on stabilisers or outriggers). All castors shall be properly locked.
- Spigot and socket joint locks holding the frame together have been secured
- Bracing members are located exactly in accordance with instructions in the supplier's manual
- Guardrails and toe boards are in position as required
- Access stairways and ladders are in position and secured

Mobile towers will be maintained in good order. A competent person will undertake regular inspections to ensure the tower has not been altered in any way. Any damaged or defective components will be replaced before a tower is used again.

Lifting equipment

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER). Lifting equipment includes any equipment used at work for lifting or lowering loads/people and any attachment used for anchoring, fixing or supporting it. Examples include forklifts, lifts, cranes, chairs, ropes and slings.

Lifting equipment must be:

- Strong, stable and suitable for its use. Any load attached to lifting equipment shall also be suitable
- Marked to indicate safe methods of use and safe working loads. Employees must operate equipment in accordance with its marking and must not load it beyond safe limits
- Positioned or installed in such a way to prevent the risk of injury
- Thoroughly examined before being used for the first time (where appropriate) with an appropriate report being drawn, if necessary

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- Thoroughly examined after installation or assembly and before being put to service, where safety depends on the installation or assembly condition
- Inspected regularly and tested periodically as may be specified by law with an appropriate report being drawn (if necessary).

Any lifting equipment used to lift or carry people must be suitable and safe for this purpose and must be marked accordingly. The equipment shall be tested and inspected regularly, as required by law. All lifting operations will be carried out in a safe manner by persons who are properly trained for the task. In addition, all lifting operations will be planned and supervised.

Angle Grinders and Disc Cutting Tools

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. Only trained and competent persons will mount abrasive wheels. Certification will be available of training and the date on which training was undertaken.

Suitable steps will be taken to control risks. These include:

- Adequate support and stability for the work piece
- Guards in place and suitably adjusted and secured
- Operative will maintain a firm grip when operating the machines
- Necessary PPE being worn correctly

Electricity at Work Regulations

In accordance with the requirements of the Electricity at Work Regulations, Mahoney Contracts Ltd maintains a register of electrical equipment and ensures the equipment is inspected and tested on a regular basis.

This includes:

- Visual inspection before use and at monthly intervals
- Test and visual inspection at three monthly intervals for portable tools used regularly
- Annual inspection for site accommodation units
- Hired electrical equipment will be inspected and tested

Portable electrical equipment should be operated at 110volts, supplied from a transformer centre tapped to earth. This includes temporary site lighting.

Site offices may be operated at 230 volts, but the installation shall only be carried out by a competent electrician and an installation test certificate obtained.

If Mahoney Contracts Ltd are responsible for providing and maintaining a temporary electrical supply

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around a site, the work shall only be carried out by a competent electrical contractor and an installation certificate issued on completion of the work stating maintenance, inspection and testing required and at what frequency.

Electrical Isolation

All electrical works are to be undertaken by qualified and experienced electricians in accordance with the Electricity at Work Regulations 1989 and relevant Guidance. Mahoney Contracts Ltd safe working practices shall be followed always. Communication made with other trades and the relevant premises occupiers to ensure all persons are made aware of the isolation works. Electrical permit to work issued (signed on and off by Authorised person).

Isolation made effective by use of padlock system

- Key for lock retained within a lockable container
- Record of isolation made in logbook
- Lock off isolator at panel end and correct signage installed at panel and field terminal

Origin of supply proved using correct test equipment (approved test leads used). Known sources used for testing (e.g. prove it box). All circuits to be treated as live until verified as being dead.

NOTE: There are to be no exceptions to this rule – electricity can kill

Trained first aider to be available.

Electrical equipment

All electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information.

In particular:

- Electrical equipment must never be used with wet hands
- Earth connections and screens must not be interfered with
- Electrical equipment must be positioned safely and securely, e.g. not too close to walls and partitions and allowing for adequate ventilation and cooling
- Conductors and liquid containers (e.g. a cup of tea) must be kept clear of all electrical equipment
- Electrical equipment and the mains supply must not be overloaded

All electrical equipment and their location shall be recorded in a designated book to enable necessary tests to be made. All electrical equipment will be visually inspected and tested regularly. The results of testing shall be recorded. Out of date equipment must not be used. Faults can occur between checks.

Therefore, Employees should look out for and pay attention to the following potential faults/defects:

- Damage to the insulating sheath around an electrical cable
- Damage to a plug

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- Joints in the cable, other than due to proprietary cable connections
- Damage to the external casing of equipment
- Overheating, this may be evidenced by burn marks or discolouration to plugs, casing or cables
- Evidence of inappropriate use, e.g. if equipment is wet
- Any loose connections

Employees must report any defect or fault which they notice in any electrical equipment to their Manager as soon as they discover it. Faulty or defective equipment must not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated. All equipment shall have a suitable means of isolation which is easily accessible and identifiable. The isolation points must be secured (e.g. by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice ("DO NOT USE – FAULTY EQUIPMENT"). Barriers must be used where necessary. Only adequate replacement parts shall be used (e.g. double insulation parts for double insulated equipment). Any conducting part of a system which could conceivably become live and yet be handled (e.g. external metal casing of an electric apparatus) must be earthed. All equipment designed with an earth shall be tested before being put into use, to ensure that it is properly earthed.

The use of any electrical equipment which is not owned by Mahoney Contracts Ltd is prohibited, except where the employee has received prior written authorisation from the Managing Director (in which case the equipment must be tested regularly).

Employees who are in doubt about the use of any electrical equipment or who require advice in relation to any such equipment should contact their Manager.

Flexible cables shall be of the correct size for the load to be carried and must be sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.

All flexible cables must be examined frequently to ensure they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately, in order to be fixed.

Flexible cables of excessive length should not be used. In so far as this is practicable, there shall be sufficient socket outlets to avoid the need for long flexible cables or extension cables. Extension cables should be used with caution and must be joined by proper plugs and sockets.

In so far as possible, all cables must be:

- Kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them
- Protected where they pass over or round sharp objects or corners
- Kept clear of radiators and pipe work
- Laid to avoid being trapped in doors

Manual Handling Operations

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It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Manual Handling Operations Regulations 1992 (as amended).

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations an assessment of the operation will be made considering the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. Assessment will include:

- Type of load to be carried/lifted
- Weight of load
- Distance of travel
- Ground conditions
- Fitness and health of personnel
- Lighting of the area

Any Employee who carries out a manual handling operation is required to:

- Check the area through which and to which the load is carried is clean and tidy
- Wear shoes which have a good grip and, if reasonably practicable, protective toecaps; not wear loose clothing; wear gloves (when necessary); and use all other supplied and necessary protective and handling equipment
- Stand close to the load and plant feet firmly with legs approximately 30cm apart
- Squat with bent knees, keeping his/her back straight and chin tucked in
- Grip the load firmly and stand up slowly with the load kept near the body – the load should not be lifted above chest height
- Use smooth movement; avoid jerking, twisting, jumping, etc
- Lower the load slowly by bending the knees and letting the legs take the strain
- Take extra care if suffering from a back problem
- Ask for extra help if necessary

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

In a construction environment, where the workplace can be constantly changing, assessment of manual handling operations will be continually monitored. The Site manager will try to minimise requirements for manual handling and ongoing training will be provided to employees to enable them to carry out their own assessment of a load before carrying out the manual handling task.

Personal Protective Equipment

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992. All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

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All personal protective equipment provided by Mahoney Contracts Ltd will be properly assessed prior to its provision. All personal protective equipment provided by Mahoney Contracts Ltd will be maintained in good working order. All employees provided with personal protective equipment by Mahoney Contracts Ltd will receive comprehensive training and information on the use, maintenance and purpose of the equipment. Mahoney Contracts Ltd will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

Personal protective equipment provided by Mahoney Contracts Ltd includes:

- Hard hats
- Safety footwear
- Gloves
- Eye protection (goggles, visors, etc)
- Hearing protection (ear defenders, earmuff, etc.)
- High visibility jacket/vest
- Face/dust masks
- Respiratory protection
- Safety harnesses

Control of Hazardous Substances

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (as amended).

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Mahoney Contracts Ltd produces COSHH assessment of substances in regular use and copies are kept in the health and safety file, which is always available on site. The Site Supervisor makes checks to ensure the assessments are relevant to the site.

Assessments will be reviewed annually. Mahoney Contracts Ltd will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases. All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. All containers used for transporting substances will carry the appropriate warning labels as required by the relevant packaging and labelling regulations. Storing of chemical substances, flammable materials, liquids and gases will follow current good practice and will comply with any legal requirements.

Asbestos

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It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Control of Asbestos Regulations 2012. Asbestos was used widely in the UK between the 1950s and 1980s (e.g. asbestos cement, in insulation boards and in paints, paper and floor coverings). Consequently, it is likely that asbestos is present in all buildings erected during this period. All reasonably practicable steps have been taken to prevent, and where not possible reduce to the lowest level possible, the exposure of employees and visitors to asbestos. Any employee, who uncovers hidden material or dust, which he or she suspects may contain asbestos, must stop work immediately and contact the Managing Director or relevant Site Manager. Arrangements will then be made for the material or relevant area to be inspected, isolated and for asbestos to be removed. Licensed asbestos removal contractors shall carry out asbestos removals under controlled conditions. Mahoney Contracts Ltd employees will not attempt to carry out asbestos removal.

Confined Spaces

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Confined Spaces Regulations 1997.

Mahoney Contracts Ltd will ensure employees avoid working in confined spaces wherever possible. If working in a confined space is unavoidable, the relevant Managers of Mahoney Contracts Ltd will set up a Safe System of Work for the task and apply the Permit to Work system. All employees who will need to work in confined spaces will receive comprehensive and adequate training and information on the health and safety issues relating to the type of work.

Noise

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Control of Noise at Work Regulations 2005.

Noise is commonly defined as unwanted sound. It can be a hazard and can cause illness when noise levels are very loud or prolonged. Employees will be encouraged to wear personal hearing protection wherever necessary to safeguard their hearing from excessive noise whilst at work. Noise levels will be reduced as far as practicable by fitting mufflers on tools where appropriate. Where it is deemed necessary a noise assessment will be undertaken to determine the levels of noise on the work site. Where the levels exceed the First and Second Action levels, 80dB (A) and 85dB (A), warning signs will be prominently displayed telling or advising all personnel to wear ear protection

Vibration

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Control of Vibration at Work Regulations 2005. Mahoney Contracts Ltd will assess the vibration risk from tools and plant to our employees and introduce a programme of control to eliminate the risk or reduce it to as low as level as is reasonably practicable.

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Management will provide employees with information and training on possible health risks through excessive exposure to vibration. Mahoney Contracts Ltd will keep records of any health surveillance undertaken.

Vibration white finger is a common hazard associated with vibrating tools and equipment.

Mahoney Contracts Ltd employees can help reduce the risk to themselves by:

- Informing their Supervisor about tools or processes which produce high levels of vibration
- Keeping warm whilst at work (especially the hands) to help maintain good blood flow to the hands and fingers. Wear suitable gloves and warm clothing when working outside or in cold conditions
- Not smoking (smoking affects the blood flow)
- Exercising the hands and fingers to improve blood flow
- Using the correct tool for the job
- Never applying more force than necessary
- Avoiding long periods of using vibrating equipment without a break
- Maintaining tools and equipment in good working order. If tools are in a poor condition, then the relevant Supervisor should be informed so that the tool can be repaired or replaced
- Never ignoring symptoms. If an employee thinks vibration white finger could be affecting their hands or fingers, they must consult a doctor and inform their Supervisor or the Site Manager.

Mahoney Contracts Ltd will eliminate the risk from vibration by applying mechanical means wherever practicable.

Mahoney Contracts Ltd will ensure the best available tools and equipment are selected for tasks. This will include ensuring new tools have vibration controls built in.

Mahoney Contracts Ltd will ensure personnel take regular breaks from the task and the task is rotated between personnel. Suitable gloves and clothing will be provided.

Violence, harassment and bullying

All reasonable security precautions have been and shall continue to be taken to prevent the risk of violence, abuse or threatening behaviour against employees and of harassment or bullying of employees at work. Where necessary, appropriate, information, instructions and training shall be provided by the Management of Mahoney Contracts Ltd.

Except where this cannot be reasonably avoided, no employee should work alone, except in accordance with the safety measures outlined in a risk assessment.

If an employee is subjected to violence, abuse, or threatening behaviour at work, he or she should call for help or raise the alarm, if it is safe to do so. Under no circumstances should employees risk their safety or

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that of other persons. In all cases, employees who are subject to violence, abuse or threatening behaviour shall report the matter to their manager as soon as reasonably practicable.

Any employee subjected to bullying or harassment at work is encouraged to report the matter to their manager at the earliest opportunity, or to any other member of management whom they feel comfortable to address. Employees may then follow the relevant procedure set out in the Anti-Harassment Policy in force from time to time.

All complaints of harassment, bullying, violence, abusive or threatening behaviour shall be taken seriously and shall be investigated fully, promptly and objectively.

Where the alleged offender is an employee of Mahoney Contracts Ltd, then, so far as reasonably practicable, Mahoney Contracts Ltd shall take steps to keep the identity of the employee who made the complaint, the nature of the complaint, the identity of the alleged offender and the investigation, confidential. If the result of the investigation so merits, disciplinary action shall be taken against an offending employee.

Disabled Employees

It is the responsibility of the Managing Director and relevant Managers to be aware as far as reasonably practicable of any disabled employee in the premises. In the event of an emergency, in addition to following the normal emergency procedure, they shall arrange assistance for disabled employees, inform or remind them of the guidance contained below and inform the designated employee of the situation.

Disabled employees with impaired mobility (i.e. anyone who cannot, without the assistance of another, leave a building) who are on a ground floor should, in case of an emergency, wait until the initial rush is over and then evacuate the building. If such an employee is on another floor, she/he must inform at least two persons of his or her location as soon as an emergency occurs and ask them to inform the designated employee or emergency services.

The employee should then proceed to a designated protected escape area which will be separated from a fire by fire-resisting construction and await assistance (protection lasts at least 30 minutes). The employee may ask someone to stay with him or her whilst waiting for assistance.

Should a disabled employee have to be evacuated, and this is safe, the Employee shall be evacuated through the building or by the stairs by the emergency services.

Employees with impaired hearing that cannot hear the fire or emergency alarm must inform their Manager about this and avoid working in isolated areas. If such an employee must work alone, they must ensure that someone knows where they are and will inform them in case of emergency.

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Bomb Alert Procedure

Anyone receiving a bomb threat or discovering a suspicious object/vehicle should inform the relevant Manager immediately and remain in the vicinity and make him or herself known to the first security personnel arriving on the scene. If a bomb threat is received it is important to try to get answers to the questions:

- Where is the bomb?
- What time will it go off?
- What kind of bomb is it?
- Why are you doing it?
- Do you have a codeword?

Access the gender, age group, accent, state of mind (e.g. intoxicated or irrational) of the caller.

Identify any noticeable background noise or distraction, e.g. traffic.

Assess whether the call is from a public, mobile or private telephone.

If a suspicious object or vehicle is identified/found, it is important to note its exact location and easily recognisable identifying features, e.g. registration number, name markings.

Advise those present in the immediate vicinity to clear the area and remain at a safe distance.

Details in one's mind why suspicion was aroused.

Under no circumstances should anyone touch a suspicious object or vehicle.

Mobile phones and radio transmitters must not be used near a suspicious object/vehicle.

Lone and after hours working

As far as reasonably practicable, Mahoney Contracts Ltd shall endeavour to arrange that lone/after hours working shall be carried out only if:

- a second person is present in the building or working area and within earshot
- a telephone is available to the person working alone or after normal hours
- an appropriate and adequate safety procedure is established (e.g. a telephone reporting system / regular security patrols)
- where the job carries peculiar hazards, at least one person in the building or working area is competent to deal with such hazard
- special arrangements are made to ensure the safety of any disabled employee who works alone or after normal hours

Mahoney Contracts Ltd recognises that during their duties, employees may work away from their colleagues depending on the particular project being undertaken. They often do this alone and are exposed to greater risks during this time.

Management shall carry out a risk assessment to determine what risks this entails and implement the necessary controls.

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As a minimum the lone worker should:

- Always book out when leaving their normal place of work.
- Ensure details of their mobile phone or other means of communication are available.
- Agree an expected return time.
- If delayed or arrangements are changed contact the office and let them know.

If a lone worker becomes overdue:

- A member of the Project team should contact them on their mobile phone.
- If they cannot raise them, they should phone another colleague on the site in question and then try their home telephone number
- If still unable to contact them, a senior manager should be informed, and they should notify the police.
- A senior member of staff should remain available until the situation is resolved

New and expectant mothers

An assessment has been carried out of the health and safety risks to female employees who are of child-bearing age and their baby and Mahoney Contracts Ltd shall take all reasonably practicable steps to prevent such risks, as required. Where it is not reasonably practicable to prevent the risk to health and safety of a particular employee who is a new or an expectant mother, Mahoney Contracts Ltd shall alter her working conditions or hours of work if this is reasonable and will avoid such risk. If it is not reasonable to alter the employee's working conditions or hours of work or doing so would not prevent health and safety risks, Mahoney Contracts Ltd shall suspend the employee for as long as is necessary to avoid such risk. During her suspension, the employee shall receive remuneration at the rate of a 'week's pay (as defined by law) for each week of suspension.

A new or expectant mother who works at night and who is required for health and safety reasons not to be at work for a period (under a certificate of a registered medical practitioner or midwife), shall be suspended for this period.

During her suspension, the employee shall receive remuneration at the rate of a 'weeks' pay' (as defined by law) for each week of suspension.

Visitors

Visitors to Mahoney Contracts Ltd premises or work sites shall be given safety information and instruction as may be necessary and appropriate. As far as reasonably practicable, a visitor with impaired mobility shall be known to another person throughout the visit. If reasonably practicable, the visitor shall not be taken above or below ground floor level. For this Policy, a person has impaired mobility if he or she cannot, without the assistance of someone else, use stairs to leave a building. Every precaution must be taken to ensure that Visitors (including Employees' visitors) do not enter hazardous areas (unless they have written authorisation; they were informed in advance of the specific hazards; and they wear suitable protective clothing where

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applicable). Visitors with impaired hearing must be told as soon as the fire or emergency alarm is raised

Employee’s children and young persons

Employees should not bring children to work, except with the prior written authorisation of the Managing Director (which shall be in his absolute discretion). Any employee who is authorised to bring a child to work, must keep him/her under close supervision always.

Transport Safety

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Road Traffic Act. All company vehicles will be insured for their intended purpose and only authorised persons allowed to drive them. All persons using company vehicles must hold a current, valid driving licence appropriate to the type of vehicle.

All company vehicles will be maintained in good order and regularly inspected and serviced in accordance with manufacturer’s recommendations and Ministry of Transport requirements. Private vehicles used for company business are subject to the same requirements.

All drivers must be familiar with the legal requirements of the legislation regarding road transport. They must be correctly trained and certified as competent to drive and/or operate the vehicle they are instructed to drive.

No person shall drive or operate any type of vehicle on a Mahoney Contracts Ltd site or on a public highway without a valid licence or without having received the correct training and instruction in the vehicle use (e.g. forklift).

Any alterations to the validity of a licence, such as penalty points or driving ban, are to be immediately reported to Mahoney Contracts Ltd. Drivers will visually examine their vehicles prior to use, paying particular attention to tyres, lights, horn, brakes, engine, screen wash, wipers, coolant, oil and fuel levels. Any defect must be immediately reported to enable the necessary actions to be taken. No driver or operator of a company vehicle shall attempt to drive whilst under the influence of alcohol or drugs. Any such event will result in suitable disciplinary action.

No unauthorised passengers will be carried in company vehicles. No person shall answer or make a telephone call from a hand-held mobile telephone whilst driving a company vehicle. Exemptions to this apply only if an authorised hand free kit is used. In accordance with the Health Act 2006, smoking is prohibited always whilst in company vehicles. Speed limits will be adhered to always. This includes site speed limits. First aid kits are kept in all company vehicles. Warning signals given by the horn must only be used when absolutely necessary. Automatic warning systems must be operational where fitted. Extra care must be taken whilst reversing. The driver must satisfy himself that there is no obstruction or danger to themselves or others before reversing the vehicle. A banksman shall be used when reversing onto a public

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highway or around a blind corner

Loads

The engine of the vehicle will be switched off whilst the vehicle is being loaded or unloaded. Vehicle drivers will not attempt to move an overloaded vehicle. Mahoney Contracts Ltd employed drivers shall never allow their vehicle to be overloaded. If in doubt, the driver must seek assistance from a Site or Senior Manager. The vehicle, control and operation, and the security of the load is the responsibility of the driver at all times. This duty applies equally when the vehicle is travelling loaded or unloaded. Loads shall be placed in such positions that no danger or nuisance is caused to any persons, property or other road users. Special care must be taken to prevent debris falling or blowing onto roadways. The load should be positioned and secured so that it will not move in relation to the body of the vehicle that may adversely affect the stability and roadworthiness of the vehicle. It is the responsibility of the driver to ensure loads are secured. Straps, etc which may be required to restrain the load must be in the correct position and securely fastened.

Young Person’s Safety

It is the policy of Mahoney Contracts Ltd to comply with the law as set out in the Management of Health and Safety at Work Regulations 1999. All work activities undertaken by any person under the age of 18 years will be risk assessed with respect to the following:

- The immaturity and inexperience of the young person
- The required health and safety training
- The types of equipment, chemicals and method of use
- The task undertaken

Wherever the risk assessment identifies the need for supervision, then adequate supervision must be given throughout the work undertaken.

The Environment

It is the policy of Mahoney Contracts Ltd to comply with the current law in respect to the Environment. Mahoney Contracts Ltd are aware of the duty of care required with regards to waste and the environment and will comply with all procedures set out by Clients and Principal Contractors relating to site waste disposal.

Where Mahoney Contracts Ltd produces any waste, Mahoney Contracts Ltd will be solely responsible for its safe control and disposal.

Should Mahoney Contracts Ltd produce any hazardous waste it will be disposed as per the current legislation.

Mahoney Contracts Ltd has an Environmental Policy. Employees are made aware of the Environmental Policy and will comply with all requirements. The Policy is made available on all sites.

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Fire Safety

It is the policy of Mahoney Contracts Ltd to comply with the current law in respect to the Regulatory Reform (Fire Safety) Order 2005. Mahoney Contracts Ltd fire safety policy and procedures take account of special fire hazards in specific areas of the premises or work sites. All employees have a duty to report immediately any fire, smoke or potential fire hazards to the fire service. Dial 999 or 112 from a mobile telephone.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. The relevant Managers are responsible for keeping their areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Office and site cleanliness and the removal of rubbish on site is essential. Facilities will be provided for the storage of any flammable materials and these facilities must be used. Whenever hot work is performed, care must be taken to ensure that flammable materials are removed from the immediate vicinity, or protected, or a permit to work system is used.

Fire Precautions and Procedures

All areas have been and shall continue to be appraised periodically for risks from fire and all necessary preventive action shall be taken.

All Employees are required to familiarise themselves with the position of fire alarms, telephones and fire extinguishers nearest to them and their place of work and all exits and routes to emergency exits of the building in which they work or which they visit.

Employees are required to know the sound of the fire alarm system and understand its meaning. The fire alarm system shall be tested weekly and the results recorded in a designated book. Fire detectors and extinguishers shall also be inspected, tested and maintained regularly as appropriate to ensure they are in an efficient state and working order and in good repair.

All exits and exit routes must be kept clear and must allow safe and free passage in the event of a fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within, in the direction of escape, and without the need for a key. Any fire doors must be kept closed always, except when actually used or when large items have to be moved through them.

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Emergency routes and exits shall be indicated by clear signs and, where necessary, illuminated. The fire evacuation procedures will be exercised at least once every six months in coordination and with the approval of the relevant Manager. The exercise will be reviewed regularly, and a report compiled. Employees must comply with the fire evacuation procedure. Failure to do so may result in disciplinary action.

Any Employee who discovers fire is required to shout "FIRE" and activate the nearest fire alarm and contact the emergency serviced by telephoning 999. Fires should only be tackled if it is safe to do so; there is a clear escape route; there are fire extinguishers of the appropriate type; and the Employee is trained and confident in use of fire extinguishers. Employees should not tackle fires larger than a burning wastepaper basket. If the Employee considers it unsafe to tackle the fire, he/she should evacuate the premises immediately by the shortest route, go to his/her designated assembly point and report to the Designated Employee.

An Employee who hears the fire alarm should leave the building immediately and report at the assembly point. If there is time, Employees should close all doors and windows. Employees and visitors must not stop to collect personal belongings. Employees and Visitors should not use lifts unless instructed to do so by the emergency services. An Employee/Visitor who is in a lift when the fire alarm sounds should stop at the next floor and get out.

Employees and visitors must remain at their assembly point or move to any other area when directed by the Designated Employee or emergency services, until authorised to re-enter buildings.

On completion of evacuation, the Designated Employee must be able to confirm that all persons have evacuated the premises and/or whether there are any remaining Employees and visitors within the premises and, if so, their identity.

Any event of fire shall be reported to and recorded in writing by a Senior Manager (immediately after the event), who shall then report this to the Health and Safety Executive as required by law. Any fire outbreak may be investigated, and suitable procedures and/or arrangements put in place to prevent the future occurrence of similar incidents. Employees must familiarise themselves with a Client's fire procedure when working on other sites. Information will be provided at site Induction. Mahoney Contracts Ltd personnel will be informed of the designated assembly point on a Client's site at the site Induction. On hearing the alarm, office staff and site operatives will evacuate and assemble at the designated assembly points.

Smoke Detectors and Fire Alarms

Fire alarms are located at strategic points throughout the premises. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

Fire Extinguishers

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Fire extinguishers are provided by Mahoney Contracts Ltd.

Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety and they are trained to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Exits

Exit doors and corridors must never be locked, blocked or used as storage space.

Smoking

Smoking/vaping is prohibited inside the workplace. Smoking/vaping is prohibited inside company vehicles. It is illegal for any personnel to smoke in a company vehicle at any time. This includes lone drivers.

No Smoking signs are posted throughout our premises. Smoking/vaping is prohibited whilst working on a Client’s premises except in any designated outdoor smoking areas.

A smoking/vaping location will be designated on each site for smokers to use. This is the only area to be used.

Emergency Procedures

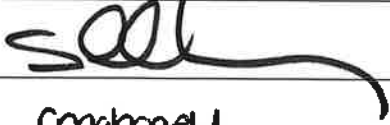

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

The designated assembly points are:

Head Office: Front of premises

Site: Details provided at Site Induction

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Reviewed:	C. Mahoney	Date:	15/11/2024
Prepared:		Date:	15/11/2024

Document Revision			Review Cycle:	12 months
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1.0	05/12/2017	C. Mahoney	New policy	
1.1	05/12/2018	C. Mahoney	Update to text format	
1.1	03/12/2019	C. Mahoney	Reviewed – no updates made	
1.2	02/12/2020	C. Mahoney	Update to text format of P1	
1.3	15/11/2021	A Tordoff	Reviewed – No updates	
1.3	14/11/2022	C. Mahoney	Reviewed – no updates made	
1.3	13/11/2023	C. Mahoney	Reviewed – no updates made	
1.3	14/11/2024	J. Aaron	Updated smoking section to include vaping	