McCarrick Construction Ltd
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Health and Safety Policy & Procedures.

Synopsis	This document contains the policies and procedures that form an integral part of McCarrick Construction's Safety Management System.

	Name	Signature	Date Reviewed
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Authorised by	M McCarrick		

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1.0 STATEMENT OF INTENT

1.1 Safety Policy Statement

I am committed to ensuring the health, safety, security and welfare of McCarrick Construction Ltd's employees and all those affected by our operations.

I seek the active involvement of all employees to continuously improve the McCarrick Construction Ltd safety culture and to minimise losses due to accidents, fire and property damage.

Specifically I shall ensure that:

- This Safety Policy Statement is communicated to all McCarrick Construction Ltd's employees and they are consulted on matters affecting their health and safety.
- Unsafe acts and hazards are identified using appropriate risk assessment techniques, and risks eliminated, controlled or reduced so far as is reasonably practicable.
- Training needs are identified and met.
- Safe plant and equipment is provided and maintained.
- Required resources are identified and provided to ensure effective Safety Management.
- The Company will comply with all relevant Health and Safety legislation and continuously seek out and introduce best practice.
- Safety information and trends are regularly reviewed and used for accident prevention.
- All employees will comply with all instructions relating to health, safety and welfare, all statutory provisions and all local safety procedures.
- If work cannot be performed safely it will be stopped until a safe system of work is available. Employees stopping work to fulfil this commitment have my support.
- The Company will seek to continuously improve the Health and Safety commitment and performance of all organisations who work with us.

This policy is formally reviewed annually, and is updated as the business changes.

Signed:	
Name:	M J McCarrick
Job Title:	Managing Director
Date:	28/11/2024

1.2 Drugs and Alcohol Policy Statement

This statement sets out McCarrick Construction's policy concerning any employee or contractor whose performance of their duties is, or may be, impaired as a result of taking drugs or drinking alcohol.

The company will ensure that all employees and contractors are made aware of this statement and become familiar with its content.

It is a requirement of McCarrick Construction that no employee or contractor shall:

- Report for duty in an unfit state due to the use of drugs, alcohol or solvents.
- Be in possession of illegal drugs while in the workplace.
- Consume alcohol while on duty.
- Use illegal drugs.
- Misuse prescribed medicines.
- Take solvents of any kind.

Employees must inform their Supervisor or Manager before undertaking a course of prescribed drugs which may have an effect on their performance at work.

The Company will not tolerate any departure from these rules and infringement will normally result in disciplinary action, and may lead to summary dismissal on the grounds of gross misconduct.

All Company contractors are expected to apply the same standards and penalties.

McCarrick Construction's policy is to assist with the rehabilitation of staff who voluntarily seek help for drugs or alcohol related problems. Such staff must ask their Manager for assistance at the earliest possible opportunity – disclosure prompted by impending discovery will not be acceptable. Refusal to take, or failure to complete, an approved course of treatment to deal with such a problem will normally result in disciplinary action and possible dismissal, should the employee's performance continue to be effected.

All requests for help will be treated in the strictest of confidence.

This policy will be reviewed annually.

Signed:

Name: M J McCarrick

Job Title: Managing Director

Date: 19/01/2026

1.3 Environmental Policy Statement

McCarrick Construction Ltd is committed to the protection of the environment.

The company will endeavour to minimise the environmental impact of its work activities and to promote and influence those it works with to bring about a positive environmental culture.

Specifically, where it is within the company's control or influence, McCarrick Construction Ltd undertakes to:

- Continuously improve management processes and operational procedures that are designed to prevent pollution.
- Comply fully with all relevant environmental legislation.
- Provide employees and subcontractors with such information and training relevant to environmental protection.
- Make efficient use of energy resources, taking appropriate opportunities to reduce waste and promote the reuse and recycling of materials.
- Avoid wherever practical the use of environmentally damaging substances, materials or processes.
- Ensure all waste materials are stored, and disposed of safely in accordance with the company's 'duty of care'.
- Minimise the environmental nuisance arising from any work activity, which may have an effect on any neighbours.
- Where appropriate, liaise and consult with the Environmental Agency and Local Authority and communities on environmental issues.

It is the responsibility of all McCarrick Construction Ltd's employees to support and apply those sections of the company environmental policy and procedures that relate to their activities.

This policy is formally reviewed annually, and is updated as the business changes.

Signed:

Name: M J McCarrick

Job Title: Managing Director

Date: 19/01/2026

1.4 Relevant legislation/ACoP/Guidance

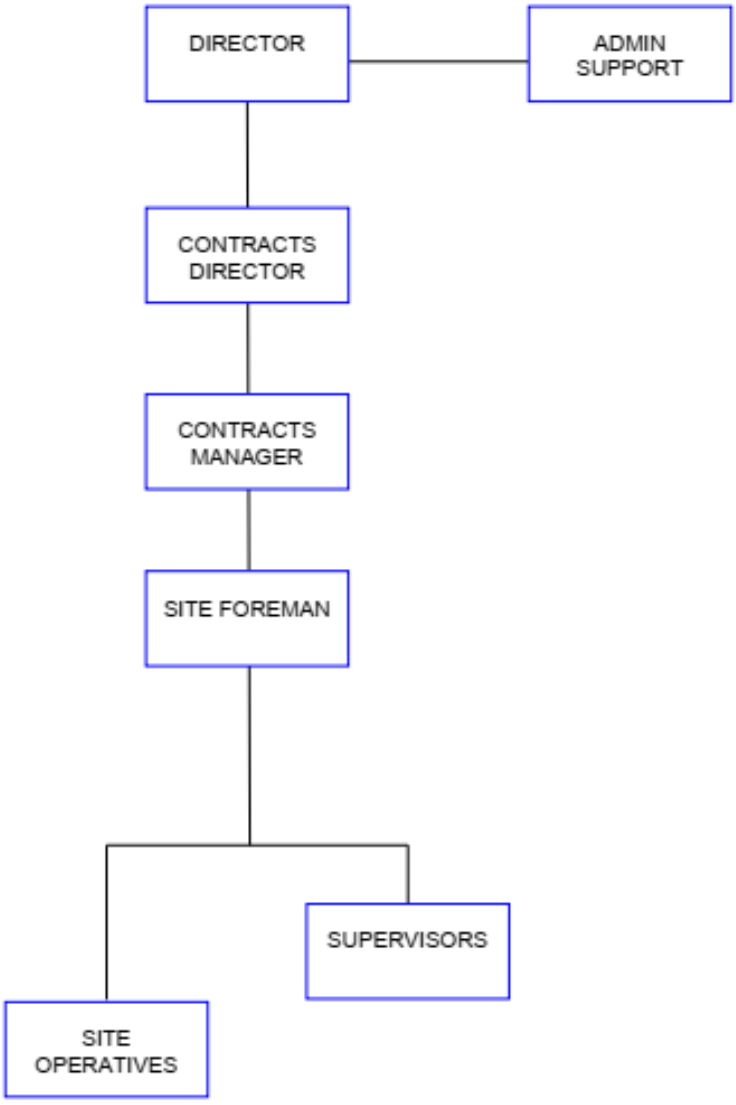
The company acknowledges that it is legally obliged to comply with all relevant health and safety legislation, Approved Codes of Practice (ACoP'S) and Guidance. The company is committed to meeting its general duties und the Health and safety at work Act 1974 and will comply with all specific regulations that are relevant to the business:

Relevant legislation/ACoP/Guidance	Procedure
Health and safety at Work Act 1974	Overarching general duties
Management of Health and Safety at Work Regulations 1999	Risk assessment Legal compliance Safety Assistance Health Surveillance Fire and emergency preparedness Training awareness and competence Hot work procedures Company Induction
The Regulatory Reform (Fire Safety) Order 2005	Fire and emergency preparedness
Working at Height Regulations 2005	Working at Height
The Safety Representatives and Safety Committees Regulations 1977 The Health and Safety (Consultation with Employees) Regulations 1996	Consultation and communication
The Health and Safety (First Aid) Regulations 1981	First Aid
The Personal Protective Equipment Regulations as Amended 2022	PPE
The Control of Asbestos Regulations 2012	Asbestos
The Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998	Management of plant and equipment
Manual Handling Operations Regulations 1992 (as amended)	Manual handling
INDG304 Understanding Health Surveillance at Work	Occupational health
The Control of Noise at Work Regulations 2005	Noise
Small scale use of LPG in Cylinders (Chemical sheet number 5)	Safe use of LPG

The Construction (Design and Management) Regulations 2015	CDM compliance Contractor selection
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Accident reporting and investigation
The Control of Substances Hazardous to Health Regulations 2002	COSHH
HS(G) 65	Auditing Annual review

2.0 ORGANISATION

2.1 Organisational Structure



2.2 Responsibilities

Managing Director

The Managing Director is responsible for:

- To initiate Company Safety Policy for the prevention of all injury, health, risk or damage, as far as reasonably practicable, to employees, other persons, plant or products.
- Ensuring risk assessments are performed by the Project Managers
- To have a knowledge of the appropriate regulations and codes of practice and to ensure that these are being observed by Company personnel.
- To ensure that due allowances are made, at the tendering and planning stages of a contract, for the provision of safety, health and welfare for all employees.
- To ensure that there is adequate and relevant training for personnel where and when required and to consult accident prevention, training and employers trade associations for current information.
- To initiate an adequate reporting, investigation and records procedure.
- To ensure that arrangements are made for all pre-employment medicals required by statute to be carried out and then at the appropriate intervals.

Administration Support/Office Manager

- To ensure that office welfare facilities are kept up to the required standards.
- To ensure the Fire Action Plan is clearly defined and to organise fire drill practices.
- To ensure escape routes and appropriate assembly points are kept clear and are clearly marked.
- To ensure fire fighting equipment is in place and maintained as required.
- Ensure first aid boxes are fully stocked and additioanl prosions are available.
- All health and safety records are kept and made available when required, including training certificates etc.
- Ensure Occupational Health checks are completed on all relevant workforce employees, recorded and follow up action where required is completed. (Melanie Robson)

Contracts Director

- Should fully familiarise himself with the company's policy
- Monitor health and safety on site through on-site inspections etc
- Assist in the identification of hazards and risks as well as development of risk assessments and method statements.
- Responsible checking first aid boxes and arranging for the purchasing of any additional provisions when required. (Derek Calvert)
- Liasing with the Safety Advisors and Site Managers on any health and safety issues.
- Completing pre-tender questionnaires and issuing/reviewing any Sub Contractors assessment questionnaires and risk assessments etc.
- Ensuring potential new employees complete a pre-employment health questionnaire to identify possible health existing or current problems.

Contracts Managers

- Should fully familiarise himself with the company's policy.
- Must ensure that persons in the department or sections for which he is responsible are adequately trained to carry out their work and are made fully aware of any potential hazards within the department or section.
- Should ensure that adequate supervision is available at all times, particularly where young, inexperienced or new employees to his department are concerned.
- Responsible to ensure fire safety is adhered including risk assessments are carried out and the appropriate testing of alarms and equipment. In additin they shall ensure that employees for whom he is responsible are aware of and understand the fire alarm and fire drills.
- Carry out risk assessments and development of method statements necessary for each relevant project.
- Shall investigate accidents to persons or property promptly in conjunction with and reporting to the M.D to discover the cause and minimise possible re-occurrences.
- Ensure all plant and equipment is maintained and that records of this are kept.

- Shall ensure that all written reports and statements made during the investigation of an accident are correctly compiled and forwarded to the relevant persons.

- Shall ensure a competent person is appointed to inspect/test equipment including electrical appliances (PAT)

- Responsible for purchasing safe, suitable plant and work equipment.

Site Manager/Foreman

- Make himself aware of site regulations and procedures and ensure that persons he is responsible for are aware of and adhere to them.

- Ensure that persons on site are adequately trained and fully aware of any hazards on the site.

- Ensure that all defects on site are reported and rectified by those in control of the site.

- Continually develop safe practice to ensure maximum safety.

- Maintain good housekeeping on site at all times.

- Investigate with the Safety Advisors and Project Managers all accidents or dangerous occurrences to discover the cause and eliminate re-occurrences. Raise accident report.

- Record his findings in writing and forward together with any other statements or information to the Project Manager.

- Accompany Safety Advisors and H.S.E. Inspectors on inspections and co-operate with him on safety matters.

- Shall participate in the conducting of Risk Assessments where there is a foreseeable risk of injury and inform the employee of the findings.

Supervisors

- Ensuring they understand the companies safety policy and procedures and assist in its implementation.

- Ensure the first aid boxes supplied in company vans are kept fully stocked.

- Ensure that the employees they are managing fully comply with all relevant risk assessments, method statements, local site rules etc.

- Ensure employees they are managing wear the correct PPE.

- Ensure employees are not adopting unsafe working practices.
- Report any identified hazards to the relevant Site Manager or other relevant person.
- Ensure good housekeeping is maintained at all times on site.
- To bring to the attention of the relevant persons the training needs of individual employees within the company.

All Employees

- Shall make themselves familiar with, and conform to, the Company's Health and Safety Policy.
- Shall observe all safety rules, Regulations and Codes of Practice applicable to their place of work.
- Shall use the appropriate safety devices and wear the safety equipment provided, remembering that where regulations require that this equipment is to be provided and worn, it is breaking the law not to do so.
- Shall conform with instructions given by persons with the responsibility for Health and Safety.
- Shall report all accidents or dangerous occurrences, whether or not injury or damage has resulted, to his Foremen in order to discover the cause and minimise possible re-occurrences.
- Shall not use any equipment which they are not trained/authorised to use.
- Shall bring to the notice of the Foreman defective equipment or tools.
- Shall complete when issued occupational health monitoring questionnaires truthfully and in full. Attend where required Occupational Health for necessary health surveilance.

Northern Bear Safety

Northern Bear Safety is responsible for:

1 Ensuring that McCarrick Construction Ltd are informed of changes to relevant health and safety legislation.

2 Conducting formal safety inspections at McCarrick Construction Ltd work sites.

3 Conducting a formal, annual, safety compliance audit on McCarrick Construction Ltd.

3.0 ARRANGEMENTS

3.1 Risk Assessment

Purpose of procedure

To ensure that all hazards that McCarrick Construction's employees may be exposed to whilst at work are identified, assessed and controlled to as low as reasonably practicable.

Who the procedure applies to

This procedure covers occupational, task based risk assessments performed to identify and control the risks faced by all McCarrick Constructions employees whilst at work.

Procedure

- The company will ensure that all tasks and activities performed by employees are risk assessed prior to the activity being performed, following the recognised "5 steps" approach recommended by the HSE.

- As the person with overall responsibility for health and safety, the Managing Director is responsible for ensuring assessments take place.

- Initial hazard identification for a specific job will be conducted by the Estimator/Surveyor during the tendering and pricing stage, or at the earliest practical opportunity when the job can be viewed properly so that potential hazards can be identified.

  If the company is awarded the contract, the Manager responsible for that job, i.e. the Project Manager will perform a full risk assessment.

  The Project Manager will use an "aide de memoir" consisting of a tick sheet of potential hazards, as well as their knowledge and experience to perform the assessment.

  The Project Manager will also take input from those performing the task being assessed.

- For each hazard identified, the risk assessment will note who might be harmed. It will not list everyone by name, but will identify groups of people, for example: employees, the public, visitors etc.

- A simple methodology will be used to evaluate risk. It will consider the likelihood and consequence of a hazard occurring, and assign either a "high, medium, low" risk level.

  The purpose of the risk assessment process is to lower identified risk, and so when required the company will do everything "reasonably practicable" to protect people from harm, by implementing "control measures" designed to lower risk.

  In selecting control measures, the established hierarchy of control will be followed:

  - Can the hazard be removed altogether?
  - Select a less risky option (e.g. switch to using a less hazardous chemical);
  - Prevent access to the hazard (e.g. by guarding);

- Organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic);
- Issue PPE (e.g. clothing, footwear, goggles etc)

- The company recognises that it is essential that any significant findings from risk assessments are communicated to the people that could be exposed to the hazards. To that end, all relevant employees will be briefed on the significant findings of relevant risk assessments prior to starting work. It is the Project Managers responsibility to ensure employees are briefed.

- Risk assessments will be recorded and held by the company for at least three years.

- As risk assessments are performed for a specific job, they are only usually valid for the life of that project, however they may be reviewed during the project, depending on the risk by the risk identified, or following any changes to working practices, prior to the introduction of new work equipment, or following any accident, incident or near miss.

- It is the Project Managers responsibility to ensure that required control measures are implemented correctly before work commences.

Summary of responsibilities

- The Managing Director is responsible for ensuring risk assessments are performed by Project Managers.

- Project Managers are responsible for performing risk assessments.

- Projects Managers are responsible for ensuring that required control measures are implemented.

- It is the Project Managers responsibility to ensure that employees are briefed on any significant findings of risk assessments before work commences.

Records associated with procedure

Record	Where/How	Held By	Retention period
Risk assessment forms	Hard copy In project file	Admin support	3 years
Risk assessment forms	In project file/company archives	Admin support	Indefinite

3.2 Legal Compliance

Purpose of procedure

To describe the procedures in place for identifying and accessing the legal requirements that are relevant to McCarrick Construction Ltd, how this information is kept up to date, and how relevant information is communicated to employees.

Who the procedure applies too.

All company employees.

Procedure

- The company has several different methods for ensuring it identifies and remains compliant with current health and Safety legislation.

- It is a member of the National Federation of Builders, one of the benefits of membership is that it receives regular updates in the form of magazines, flyers and e-mails regarding the latest industry news, including health and safety information.

- As a retained customer of the Northern Bear Safety Ltd, the company has access to specialist health and safety team staffed by safety professionals.

  Northern Bear Safety Ltd employees are Chartered Health and Safety professionals and use their knowledge and expertise to identify and inform of legislation relevant to the company's operations. As safety professionals, they also are members of professional bodies such as the Institute of Occupational Safety and Health (IOSH).

- Section 3.4, Consultation and Communication, describes how the company will pass relevant information on changes to legislation to employees.

Summary of responsibilities

- The Managing Director is responsible for ensuring that they remain members of relevant professional bodies and organisations.
- Northern Bear Safety Ltd is responsible for ensuring that McCarrick Construction Ltd is informed of changes to relevant health and safety legislation.

Records associated with procedure

Record	Where/How	Held By	Retention period
Certificates of membership to professional bodies.	Displayed in premises with copies available for clients	Admin support	Duration of membership

3.3 Training, Awareness and Competence

Purpose of procedure

To describe the procedures McCarrick Construction Ltd has in place to ensure that its workforce have the skills, knowledge and competence to perform the tasks they are employed to do in a safe manner.

Who the procedure applies to

This procedure covers occupational work based competence training and health and safety training for both McCarrick Construction's Management and employees whilst at work.

Procedure

It is company policy that all employees are competent to carryout their tasks and activities to a high standard and in a safe manner. The company will follow a documented annual training and development plan, which will detail all planned training for a period of 12 months. The training plan will include workforce, Supervisory and Management training which will be maintained throughout the year.

All training evidence i.e. certificates/registers to be submitted into the relevant employee files and further details to be logged onto the company training matrix.

Summary of responsibilities

Managing Director

- Ensure the employees training needs are identified and met in line with McCarrick Construction's safety policy.
- Ensure adequate resources are available.

The Admin support will maintain the documented training and development plan.

Employees

- To attend training as required to carry out high standards of work in a safe manner.

Records associated with the procedure

Record	Authorised Person (s) (access, disposal, retention)	Location	Minimum Retention Period	Index Method
Training Plan	Admin support	Office Files Computer	5 Years	Paper format Electronic

3.4 Consultation and Communication

Purpose of procedure

To describe the procedures the company has in place for ensuring that pertinent safety information is communicated to and from employees and other interested parties.

Who the procedure applies to

All McCarrick Construction Ltd's employees.

Procedure

It is company policy to keep employees informed of relevant health and safety information. Examples may include:

- Information on new legislation.
- Changes to existing legislation.
- Results of any safety inspections/assessments/audits.
- Information on any accidents/incidents/near misses that may have occurred.

The company uses several different methods to communicate with employees, depending on the urgency or importance of the information. These include:

- Toolbox talks
- Posting information on the safety notice board
- Issuing of safety bulletins
- Memos inserted into monthly pay slips.

It is the Managing Directors responsibility to ensure relevant safety information is communicated to employees

Project Managers are responsible for ensuring toolbox talks, on relevant subjects, are delivered during the life of the project.

The Managing Director will ensure consultation takes place with employees before making any changes that may affect workplace health and safety, either individually or collectively via the channels described above.

It is company policy to encourage employees to raise any issues or concerns they have regarding health and safety. In the first instance, the employee should raise any issues with their Supervisor, then to a member of the Management team if they feel their concerns are not being addressed.

Summary of responsibilities

- The Managing Director is responsible for ensuring that relevant safety information is communicated to employees

- Project Managers are responsible for ensuring tool box talks relevant to their project are delivered.

- The Managing Director is responsible for ensuring employees are consulted on safety issues.

Records associated with procedure

Record	Where/How	Held By	Retention period
Records of delivered Toolbox talks	Signature sheets, held in premises	Admin support	3 years
Safety Bulletins	Depending on issue, either personal copy to all employees, or displayed on H & S notice board	Admin support	3 years
Payslip Memos	Copy to each employee, copy kept in premises.	Admin support	3 years
Any letters etc sent to employees regarding safety issues	Copy to each employee, copy kept in premises.	Admin support	3 years

3.5 First Aid

Purpose of procedure

To describe the company's established procedures for providing first aid cover for its employees.

Who the procedure applies to

Under the First Aid at Work Regulations 1981, employers are only obliged to provide first aid cover for employees.

Procedure

Premises

The premises have been determined as a low risk environment.

A first aid box is kept in the office, and Admin support is responsible for keeping this stocked.

On site

An appropriate number of Appointed Persons are trained in line with the number of employees.

A fully stocked first aid box is carried by all company vehicles. It is the driver's responsibility to keep the first aid box fully stocked.

When acting as Principal Contractor, the company will ensure that a fully stocked First Aid box is held on Site. The Site Supervisor is responsible for ensuring this box is fully stocked.

This procedure will be reviewed annually, or following any actual incident when it has been initiated. It will be the Managing Directors responsibility to review the plan.

Summary of responsibilities

- The Managing Director is responsible for ensuring that the correct number of employees are first aid/appointed person trained, and that this training is refreshed.

- The Admin support is responsible for ensuring the first aid box is fully stocked in the premises, van drivers are responsible for the first aid boxes in company vehicles and the Site Supervisor will maintain any boxes held on site.

Records associated with procedure

Record	Where/How	Held By	Retention period
Training records	As part of safety training records	Admin support	3 years

3.6 Personal Protective Equipment

Purpose of procedure

To describe the company's established procedures to identify, provide, manage and maintain Personal Protective Equipment (PPE)

Who the procedure applies to

All McCarrick Construction Ltd's employees.

Procedure

The company will provide all employees with the appropriate PPE, free of charge.

PPE is issued initially to operatives by the Contracts Manager; it is his responsibility to keep a record of initially issued PPE. This will include the item issued, date and signature of the recipient.

It is the Contracts Managers responsibility to instruct operatives employees on the correct use of any issued PPE.
On site, Site Supervisors are responsible for ensuring operatives have the correct PPE and that it is being worn, issuing new kit if required.

A limited stock of PPE is held in the premises for operatives requiring replacement items.

All operatives are required to wear any PPE that has been deemed necessary. They are also responsible for keeping their PPE in good condition, and reporting faulted or damaged PPE with a view to getting it replaced.

The company understands what PPE is required by its operatives by conducting risk assessments of the tasks and work activities being performed. Whilst the assessment may identify that specific PPE is required, it is company policy for all operatives to be issued with and wear the following types of PPE:

Goggles – Grade B

Goggles are issued and are to be worn by operatives where there is a foreseeable risk of eye injury. E.g. when using "Stihl" Saws.

Safety Helmets - Grade 1

It is company policy that safety helmets are worn by all operatives, contractors or visitors at all times when on a site.

Safety Footwear – Steel or protected toe, mid sole protection

The company issues operatives with appropriate safety footwear.

Dust Masks: (RPE) (When required)

The company supplies the workforce with suitable face fitted RPE which must be worn when performing tasks that produce dust, e.g.

- Using a "Stihl" Saw or any other cutting equipment etc.
- In dusty conditions (e.g. when stripping/demolition or sweeping)
- When exposed to asbestos cement products

Gloves (BSEN388)

Operatives must wear suitable gloves when working with abrasive or sharp materials, dangerous chemicals and using the “stihl” saw.

Hearing Protection (EN 352-1)/(SNR 26dB)

When it is known that operatives will be working is noisy environments, or using equipment such a “stihl” saw, employees are issued with and must wear suitable ear defenders

Hi Visibility Jackets/Vests

It is the policy of the company that hi visibility jackets or vests must be worn on all sites, where the risks of being struck by mobile plant or equipments are apparent.

Summary of responsibilities

- The Contract Manager is responsible for ensuring that all operatives are given an initial issue of appropriate PPE, and that records are kept of new and replacement PPE that is issued.
- On site, Site Supervisors are responsible for ensuring operatives have the correct PPE and that it is being worn.
- The Contracts Manager is responsible for instructing operatives on the correct use of any issued PPE and face fit testing has been completed where required..
- All operatives have a responsibility to wear any PPE that has been deemed necessary. They are also responsible for keeping their PPE in good condition, and reporting faulted or damaged PPE with a view to getting it replaced.

Records associated with procedure

Record	Where/How	Held By	Retention period
Issue of new or replacement PPE	On premises	Admin support	3 years

3.7 Company Induction Procedure

Purpose of procedure

To describe the company's established plans to provide induction training for new employees.

Who the procedure applies to

All new McCarrick Construction employees.

Procedure

There are several different elements to induction training.

When the company starts a new employee, it will first deliver local premises induction to them. This induction cover:

- Company working practices. (E.g. start/break/lunch/finish times)
- Location of welfare facilities on the premises.
- The geographical layout of the premises.
- Identification of emergency escape routes, fire call points, fire extinguishers and exits and fire assembly point.
- Location of all entrances and exits.
- First Aid arrangements for the premises.
- Identification of any hazards on the premises.
- General site/premises safety rules.
- Accident reporting procedures.
- The correct use of any required PPE.
- Occupational health checks.

The Contract Manager will ensure employees receive this induction, and keep a record of this.

Before a new operative commences work, the company will establish what their training needs are, and will develop a plan for that training to be received before undertaking those activities. Depending on the age, knowledge and experience of the operative, it may be necessary for them to be mentored whilst on site by a more experienced operative.

Induction is also important at sites that the company works on. The company will ensure that existing (and new) operatives receive suitable site-specific induction training. This will be conducted before the Operative begins their expected duties.

New employees are required to complete and initial health monitoring questionnaire.
A thorough health questionnaire will be issued upon employment and then annually.

The health questionnaire will provide a baseline before work commences. This will gather information regarding:

• Past work activities in previous jobs that might have affected your health
• any illnesses that can affect your safety at work
• Specific symptoms that might indicate hearing damage from excessive noise
• Specific symptoms of respiratory illness
• Specific symptoms that could result from vibration tasks
• Specific symptoms of Dermatitis
• Other symptoms that could result from an unsuitably furnished work environment

Summary of responsibilities

- The Contract Manager is responsible for ensuring that all new employees receive induction training.
- Admin support is responsible for keeping a record of the induction training that has been delivered.
  Admin Support/Office Manager is responsible for ensure occupational health monitoring is completed and necessary follow up actions are completed.
- The Managing Director is responsible for ensuring that new operatives receive specific training in any procedures, system or work equipment that they will be involved in or use during their employment, and to keep records of such training.

Records associated with procedure

Record	Where/How	Held By	Retention period
Records of induction training delivered.	On premises	Admin support	3 years
Specific training on systems, procedures or work equipment	As part of annual training plan	Admin support	3 years
Records of ongoing safety training.	As part of annual training plan	Admin support	3 years
Occupational Health Records	As part of health monitoring either in-house or via external Occupational Health experts	Office Manager	40 years

3.8 Asbestos

Purpose of procedure

To describe the company's procedures for protect employees and other relevant persons from being exposed to the harmful effects of asbestos.

Who the procedure applies to

All McCarrick Construction employees, contractors and visitors.

Procedure

The company recognises that asbestos is hazardous, and if asbestos fibres are inhaled, the damage to the individual's lungs can be fatal.

All operatives that have the potential to be exposed to asbestos will receive asbestos awareness training. It is the Managing Directors responsibility to ensure that relevant operatives receive this training.

Before undertaking any works that will disturb the fabric of a building, the company will establish whether Asbestos Containing Materials (ACM's) are present. This will either be by arranging its own survey, or by requesting one from the client/principal contractor. It is the Project Managers responsibility to ensure the presence of ACM's is determined before work commences on a job they are managing.

If ACM's are present, the company will expect it to be removed or isolated. This will be done by either engaging an approved asbestos removal company, or requesting the services of such a company via the client/principal contractor. If the company is acting as Principal Contractor, it is the Project Managers responsibility to arrange for ACM's to be dealt with in an appropriate fashion.

The company is aware that a new category of work was introduced in 2012; Notifiable, Non Licensed Work (NNLW) and will report any relevant work to the HSE using the online form.

It is company policy that employees must:

- Not carryout work on the fabric of a building until the presence and location of Asbestos Containing Materials (ACM) has been determined.
- Report any suspected ACM's to their supervisor immediately upon discovery, ceasing work until the issue is resolved in line with the above procedure.
- Not work on ACM's without having viewed and understood a job specific risk assessment and associated job specific method statement.
- Follow all the guidance and training which has been provided when dealing with ACM's

Summary of responsibilities

- The Managing Director is responsible for ensuring that relevant employees receive asbestos awareness training.
- It is the Project Manager responsibility to ensure the presence of ACM's is determined before work commences.
- It is Project Managers responsibility to arrange for ACM's to be dealt with in an appropriate fashion.

Records associated with procedure

Record	Where/How	Held By	Retention period
Training records for Asbestos awareness training	As part of annual safety training plan	Admin support	3 years
Asbestos survey reports	With job file	Admin support	3 years
Job specific risk assessments for working in locations with ACM's	With job file	Admin support	3 years

3.9 Management of Plant and Equipment

Purpose of procedure

To describe the procedures the company has in place to manage its plant and equipment.

Who the procedure applies to

All McCarrick Construction employees and contractors.

Procedure

It is company policy to provide a safe working environment for all employees at all times. To help achieve this, the company will implement this procedure to cover the purchase and safe use of any machinery that will be used on its premises. This will apply to used machinery as well as new. It should be noted that the majority of plant and equipment used by the company is hired.

Purchasing

The company only purchases a limited amount of plant or equipment. When doing so, the company considers factors such as size, vibration levels, weight of equipment (to ensure that the floor can take the weight), power requirements and information on dust/fume extraction systems. In addition to this, the following requirements will apply to the purchase of both new and used equipment:

- a well-known and reputable supplier will always be used.
- if equipment is purchased outside of the UK, written confirmation is required from the supplier that its specification (including any accessories) conforms to the requirements of PUWER (Provision and Use of Work Equipment Regulations)
- only suppliers who can provide a full set of operating instructions will only be used. If a foreign supplier is to be used, then the instructions must be translated into English
- a complete set of basic routine maintenance instructions must be included.

For large capital purchases The Managing Director is responsible for purchasing safe and suitable plant and work equipment. For smaller items the Project Manager has the same responsibilities.

Safe use of machinery

Before any new (i.e. equipment not already used by the company) item of machinery is introduced for the first time, a risk assessment will be performed. The purpose of this is to identify whether there are any particular hazards associated with its use in our workplace. Any risk assessment findings will be communicated to staff.

It is the Managing Directors responsibility to ensure a risk assessment is performed on new plant or equipment before its use.

Employee training

Only trained operatives will be allowed to operate machinery. This training may be provided by a number of sources including suppliers, as well as training on the job by our own staff. All records of staff training will be kept on individual employees' personnel files. In addition, we will maintain a register of trained users, which can be updated as necessary. The Project Manager will be responsible for ensuring employees are trained before using equipment, and records are maintained.

Maintenance
All machinery will be subject to maintenance and inspection, as necessary, for its continued safe operation. Most equipment is on lease from the supplier, and the terms of the lease includes the maintenance of the equipment by the supplier. Records of any maintenance and routine repairs will be kept for at least three years.

If an employee experiences a problem between routine maintenance, they will inform their Supervisor/Manager.

Hired equipment will be maintained by the hire company. The relevant Project Manager or Site Supervisor will be responsible for ensuring that all hired equipment is in good order.

Portable Electrical Equipment

Portable electrical equipment such as drills, saws or other equipment such as kettles and microwaves will be subject to annual testing, commonly known as Potable Appliance Testing" (PAT) Tested equipment will be marked as such. New electrical equipment will be marked as new, with the purchase date, so to be picked up in the next annual test. It is the Admin support will flag up when to be done. It is the Managing Directors responsibility to ensure relevant portable electrical equipment is tested.

Petrol driven equipment

Employees will be given specific instruction in the safe use of petrol driven equipment. In McCarrick Construction, this mainly refers to "Stihl Saws"

The instructions will focus specifically on the hazards associated with the equipment and the control measures to be followed.

Summary of responsibilities

- For large capital items, the Managing Director is responsible for purchasing safe, suitable plant and work equipment.
- For smaller items, the Project Manager is responsible for purchasing safe, suitable plant and work equipment.
- The Managing Director is responsible for ensuring new plant or equipment is risk assessed before its use.
- The Project Manager is responsible for ensuring employees are competent/trained before using equipment, and records are maintained.
- The Managing Director is responsible for ensuring all plant and equipment is maintained and that records of this are kept.
- The Project Manager or Site Supervisor is responsible for ensuring that all hired equipment is in good order, and comes with appropriate maintenance records.
- It is the Managing Directors responsibility to ensure relevant portable electrical equipment is tested.

Records associated with procedure

Record	Where/How	Held By	Retention period
Training records to show operatives have been trained to use work equipment	Personal files	Admin support	3 years
Maintenance records for all owned plant and equipment.	Paper/electronic	Admin support	3 years
Maintenance records for all hired plant and equipment.	Paper/electronic	Admin support	3 years
Records to show that portable electrical equipment has been tested.	On equipment. Record kept by tester	Admin support	3 years

3.10 Manual Handling

Purpose of procedure

To describe the company's procedure for managing the risks associated with manual handling activities.

Who the procedure applies to

All McCarrick Construction employees.

Procedure

The company recognises that there are risks associated with employees performing manual handling activities, and will perform risk assessments when new manual handling activities are identified.

It is company policy to avoid manual handling activities if feasible by using mechanical alternatives such as the use of fork lift trucks, mechanical hoists etc.

It is the Project Managers responsibility to ensure that manual handling risk assessments are performed when required.

The findings of any manual handling risk assessments will be used when designing any new work processes or systems.

One common control measure that arises from manual handling risk assessments is to provide employees with manual handling training. All employees involved, or likely to be involved in such activities will receive manual handling training.

Summary of responsibilities

- It is the Project Managers responsibility to ensure that manual handling risk assessments are performed when required.
- The Managing Director is responsible for ensuring employees receive manual handling training.

Records associated with procedure

Record	Where/How	Held By	Retention period
Manual handling risk assessments	With other risk assessments	Admin support	3 years
Manual handling training records	Personal files	Admin support	3 years

3.11 Occupational Health

Purpose of procedure

1.1 **T**he purpose of this procedure is to define how McCarrick Construction collects, processes and actions data about its employees' health where it relates to their safety at work or ability to do their job, or risk of long term health complications arising from improper use of PPE or exposure to harmful substances in the work environment.

1.2. Harmful Substances is defined in https://www.hse.gov.uk/pubns/guidance/g402.pdf as "Isocyanates (eg two-pack spray paints), flour dust, grain dust, wood dust, latex, rosin-based solder flux fume, laboratory animals, cleaning products, enzymes, stainless-steel welding, aldehydes, glues and resins."

1.3. Emphasis shall be put on data gathering for preventative purposes, to spot trends in health status with the aim of being able to put measures in place designed to avoid causes of ill health by correcting workplace practices, supplying vaccinations or extra healthcare to groups deemed at risk.

1.4. The Director is responsible for implementation and management of this procedure.

2. Procedure: Preventive Maintenance

2.1. Due to the sensitive nature of health information, our Office Manager and Data Protection Officer Melanie Robson will be responsible for collecting and processing this data and putting actions in place where necessary.
2.2. A thorough questionnaire will be issued annually to all existing staff and to every New Starter prior to commencement on site to provide a baseline. This will gather information on:

- Past work activities in previous jobs that might have affected your health
- Illnesses that can affect your safety at work
- General health issues
- Specific symptoms that might indicate hearing damage from Excessive Noise
- Specific symptoms of Respiratory Illness
- Specific symptoms that could result from Vibration
- Specific symptoms of Dermatitis
- Other symptoms that could result from an unsuitably furnished work environment

2.3. This is based partly on our historical Health Surveillance Questionnaire and partly updated to request

data required by our Health and Safety Department following advice from an Occupational Health Consultant.

3.4. New Starter questionnaires will be kept in their Employee file alongside their application and other date. Existing Employee information will be uploaded to a secure password protected employee file as per GDPR regulation.

2.5. This information will be collected annually but we will also publicise on our noticeboard a permanent poster explaining the importance of reporting symptoms and who to report to.

2.6. The name and any identifying information on the form will then be redacted and a tally created to show management general health trends among the workforce and this will be analysed and anynecessary actions suggested annually.

2.7. The resulting records will be may take the form of logs, procedure(s), databases, spreadsheets or other methods as deemed appropriate by the Data Protection Officer.

2.8. Records of completed annual health surveillance audits must be maintained. These must show:

• the completion of the required data gathering

• the operator responsible for completing the process

• the date of completion

• any notes or problems encountered

• actions required by the next annual health check

2.9. If a work-related illness is identified, the questionnaire will show what the resulting action should be.

In some cases - monitoring is required and a follow-up the next year. In other cases, a GP visit is suggested. In other cases, a GP visit will be imperative before returning to work. Lastly, if a GP visit confirms occupational illness in a category identified as relevant to our construction work, an occupational health professional should be engaged to come to site and assess anyone exhibiting similar symptoms, to advice on the next step to prevent further illness.

2.10. This process is under review.

Who the procedure applies to

All McCarrick Construction employees.

3. Revision and Approval

Rev.	Date	Nature of Changes	Approved By
0	06/01/2024	Original issue.	Matthew McCarrick
1	01/07/2024	Original issue.	Matthew McCarrick

3.12 Working at Height

Purpose of procedure

To describe the procedures the company has in place to reduce and control the risks associated with working at height.

Who the procedure applies to

All McCarrick Construction employees and contractors.

Procedure

The company recognises and will comply with its duties laid down in the Working at Height Regulations 2005, and will take the following steps to manage the risks associated with this activity.

The need to undertake work at height will be eliminated if so far as reasonably practicable.

All work activities that involve working at height will be carried out by competent persons. The Project Manager will be responsible for ensuring operatives are competent to work at height

Risks associated with working at height, will be identified and assessed and any control measures designed to reduce identified risk implemented before work takes place. It is the Project Managers responsibility to ensure working at height risk assessments are performed and control measures implemented.

All equipment necessary to ensure safe access to and egress from the work place will be provided/erected by competent persons, and will be suitable and sufficient.

Suitable plant will be provided to enable the materials used or created during the work to be safely lifted to and from the place of work, so far as reasonably practicable.

No operative or Sub Contractor will place himself or others in danger with regards to work activities at height.

The surrounding danger zone will be protected, and persons at ground level will be made aware when company operatives are working at height. This will by either directly informing persons who may be affected, by displaying safety warning signs for demarcation and/or by use of physical barriers, I.e. Heras fencing.

Regular inspections at sites where working at height is taking place will be made by the company safety advisors and the Project Manager.

Summary of responsibilities

- The Project Manager is responsible for ensuring operatives are competent to work at height.
- The Project Manager is responsibility to ensure “working at height” risk assessments are performed and control measures implemented.

Records associated with procedure

Record	Where/How	Held By	Retention period
Training records for work at height training.	As part of annual safety training plan	Admin support	3 years
Working at height risk assessments	With other company risk assessments	Admin support	3 years

3.13 Hot work Procedures

Purpose of procedure

To describe the procedures the company has in place to manage the risks involved with "hot works"

Who the procedure applies to

All McCarrick Construction employees and contractors.

Procedure

Hot work is only performed if strictly necessary.

Operatives performing work that involves flame or hot air, including arc welding or cutting, brazing, soldering or lead-burning, or the use of blowlamps, bitumen boilers and other equipment that produces heat or having naked flames will first complete a "hot work permit" A template is provided in Appendix 4

Permits will be applicable to specific operations and for a limited time only, and are not to extend across lunch-breaks or other periods when the site may be left unattended.

Operatives will monitor the area where any boiler is situated during the period of hot work and for at least one hour afterwards, also in adjoining areas to which sparks or heat may spread.

Equipment, especially gas cylinders, their valves and flexible hoses, are to be in good condition. Gas cylinders are to be returned to approved safe storage or removed from site after use.

No hot work will take place where combustible liquids, vapours, gases or dusts are present. In particular, hot work will not take place in areas where solvent-based timber preservatives have been used in the previous 14 days. Welding or cutting of drums and tanks which may have held flammable liquids will not be undertaken until appropriate measures – such as filling with foam or sand – have been taken to eliminate the fire risk.

Easily moved combustible materials will be removed from the vicinity of work, particularly polythene sheeting or other temporary protective coverings. Where combustible materials (such as timber floors, roof decking, etc.) immediately adjacent to the work cannot be removed they will be carefully covered with incombustible non-conductive material, such as fibre cement sheets or fire blankets, slipped under lead sheeting where applicable. Work areas will be swept and clear of packaging materials or other rubbish.

Where hot work is being carried out on conductive materials such as metal sheets or pipes care will be taken to ensure that they cannot conduct the heat to readily ignitable materials, particularly where these might be concealed in floor or roof voids. All voids or holes through which fire might spread are to be stopped up.

At least two portable fire extinguishers, or one fire hose reel, will be provided and kept at the
Ready throughout the course of the work and for one hour thereafter, and the personnel involved are to be trained how to use them.

The work location is to be checked during the work, thirty minutes later and again not less than one hour after completion, to ensure that no smouldering fire is present.

Summary of responsibilities

- The Managing Director is responsible for ensuring that employees are briefed on the hot work procedure.
- The Project Manager is responsible for ensuring that the hot work permit procedure in adhered to.

Records associated with procedure

Record	Where/How	Held By	Retention period
Completed hot work permits.	On site, then in project file	Admin Support	3 years

3.14 Noise

Purpose of procedure

To describe the companies procedures to comply with the Noise at Work Regulations 2005.

Who the procedure applies to

All McCarrick Construction employees, contractors and visitors.

Procedure

The company will perform a noise risk assessment in environments that operatives work in, or on work equipment that produces noise. If noise is deemed an issue, then the assessment will be recorded and further actions may be required to lower operative's exposure to noise. The Project Manager is responsible for ensuring noise assessments take place.

The company Safety Advisors have the competence to perform noise assessments, including establishing an employee's daily dose.

The reduction of noise will start with the company policy of purchasing or hiring quieter equipment, through to practical control measures such as placing static plant as far as possible from workers, operating plant with engine covers down and reducing vibration.

Other controls such as operative rotation and hearing protection will be considered as a last resort.

New and existing employees will be required to complete occupational health monitoring via new employee and annual health questionnaires and where required visiting an occupational health expert. It is the Office Managers responsibility to ensure noise health monitoring is completed, recorded and follow up action where required is adopted.

It is the Project Managers responsibility to implement any noise reduction control measures.

Summary of responsibilities

- The Office Manager is responsible for ensuring occupational questionnaires and hearing checks are completed.

- The Project Manager is responsible for completing noise risk assessments and implementing any noise reduction control measures.

Records associated with procedure

Record	Where/How	Held By	Retention period
Noise risk assessment	On company premises, copy to be held at relevant location.	Admin support	3 years
Occupational health questionnaires	Internal or external hearing checks	Office Manager	40 years

3.15 Contractor Selection Procedure

Purpose of procedure

To describe the procedures the company follows when selecting contractors.

Who the procedure applies to

All McCarrick Construction contractors.

Procedure

The company only employs contractors that are able to demonstrate their competence and suitability to perform the work for which they are being engaged.

To confirm this, potential contract companies are required to complete a questionnaire and may have to supply documentation in order to ascertain their suitability for the work in question. A copy of the questionnaire is supplied in Appendix 2

The selection process for contractors will be appropriate to the nature of the work to be undertaken and the risk involved.

The questionnaire and any required documentation must be completed, received and reviewed before the contractor is able to perform any works on behalf of the company.

It is Admin supports responsibility to ensure that potential contractors complete and return selection questionnaires and associated supporting documentation, and then to review it to ascertain if they are suitable for the work in question.

Summary of responsibilities

- The Project Manager is responsible for ensuring that potential contractors complete and return selection questionnaires and associated supporting documentation, and then to review it to ascertain if they are suitable for the work in question.

Records associated with procedure

Record	Where/How	Held By	Retention period
Contractors selection questionnaire	Specific file for that contractor	Admin support	3 years
Supporting documentation from contractor e.g. training records	Specific file for that contractor	Admin support	3 years

3.16 Safety Assistance

Purpose of procedure

To describe how the company ensures it has access to competent health and safety advice.

Who the procedure applies to

All McCarrick Construction employees.

Procedure

As a retained customer of the Northern Bear Safety Ltd, the company has access to the services of a specialist health and safety team staffed by safety professionals.

Northern Bear Safety Ltd employs Chartered Health and Safety professionals who use their knowledge and expertise to identify and inform of legislation relevant to the company's operations. As safety professionals, they also are members of professional bodies such as the Institute of Occupational Safety and Health (IOSH).

Northern Bear Safety Ltd performs safety inspections on the premises/on sites that the company operates, producing formal inspection reports highlighting any recommendations to improve conditions or safety performance.

The company will inform Northern Bear Safety of any accidents, incidents or near misses that occur involving its employees or contractors.

The Project Manager is responsible for informing Northern Bear Safety Ltd of any safety related incidents.

Summary of responsibilities

- The Project Manager is responsible for ensuring Northern Bear Safety Ltd are informed of safety related incidents.

Records associated with procedure

Record	Where/How	Held By	Retention period
	There are no records associated with this procedure		

3.17 CDM Compliance Procedure

Purpose of procedure

To describe how the company will comply with the CDM Regulations 2015 when working on either notifiable or non-notifiable projects.

Who the procedure applies to

All McCarrick Construction employees and contractors.

Procedure

The company will comply with the requirements of the CDM Regulations when working on construction projects.

If a project is expected to last more than 30 days and have more than 20 men on site at the same time, or involve more than 500 man days, the company will ensure that the client notifies the HSE via a F10.

Regardless of the role that the company takes on, i.e. Principal Contractor or Contractor, the Project Manager will be responsible for ensuring the company meets the requirements of the Regulations, including the production, distribution and archiving of any relevant documents and records such as a construction phase plan and risk assessments, whether the job is notifiable or not.

Summary of responsibilities

- It is the Project Manager's responsibility to ensure the company works within the CDM Regulations on non-notifiable projects.
- It is the Project Managers responsibility to ensure the company meets the requirements of the CDM Regulations if appointed as Principal Contractor.

Records associated with procedure

Record	Where/How	Held By	Retention period
Construction phase Health and safety Plan	Copy to Client, Principal Director if applicable and other contractors prior to commencement of work. Copy held on site	Admin support	3 years
Site Rules	Copy to Client, Principal Director if applicable and other contractors prior to commencement of work. Copy held on site	Admin support	3 years
Site induction records	Copy held on site and in project file	Admin support	3 years
Notification to HSE	To be displayed at premises. Copy in Project file.	Admin support	3 years

3.18 Provision of Welfare Facilities

Purpose of procedure

To describe how the company will provide suitable welfare facilities for employees when working on site.

Who the procedure applies to

All McCarrick Construction employees and contractors.

Procedure

The company recognises that operatives must have access to suitable welfare facilities when working on site.

The role to which the company is appointed on a project will determine whether it supplies welfare facilities, or uses facilities supplied by others.

When facilities are supplied by another body, the company will ensure that they are adequate, and are being maintained. It is Contract Managers responsibility to ensure that the welfare facilities provided by others are suitable.

When the company is supplying welfare facilities, these will include

- Washing facilities
- A drying room
- Running water
- Accommodation for taking meals and means of heating water
- Drinking water

The company will provide at least one sanitary convenience for every 25 persons in employment on site.

It is the Contract Managers responsibility to ensure all facilities are kept in a clean and orderly condition.

Summary of responsibilities

- It is the Contract Managers responsibility to ensure that the welfare facilities provided by others are suitable.
- It is the Contract Managers responsibility to ensure all facilities are kept in a clean and orderly condition.

Records associated with procedure

Record	Where/How	Held By	Retention period
	There are no records associated with this procedure.		

3.19 Safety of the Public and Visitors

Purpose of procedure

To describe how the company will ensure that members of the public or visitors are not exposed to any risk from the company's work activities.

Who the procedure applies to

All McCarrick Construction employees, contractors, members of the public and visitors to company premises or sites.

Procedure

The Company recognises and accepts its obligations to safeguard visitors during work activities and to ensure the health and safety of the public who may be exposed to danger as a result of its work activities.

Visitors

Depending on the nature of their call, visitors to the company's premises will either be accompanied by an employee, or given specific information on any hazards they may encounter. At work sites, if the company is acting as Principal Contractor, or is the sole contractor on a non notifiable project, it will ensure that all visitors to site are signed in/out and receive induction training appropriate to the site and the risks therein. Depending on the purpose of their call, visitors will be supervised while on site and will require PPE appropriate to the site hazards.

The Public

When risk assessing work activities, the company will take into account potential risks to the general public and take steps to reduce any identified risks to as low as is reasonably practicable. E.g. Provision of debris netting.
On work sites, physical barriers and relevant signage will be used to inform the public and segregate them from work activities.

The company will also secure sites to prevent, as far as possible, trespass from adults and children, removing or locking away plant and equipment at the end of the day, removing ladders and covering excavations when practical.

It is the Site Supervisors responsibility to ensure the safety of the public from work site hazards

Summary of responsibilities

- It is the Site Supervisors responsibility to ensure the safety of the public from work site hazards

Records associated with procedure

Record	Where/How	Held By	Retention period
	There are no records associated with this procedure		

3.20 Control of Substances Hazardous to Health

Purpose of procedure

To describe the procedures the company has in place to control the exposure of employees and others to hazardous substances.

Who the procedure applies to

All McCarrick Construction employees and contractors.

Procedure

The company recognises the importance of managing substances hazardous to health.

Relevant hazardous substances include:

- substances used directly in work activities (eg adhesives, paints, cleaning agents)
- substances generated during work activities (eg dusts from cutting and sanding and fumes from welding operations etc)
  biological agents such as bacteria and other micro-organisms.

The company will follow the recognised 8 steps approach to managing such substances:

Step 1 Assess the risks
The risks to health from all hazardous substances used will be risk assessed.

Step 2 Decide what precautions are needed
The risk assessment will identify any hazards to be controlled.

Step 3 Prevent or adequately control exposure
The company will prevent employees from being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, it will adequately control it.

Step 4 Ensure that control measures are used and maintained
The company will ensure that control measures are used and maintained properly and that safety procedures are followed.

Step 5 Monitor the exposure
If necessary, the exposure of employees to hazardous substances will be monitored via site managers etc on site to ensure used correctly and within exposure limits etc.
.

Step 6 Carry out appropriate health surveillance
Where assessments or monitoring have shown it is necessary, appropriate health surveillance will be carried out. Pre-employment and annual health questionnaires will be completed and follow up health checks with an occupational health expert where required.

Step 7 Prepare plans and procedures to deal with accidents, incidents and emergencies
Where necessary, plans and procedures will be prepared to deal with accidents, incidents and emergencies involving hazardous substances.

Step 8 Ensure employees are properly informed, trained and supervised
Employees will be provided with suitable and sufficient information, instruction and training.

The Project Manager is responsible for ensuring substances used by the company are assessed, and controls are implemented and maintained.

Summary of responsibilities

- It is the Project Managers responsibility to ensure substances used by the company are assessed, and controls are implemented and maintained.

Records associated with procedure

Record	Where/How	Held By	Retention period
COSHH risk assessments	With other company risk assessments	Shared Directory	3 Years

3.21 Emergency Preparedness and Response

Purpose of procedure

To describe the company's established plans to identify the potential for, and responses to, incidents and emergency situations, and for preventing and mitigating the likely illness and injury that may be associated with them.

Who the procedure applies to

All McCarrick Construction employees, contractors and visitors.

Procedure

The main emergency situation that may potentially occur at the premises is the outbreak of fire.

The potential for a fire to occur has been determined by the undertaking of a fire risk assessment. The assessment found that there is a low risk of fire occurring in the premises.

In order to mitigate the risk and effects of fire, the company has:

- Implemented a "good housekeeping routine" to reduce the amount of combustible materials on threw premises.
- Arranged for regular electrical testing of portable electrical equipment
- Provided appropriate fire extinguishers.
- Produced an emergency evacuation plan for the premises.
- Briefed the plan to all employees.

Should a fire or other emergency situation occur, all employees have been instructed to evacuate the premises by the nearest exit. The assembly point is at the front of the building in the car park. Employees will remain at the assembly point until given the "all clear" by the emergency services.

Summary of responsibilities

- The Managing Director is responsible for ensuring that the fire arrangements are reviewed annually, and to implement any actions needed to further reduce the risk of fire.

Record	Where/How	Held By	Retention period
Fire risk assessment	Premises.	Admin support	3 years

3.22 Accident Reporting and Investigation

Purpose of procedure

To describe the company's procedures for reporting accidents, incidents, near misses or diseases, both internally and externally. To describe the procedures in place to investigate any accidents in order to avoid reoccurrence.

Who the procedure applies to

All McCarrick Construction employees, contractors and visitors.

Procedure

It is company policy that all workplace accidents will be reported in the accident book. The book will be kept at the company premises. As well as being a legal requirement, this will enable the company to investigate the more serious accidents to ensure that they do not re-occur. All employees will follow these procedures in the event of an accident.

Reporting of accidents

All accidents will be recorded as soon after the event as possible. This may be done by the injured employee or a colleague. If a visitor has an accident, then the employee whom they are visiting is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. If this is the situation, they are responsible for making the report.

The Project Manager is responsible for ensuring that all accidents etc are recorded in the company accident book.

It is company policy that all RIDDOR accident, incidents and near misses etc are reported to Northern Bear Safety Ltd, who will maintain accident statistics on behalf of the company.

Site accidents

If an employee is working on third party premises, details of any accident should be reported in their accident book as well as McCarrick Construction's. Employees should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not work-related.

RIDDOR

The company is aware that the law on accident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) which require the company to report work-related deaths, Specified (major injuries), or over seven day injuries, work related diseases and dangerous occurrences (near miss accidents).

If there is uncertainty as to whether an accident is RIDDOR reportable, the company will either refer to the HSE website or contact its competent safety advisor.

The Managing Director is responsible for ensuring that relevant accidents etc are reported under RIDDOR

Employee duties
All employees are expected to assist the company in complying with its legal duties under RIDDOR. This means that employees are expected to have due regard for their health and safety and that of their colleagues. If safe systems of work have been introduced, employees are expected to follow them, along with any instructions.

All employees are expected to report accidents in a timely manner. In the event that an employee fabricates or exaggerates an accident, the company reserves the right to bring disciplinary proceedings which could result in dismissal.

Accident investigation
Unless the accident is trivial, it will be investigated to the appropriate extent. This will help ensure that the accident is not repeated. Where necessary, remedial measures will be introduced and monitored. Details of such accidents and any remedial actions will be communicated to all relevant employees.

The Managing Director is responsible for ensuring that all accidents are investigated.

Summary of responsibilities

- The Project Managers are responsible for ensuring that all accidents etc are recorded in the company accident book.
- The Managing Director is responsible for ensuring that relevant accidents etc are reported under RIDDOR.
- The Managing Director is responsible for ensuring that all accidents are investigated.

Records associated with procedure

Record	Where/How	Held By	Retention period
Accident book	Premises. Extract/forms on site	Admin support	3 years
F2508 RIDDOR report form (if used)	Premises	Admin support	3 years
Investigation documentation	Premises	Admin support	3 years

3.23 Hand Arm Vibration (HAV)

Purpose of procedure

To describe the companies procedures to comply with the Control of Vibration at Work Regulations 2005.

Who the procedure applies to

All McCarrick Construction employees, contractors and visitors.

Procedure

All powered work equipment used by operatives must be subject to a vibration risk assessments before use.

To perform the assessment:

- The declared vibration magnitude is ascertained from the manufacturer or supplier.
- The actual amount of time the equipment is used for during a normal working day (trigger time) is established either from talking to and observing operatives at work or by using a trigger time measuring tool which can be fitted to the equipment.
- This information is fed into the HSE's on line vibration calculator in order to work out the daily vibration exposure.
- If multiple items of equipment are used, each item is added to the calculator to work out the combined daily dose.
- Results under the Exposure Action Value (EAV) (2.5m/s2) are logged and trigger times monitored over time.
- If results are over the EAV but below the Exposure Limit Value (ELV) are logged and trigger times monitored over time. Other control measures are looked at such as changing equipment are considered.
- Operatives to receive tool box talk to ensure they understand the vibration exposure levels and the required actions.

The reduction of vibration will start with the company policy of purchasing or hiring equipment with lower vibration levels, through to practical control measures such as ensuring the correct tool is used for the job, the equipment is correctly maintained.
Other controls such as operative adopting job rotation will be considered as a last resort.

Occupational Health Monitoring

Pre-employment and annual health questionnaires, which include details regarding 'Hand Arm Vibration' exposure and symptons and reporting are used within the company. All the workforce relevant to using vibrating tools are to complete occupational health monitoring as required.

It is the Office Managers responsibility to ensure vibration health monitoring is completed, followed up and further actions taken where necessary.

Summary of responsibilities

- The Project Manager is responsible for ensuring vibration assessments take place.
- The Project Manager is responsible for implementing vibration control measures.
- It is the Office Managers responsibility to ensure HAV monitoring is completed, recorded and follow up actions are taken.

Records associated with procedure

Record	Where/How	Held By	Retention period
Vibration risk assessments	On company premises, copy to be held at relevant location.	Admin support	3 years
Tool box talks	Linked to CITB training plan	Admin	3 years

4.0 ACTIVE MONITORING / REVIEW

4.1 Performance Measuring and Monitoring Procedure

Purpose of procedure

To describe the procedures the company has in place to measure and monitor its safety performance.

Who the procedure applies to

All McCarrick Construction employees.

Procedure

The company regularly measures and monitors its safety performance in order to understand if improvements can be made to its safety management system. It uses several different proactive and reactive methods to do this:

Management/Supervisor inspections

Worksites are regularly inspected by Project Manager to ensure that the company is working in line with risk assessments and method statements. Any issues identified are, as far as practicable, remedied there and then.

Formal Site safety inspections

In addition to the above checks, company worksites are subject to regular, formal safety inspections by the Group Health and Safety Management team, Northern Bear Safety Ltd. These inspections are set against pre agreed performance indicators such as the wearing of PPE, cleanliness of welfare facilities, condition and use of plant and equipment and the safety of any work platforms or scaffold. An inspection report is generated and a copy given to the Managing Director, although any immediate concerns are addressed at the time of the inspection.

Accident statistics

The company regularly examines it accident/incident/near miss data in order to identify any trends that require action.

Health Monitoring

The company completes pre-employment and further annual health questionnaires issued to all the workforce. The questionnaires covered all relevant health risks associated with the work completed by the company. The results are reviewed by a competent person and required follow up actions are adopted including the use of an occupational health expert to complete further necessary checks.

Management review

Following the annual audit, the Management team will conduct a review of the safety management system in light of the audit findings, agreeing on any actions required to improve the company safety performance.

Summary of responsibilities

- Project Managers are responsible for monitoring on site safety performance
- Northern Bear Safety Ltd is responsible for conducting formal safety inspections at McCarrick Construction work sites.
- Northern Bear Safety Ltd is responsible for conducting a formal, annual, safety compliance audit on McCarrick Construction.
- McCarrick Construction's Management team are responsible for annually reviewing the company safety performance.
- McCarrick Constructions Office Manager is responsible to ensure all relevant workforce complete health questionnaires. The Office Manager is also responsible to ensure follow up action is adopted.

Records associated with procedure

Record	Where/How	Held By	Retention period
Safety Inspection reports	Copy to MD, copy held by Northern Bear Safety Ltd.	Administrator	3 years
Safety Compliance Audit report	Copy to MD, copy held by Northern Bear Safety Ltd.	Administrator	3 years

4.2 Management Review

Purpose of procedure

To describe the procedure in place for an annual Management review.

Who the procedure applies to

McCarrick Construction's management team.

Procedure

- A management review of the company safety management system will be conducted at least annually, or more frequently should there be a significant event, or change in the business risk profile.

- The review will address the possible need for changes to policy, objectives or other elements of the system in order to achieve continuous improvement.

- The review will be documented in the form of meeting minutes indicating what, if any changes were made to the system.

Summary of responsibilities

- The Managing Director is responsible for ensuring that an annual management review of the company's safety management system is performed.

Records associated with procedure

Record	Where/How	Held By	Retention period
Record of Management Review	By company in safety file	Admin support	3 years

5 APPENDICES

Appendix 1 - Internal Consultants Qualifications and Experience Summary

Name: Jason Harrison CMIOSH

Email: Jason.harrison@northernbearsafety.com

Telephone: 0191 4820108
07872 695 505

Professional Qualifications

- NEBOSH General Certificate in Construction Safety
- NEBOSH General Certificate in Occupational Health and Safety
- NEBOSH Diploma in Occupational Health and Safety. (Full)
- Competent Risk Assessor (CIEH)
- ISO 9001 Lead Quality Auditor, (Manchester Business School)
- Foundation Certificate in Environmental Awareness (BSC)
- Environmental Management (IEMA)
- Managing Environmental Responsibilities Certificate (IOSH)
- Professional Certificate in Management through the Open University.
- NEBOSH Team Leader Examiner – marker for National/International Certificate

Professional Memberships

- Chartered Member of the Institute of Occupational Safety and Health (IOSH) (Membership number 047472)
- CSCS Health And Safety Manager Card

Experience

- Development and implementation of company wide Safety Management Systems.
- Provision of specialist support to the business in all Occupational Health and Safety matters both personally and via a team of safety professionals.
- Provision of environmental advice and auditing to customers in various industries.
- Acting as CDM advisor for new build and refurbishment projects.
- Management of company safety and environmental risk assessment process.
- Acting as health and safety consultant for a number of clients in a number of different areas including retail, factory, construction and rail.
- Undertaking of fire risk assessments in various different environments.
- Provision of qualitative face fit testing for numerous clients using a range of disposable FFP3 masks and half face masks with P3 filters.
- Performing of site and premises safety inspections on behalf of clients, and the production of formal reports making any required recommendations for improving safety management.
- Development and implementation of policies to manage third party risk, in particular contractors during construction projects.
- Reporting monthly performance to the Board and Company Safety Committee.
- Development and delivery of internal audit strategy and audit protocol to ensure compliance with both industry and regulatory requirements.

Name: D Neasham CMIOSH, Dip Shem, Dip RSA

Email: david.neasham@northernbearsafety.com

Telephone: 0191 4820108
07834 733 665

Professional Qualifications

- Nottingham Trent University Diploma in Safety, Health and Environmental Management
- NEBOSH General Certificate
- IOSH Managing Safety
- NCFE Risk Assessment and Safety Monitoring
- NCFE Dealing with Accident and Emergencies
- Site Waste Management Plans Certificate
- OCR Environmental Management, Level 4
- CIEH Environmental Awareness, Level 1
- Sunderland University 'Certificate in Education' (CertEd)
- South Tyneside College, Delivering Learning Diploma (7302)
- CIEH Professional Training Certificate (Credit)
- NEBOSH Examiner – marker for National/International Certificate.

Professional Memberships

- Chartered Member of the Institute of Occupational Safety and Health (CMIOSH) – Membership number 046447
- CSCS Professionally Qualified Person Card.
- CSkills (CITB) registered Training Provider

Experience

- Development and implementation of company wide Safety Management Systems.
- Provision of specialist support to the business in all Occupational Health and Safety matters.
- Collaborate with Management and staff on Risk Assessment development.
- Provision of qualitative face fit testing for numerous clients using a range of disposable FFP3 masks and half face masks with P3 filters.
- Development and implementation of personal training development plans.
- Carrying out regular workplace/site safety inspections and provide documented electronic reports including practical recommendations.
- Liaising with enforcing authorities including local Authorities and HSE.
- Carrying out Safety and Environmental Audits/fire assessment, and liaising with other external auditors.
- Development of bespoke health and safety training courses.
- Delivery of bespoke Health and safety training courses.

Name: Andy Grey CMIOSH BSc

Email: andrew.grey@northernbeasafety.com

Telephone: 0191 482 0108
07739320948

Professional Qualifications

- NEBOSH Diploma in Occupational Health and Safety (With credit)
- Degree in Environmental Protection Science
- NEBOSH General Certificate (With credit)
- Scaffolding Safety Inspection
- NEBOSH Examiner – marker for National/International Certficate
- BOHS Proficiency Certificate in Building Surveys and Bulk Sampling for Asbestos (P402)
- BOHS Asbestos and other fibres (S301)

Professional Memberships

- CSCS Professionally Qualified Person Card
- Chartered Member of the Institute of Occupational Safety and Health (CMIOSH) (Membership number 150109)

Experience

- Development and implementation of companywide Safety Management Systems.
- Provision of specialist support to the business in all Occupational Health and Safety matters.
- Collaborate with Management and staff on Risk Assessment development.
- Working with both internal and external organisations on the introduction of new policies and procedures.
- Development and implementation of personal training development plans.
- Carrying out regular Workplace/Site Safety Inspections, and provide documented reports and recommendations.
- Liaising with enforcing authorities including local Authorities and HSE.
- Carrying out Safety and Environmental Audits/fire assessment, and liaising with other external auditors.
- Development and deliver a wide range of bespoke health and safety training courses.

Appendix 2 – Occupational Health Questionnaire

McCARRICK CONSTRUCTION

STRICTLY CONFIDENTIAL
Employee Health Questionnaire

EMPLOYEE HEALTH QUESTIONNAIRE