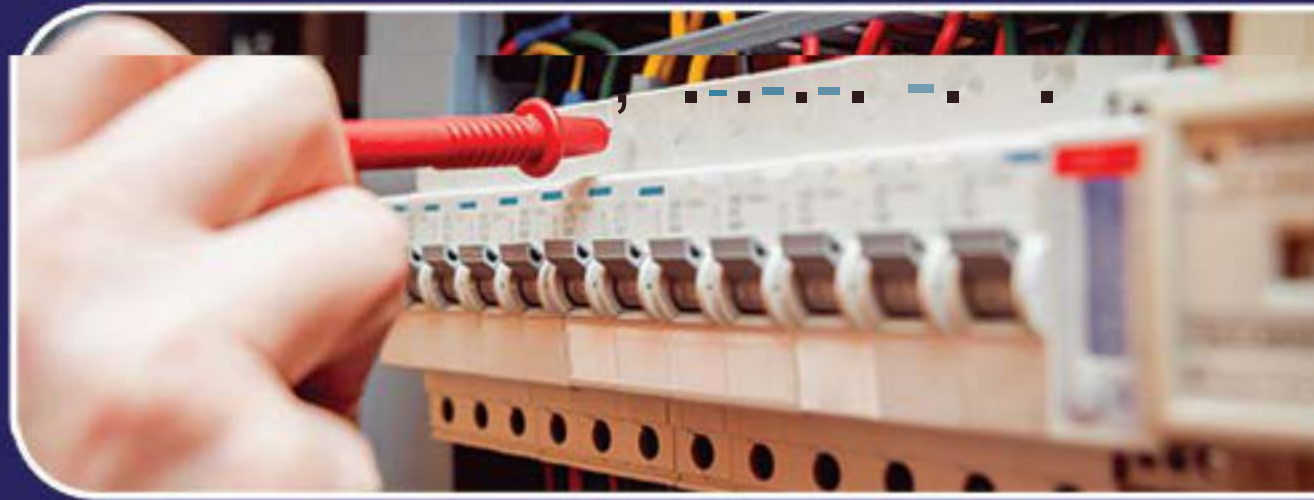


Lantei

Compliance Services



HEALTH & SAFETY POLICY MANUAL

LANTEI SAFETY POLICY STATEMENT

Lantei fully acknowledge our statutory responsibilities and obligations regarding health, safety and welfare and are totally committed to achieving the highest possible standards throughout our organisation.

We will ensure that our premises and work sites are safe and that our employees, our customers and any other persons are not exposed to risks arising from our activities.

We will do everything reasonably practicable to provide a safe workplace and will ensure that health and welfare requirements are fully considered.

In order to meet these objectives, we will:

- Provide suitable training and information for all employees.
- Ensure that all work equipment is suitable for its intended purpose and maintained in a safe condition.
- Fully assess all risks and ensure that they are adequately controlled.
- Ensure that work premises and client sites are as safe as possible.
- Ensure adequate resources are available for health and safety management.
- Ensure contractors are competent to carry out their duties and receive the necessary information.
- Regularly review and update our health and safety management system following changes to legislation or in our working practices. In any event this policy will be reviewed annually.

We expect our employees to play their part and to recognise that they too have responsibilities towards health and safety. We will encourage them to take positive measures to improve anything which they feel is unsafe and puts themselves and others at risk.

Everyone within Lantei will play their part to ensure that the above standards are achieved.

Signed: 

Andrew Livesey, Managing Director

Date: 02/09/2021

LANTEI SAFETY POLICY FOR SITE WORK

This Information (which forms a part of our Company Health & Safety Policy) is provided to assure all site operators of our commitment to Health & Safety in the workplace.

IT IS OUR INTENTION TO SECURE A HIGH STANDARD OF SAFETY AT ALL TIMES.


Employees of Lantei Compliance Services will:-

- Report to the Client representative in control of the site before commencing any work.
- Familiarise themselves with the work site and any hazards which may be encountered.
- Conduct their activities in accordance with safe practices, taking precautions to protect themselves and any others who may be affected by their activities.
- Comply with client Health and Safety Rules and emergency procedures.
- Comply with all occupational Health and Safety Law applicable to the work being undertaken.
- Remain within the areas designated for the work being undertaken and access to it.

Lantei are also committed to:-

- Engaging on the contract only such persons as are skilled, experienced and competent in the performance of their trade.
- Providing all our employees with suitable protective clothing and P.P.E.

LANTEI AND ALL EMPLOYEES ARE FULLY AWARE OF THEIR DUTIES AND OBLIGATIONS UNDER STATUTE AND COMMON LAW. WE ADHERE TO THE LETTER AND SPIRIT OF ALL HEALTH AND SAFETY LEGISLATION.

Signed: 

Andrew Livesey, Managing Director

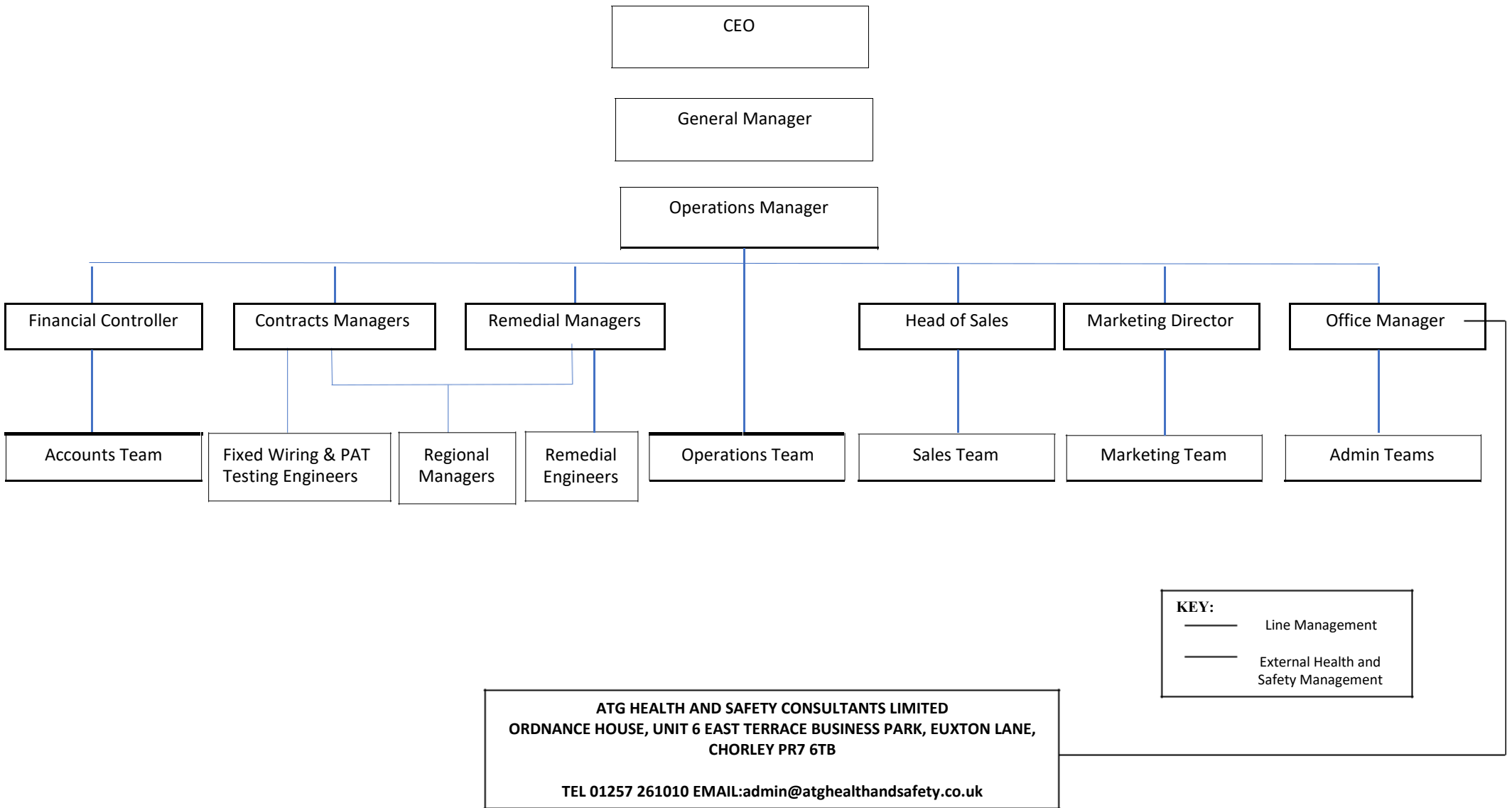
Date: 02/09/2021

SECTION TWO**ORGANISATION, RESPONSIBILITIES AND COMMUNICATION**

This section of the Safety Policy Manual outlines the organisational structure within Lantei and defines specific responsibilities for the management of health and safety. It also describes how information will be communicated throughout the company.

CONTENTS	ISSUE No.	DATE
2.1 Organisational Chart	1	02/09/2021
2.2 CEO Responsibilities	1	02/09/2021
2.3 Senior Managers Responsibilities	1	02/09/2021
2.4 Managers Responsibilities	1	02/09/2021
2.5 Employees Responsibilities	1	02/09/2021
2.6 Health and Safety Co-ordinators Duties	1	02/09/2021
2.7 External Health and Safety Advisors Role	1	02/09/2021
2.8 Document Issue and Control	1	02/09/2021
2.9 Employee Involvement and Communication	1	02/09/2021

2.1) ORGANISATIONAL CHART



2.2) CEO'S RESPONSIBILITIES

The CEO has overall responsibility for the health and safety of employees, customers and members of the public, where they may be affected by the Company's activities. To meet these responsibilities they will, so far as is reasonably practicable:

- 2.2.1 Appoint a competent person or body to advise Lantei Compliance Services on health and safety management issues.
- 2.2.2 Ensure that there exists an effective policy for health and safety management supplemented by additional documents relating to particular areas, types of activity or groups of employees, and ensure that this policy is implemented.
- 2.2.3 Ensure that the Health and Safety Policy is reviewed and updated to reflect developments in the business or in health and safety legislation, standards or Industry Best Practice.
- 2.2.4 Ensure that adequate resources and information are made available to enable the policy to be effectively put into practice.
- 2.2.5 Ensure that the duties and responsibilities for health and safety are properly assigned, accepted and understood by all personnel working on behalf of Lantei Compliance Services.
- 2.2.6 Place on the agenda of any board meeting, or management review meetings, an item entitled 'Health and Safety' where relevant health and safety matters will be discussed together with recommendations where necessary. Health and Safety will be given equal consideration with other company management issues.
- 2.2.7 Ensure that all personnel within their area of operational control carry out their respective duties regarding health and safety.
- 2.2.8 Co-operate with the Health and Safety Executive, the fire service and any other outside agency concerned with health and safety enforcement.

2.3) SENIOR MANAGERS RESPONSIBILITIES

Senior Managers (General Manager and Operations Manager) will be directly responsible to the CEO for the health and safety arrangements within their particular department. To meet this responsibility each Senior Manager will so far as is reasonably practicable: -

- 2.3.1 Ensure that all employees within their department have been briefed on, and understood, the Health and Safety Policy along with any safe working procedures relevant to their work and are shown where such information is held.
- 2.3.2 Ensure that health and safety training is provided to new employees as part of the induction training programme.
- 2.3.3 Ensure that all staff under their control carry out their duties regarding health and safety.
- 2.3.4 Ensure that the health, safety and welfare arrangements are effectively implemented in all areas under their control in accordance with the Health and Safety Policy Manual.
- 2.3.5 Take an active role in assisting the Operations Team and Health and Safety Co-ordinator in carrying out risk assessments and associated activities within their areas of control.
- 2.3.6 Take responsibility where reasonably practicable for putting into action any recommendations arising from any risk assessment carried out within their department. Where recommendations cannot be actioned, take responsibility for informing the CEO.
- 2.3.7 Co-operate fully with such matters as safety audits and health and safety training programmes, attending health and safety meetings where called upon to do so and requesting additional training for personnel as and when required.
- 2.3.8 Ensure that necessary protective clothing and equipment is correctly used and maintained in good order by employees under their control, visitors to site and external contractors.
- 2.3.9 Ensure that all accidents within their department are fully documented, reported and investigated with the objective of preventing their re-occurrence by improving practices and systems.
- 2.3.10 Ensure that regular feedback from Regional Managers is obtained in relation to inspections of workplaces, means of access, plant tools and equipment, the working environment, fire precautions and welfare arrangements.
- 2.3.11 Ensure that procedures for the reporting of any unsafe plant, equipment, method of work or any other matters where there is a risk of injury to persons, or damage to property are effectively implemented by all persons under their control.

2.4) MANAGERS RESPONSIBILITIES

Managers will be directly responsible to the Senior Managers for the health and safety arrangements within their particular area of control.

Managers are required to positively influence employees' attitudes and give encouragement to participate in health and safety matters by employees under their control. Therefore, they will, so far as is reasonably practicable;

- 2.4.1** Ensure that any necessary protective clothing and equipment is correctly used and maintained in good order by employees under their control and external contractors, where applicable.
- 2.4.2** Take an active role in ensuring that the requirements of any risk assessment or safe working procedure are complied with by all persons within their department.
- 2.4.3** Assist the Operations Team where necessary in carrying out site specific risk assessments when required.
- 2.4.4** Comply with procedures laid down for reporting and investigating accidents, taking prompt action to prevent re-occurrence whenever possible.
- 2.4.5** Monitor working conditions and activities within their work area and ensure that all persons comply with the health and safety policy and relevant safe working procedures.
- 2.4.6** Ensure that employees under their control report any unsafe plant, equipment, method of work or any other matter, where there is a risk of injury to persons or damage to property.

2.5) EMPLOYEE RESPONSIBILITIES

Employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions, also to co-operate with the company so far as is necessary to enable any duty or requirement imposed on the company to be complied with. **Employees are reminded that breach of this duty could constitute a disciplinary offence.** In order to comply with this duty all employees will be expected to;

- 2.5.1 Conform to any legal requirements, rules, procedures and instructions necessary for ensuring health and safety.
- 2.5.2 Use protective clothing and equipment recommended for their particular work unless they have a medical condition preventing them from using such equipment and are in receipt of a written dispensation from Senior Management.
- 2.5.3 Seek advice and instruction from their Manager when situations arise which may affect the health and safety of themselves or others.
- 2.5.4 Report any unsafe plant, tools, equipment, methods of work or any other matters and stop work if there is a risk of injury to persons, or damage to plant, taking the equipment out of service and reporting it to their manager.
- 2.5.5 Report any incident or accident, however slight, whether or not injury or damage has been sustained.
- 2.5.6 Assist at all times in maintaining good housekeeping standards on site.
- 2.5.7 Attend health and safety training courses as required.
- 2.5.8 Co-operate and assist where required in any site audit, risk assessment, accident investigation or associated procedures carried out within the workplace.

2.6) HEALTH AND SAFETY CO-ORDINATORS DUTIES

The Office Manager will undertake the role of Health and Safety Co-ordinator and will liaise with the company's external safety advisors to assess and co-ordinate the overall health and safety performance of the company, making recommendations where necessary to Senior Management.

The Health and Safety Co-ordinator will also carry out the following specific duties with assistance from the external safety advisors where necessary;

- 2.6.1** Ensure that all accidents are fully documented, reported and investigated with the aim of preventing their re-occurrence by improving practices and systems.
- 2.6.2** Ensure that all accidents or dangerous occurrences are reported to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 2.6.3** Undertake regular safety inspections within their area of control and ensure suitable inspections are undertaken by relevant Managers, providing advice and assistance to Senior Management on health and safety matters.
- 2.6.4** Identify training needs and ensure that suitable training is provided.
- 2.6.5** Co-ordinate and collate all risk assessments carried out within their area of control in order to compile a Lantei Compliance Services Risk Assessment Manual.
- 2.6.6** Maintain full written records of all health and safety training carried out within the company.
- 2.6.7** Maintain records and statistics of all accidents and incidents which occur as a result of the company's activities.
- 2.6.8** Maintain sufficient records of inspection and maintenance for all safety related items.
- 2.6.9** Liaise with the external safety advisors to ensure that the necessary information is obtained.

2.7) EXTERNAL HEALTH AND SAFETY ADVISORS ROLE

The External Health and Safety Advisors will assess and co-ordinate the overall health and safety performance of the company making recommendations where necessary to the Health and Safety Co-ordinator and Senior Management. The External Health and Safety Advisors will also carry out the following specific duties:-

- 2.7.1** Develop and maintain sufficient knowledge to fulfil the role of 'competent person' as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- 2.7.2** Provide advice and assistance to the Health and Safety Co-ordinator on health and safety matters.
- 2.7.3** Identify training needs for employees in conjunction with the Health and Safety Co-ordinator.
- 2.7.4** Advise management of the implications arising from health and safety legislation and codes of practice, and their application to the company's activities.
- 2.8.5** Review the company's health and safety policy, organisation, arrangements and supplementary documents recommending amendments and additions where necessary.

2.8) DOCUMENT ISSUE AND CONTROL

- 2.8.1** Documented health and safety information is available to all employees via access through the shared drive on the company server. The Health and Safety Co-ordinator will be responsible for ensuring all new or updated health and safety information is uploaded onto the shared drive.
- 2.8.2** The Health and Safety Co-ordinator will ensure that all relevant health and safety information available on the server remains up to date.
- 2.8.3** The Health and Safety Co-ordinator will ensure that all staff have access to the required health and safety information contained on the company server. New employees will be provided with sufficient instruction as to how to access the information during their induction.
- 2.8.4** Management must ensure that all relevant or updated information is clearly communicated to all employees under their control.

2.9) EMPLOYEE INVOLVEMENT AND COMMUNICATION

2.9.1 Lantei will take reasonable steps to involve employees in health and safety related matters and will actively encourage them to make constructive health and safety suggestions to improve health and safety standards.

2.10.2 All employees will be briefed by their relevant Manager on any issue which is relevant to their health, safety or welfare.

2.9.3 Health and Safety will be included on the agenda during monthly management meetings and will address the following:

- Progress since previous meeting
- Accidents/Near Miss Reports
- Risk Assessments/Actions Arising
- Health and Safety Inspections/Actions Arising
- Matters of Concern/Action and Issues raised by employees
- Legislation updates
- Any other business

2.9.4 Health and Safety will also be discussed during weekly informal meetings with the Operations Manager, Contracts Managers and Remedial Managers who will be required to disseminate any relevant information to all employees under their control as required.

2.9.5 A designated safety notice board will be displayed at the Company office which will display, as a minimum, the following information:

- The Lantei Health and Safety Policy Statement
- Health and Safety Law Poster
- Names of first aiders and fire wardens within the premises
- Fire Action Notices including fire precaution procedures and emergency contacts
- Information on how employees can communicate concerns regarding health and safety to management
- Copies of any “toolbox talks” delivered to employees

Other information may also be posted as and when necessary. The Health and Safety Co-ordinator is responsible for ensuring that the notice board information is kept up-to-date.

2.9.6 All engineers will be briefed by their Manager in relation to any risk assessments and method statements relevant to their works.

2.9.7 Discussions in relation to health and safety matters between Managers and employees will be facilitated through regular informal meetings. Supplementary toolbox talks will be delivered at appropriate intervals. A log of such discussions will be maintained.

SECTION 3**ARRANGEMENTS FOR ENSURING HEALTH & SAFETY AT WORK****INTRODUCTION**

This section outlines general arrangements which will be implemented within Lantei in order to ensure that the Health and Safety Policy is effectively put into practice.

It must be borne in mind that these are minimum general requirements and Management may need to implement further procedures and arrangements appropriate to their own area of responsibility in order to effectively control specific risks to health and safety.

CONTENTS	ISSUE No	DATE
3.1 Accident and Incident Reporting, Recording and Investigation	1	02/09/2021
3.2 Electrical Safety	1	02/09/2021
3.3 Fire Precautions	1	02/09/2021
3.4 First Aid	1	02/09/2021
3.5 Hazardous Substances	1	02/09/2021
3.6 Work Equipment Safety	1	02/09/2021
3.7 Personal Protective Equipment – General	1	02/09/2021
3.8 Risk Assessment	1	02/09/2021
3.9 Manual Handling	1	02/09/2021
3.10 Control of Contractors	1	02/09/2021
3.11 Working at Height	1	02/09/2021
3.12 Induction Training	1	02/09/2021
3.13 Specific Training	1	02/09/2021
3.14 Workplace Health and Safety Inspections	1	02/09/2021
3.15 Lone Working	1	02/09/2021
3.16 Construction (Design and Management)	1	02/09/2021
3.17 Young Persons	1	02/09/2021
3.18 Driving at Work	1	02/09/2021
3.19 Display Screen Equipment	1	02/09/2021

3.1) ACCIDENT AND INCIDENT REPORTING, RECORDING AND INVESTIGATION

3.1.1 Policy

It is the policy of Lantei to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

In addition, all incidents which result in first aid treatment being required will be recorded and investigated in an attempt to prevent a recurrence. All employees are instructed to report all such occurrences to their Regional Manager, immediately after treatment, who will ensure that an entry is made in the Accident Book. The Accident Book is held within the main office.

Accidents will be classified as 'minor', 'seven-day reportable' or 'specified reportable' in line with the above Regulations, and the appropriate action will be taken should they be reportable to the Enforcing Authority.

The Health and Safety Co-ordinator will be notified immediately by the relevant Regional Manger following any accident or incident and will be responsible for reporting the accident to the Enforcing Authority, where required, under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013.

3.1.2 Accidents – Action to Take

All accidents on Client sites must be reported to the Client's appointed first aider who will implement the most appropriate course of action. Details of the accident should also be reported to the Regional Manager, who will ensure a suitable record of the accident is entered into the accident book.

All accidents at work involving personal injury at the company's offices must be reported to the First Aider. The First Aider should assess the seriousness of the injury and whether they can give sufficient treatment. If the injury is of a serious nature, or if there is any doubt, it is recommended that the injured person is referred for professional medical aid for appropriate treatment.

If the injury is of a minor nature, first aid treatment should be given and, following this, it is important that the Accident Book is fully completed.

The relevant Regional Manager should also undertake suitable accident investigation to identify the root causes of the accident to identify suitable measures to prevent future reoccurrence. Copies of completed reports should be passed to the Health and Safety Co-ordinator and Senior Management.

3.1.3 Employers Liability Insurance Company

Should an employee suffer an accident or injury which is reportable to the Enforcing Authority, it is important that the employers' liability insurance company is notified of this incident.

3.1.4 Needlestick Injury/Exposure to Risk of Infectious Disease

Should any employee suffer a needlestick injury, come into direct contact with bodily fluids or any situation giving rise to risk of infection, this matter must be reported to the Health and Safety Co-ordinator immediately who will then take the necessary action after seeking medical advice.

3.1.5 'Near Miss' or Damage Incident

All accidents resulting in damage to property, equipment, vehicles, fixtures or fittings, together with near misses, should be reported to management.

It is important that these incidents are investigated, particularly if potential personal injury was avoided.

It is important to treat 'near miss' incidents seriously. If, in the future, an injury occurs as a result of a similar incident, it could not be argued that the incident was unforeseen, which could then affect the company's ability to defend a claim for negligence.

3.1.6 Accidents to Visitors and Members of the Public

Should a non-employee suffer injury as a result of work activities, investigation procedures must be followed by the relevant Regional Manager, the findings of which should be forwarded to Senior Management.

All incidents must be recorded in the Accident Book and it is important that correct details are taken of the name and address of the injured person.

Should the accident be reportable, a form F2508 should be sent to the Enforcing Authority:

RIDDOR Reporting - Incident Contact Centre

Tel: 0345 300 9923 (fatal or specified injuries only)

Internet: www.hse.gov.uk/riddor

Post: RIDDOR Reports
HSE
Redgrave Court
Merton Road
Bootle
L20 7HS

The circumstances must be reported to the company's insurers.

3.2) ELECTRICAL SAFETY

3.2.1 Lantei recognises its responsibility to take suitable and sufficient precautions against the risk of death or injury from electricity during their work activities. In line with the Electricity at Work Regulations 1989 Senior Management will ensure that:

- All electrical installation and maintenance works are undertaken by a trained and competent electrician in line with the Company's Electrical Safety Policy.
- All works are suitably planned to take into account existing electrical services in the area of work and how these may be affected throughout the progress of the works.
- Relevant parts of the electrical system are isolated and locked off if any aspect of the work is liable to disturb or damage the existing electrical system and expose people to electrical danger. (Electrical circuit isolations will only be carried out by a competent person with adequate technical knowledge and experience to safely carry out the task.)
- When work is to be carried out on or near live equipment, permits to work are obtained as required, suitable control measures are implemented to minimise the associated risks and appropriate and adequate safety clearances are established and maintained.

3.2.2 The office is a managed space and therefore the landlord is responsible for ensuring that the entire fixed electrical system within the premises is examined by a suitably qualified electrical contractor, at intervals not exceeding 5 years, and appropriate steps taken on the basis of his report.

3.2.3 All portable electrical equipment will be examined in-house by a qualified electrician at twelve monthly intervals.

3.2.4 A register of all portable electrical appliances will be kept by the Health and Safety Co-ordinator and the results of the examination and test of each appliance recorded. Visual confirmation of the examination and test of each appliance will also be affixed to the appliance.

3.2.5 Employees own electrical equipment, will not be permitted onto site until it has been examined and certified as being safe for use. If the equipment remains on site permanently it must be entered into the register and subject to the required test programme.

3.2.6 Where possible, all electrical equipment used on site will be battery operated.

3.2.7 The user of each piece of electrical equipment will perform a brief visual inspection at regular intervals, paying particular attention to the condition of cables. A report will be made to their Manager of any actual, or suspected, faults suggested by the visual examination. The equipment will also be taken out of service until being certified as safe to use by a competent electrician.

3.3) FIRE PRECAUTIONS

Site Procedures

- 3.3.1** On Client sites the Operations Manager will ensure that a Fire Plan is in place which Lantei Compliance Services will be obliged to follow.
- 3.3.2** The Operations Manager will ensure the fire precaution procedures are communicated to employees as part of their site induction prior to the commencement of work on site.

Office Procedures

- 3.3.3** The office is a managed space and as such the Landlord is responsible for the inspection, testing and maintenance of the fire alarm and emergency lighting systems.
- 3.3.4** Fire action notices will be displayed within the office premises identifying the required procedures.
- 3.3.5** All fire exits in the office will be checked and kept clear at the beginning of each working day by a nominated person.
- 3.3.6** Employees will be made aware of basic fire procedures as part of their induction.

This may include the following as appropriate;

- the action to be taken upon discovering a fire
- the action to be taken on hearing the alarm where applicable
- raising the alarm
- the correct method of calling the fire service
- the location and use of firefighting equipment
- isolating power supplies, where appropriate
- evacuation of the building to an assembly point where a roll-call can be made
- ensuring access and egress routes, fire doors etc. are kept free from obstruction.

3.4) FIRST AID**3.4.1 Policy on First Aid**

It is Lantei policy to comply with the Health and Safety (First Aid) Regulations 1981, relevant Codes of Practice and good working practices by training and appointing a suitable number of people and providing suitable and sufficient facilities.

Lantei will ensure that a trained first aider, holding a current First Aid at Work Certificate, is readily available at the company office during all working hours. This person will also be responsible for ensuring that their first aid kit remains fully stocked.

Lantei will make provision for additional training of first aid personnel as necessary to take account of specific hazards and will ensure that, where significant risks have been identified, a sufficient number of employees have appropriate training to carry out first aid at work duties.

Lantei will also ensure that all field-based operatives have access to a trained first aider and suitable and sufficient facilities on site. Prior to work commencing, the Operations Manager will seek assurance from the Client that all employees will have access to a nominated site-based person holding the full 'First Aid at Work' training and that adequate first aid facilities are readily available. In addition, each Lantei work vehicle will hold a fully stocked First Aid Box. Each vehicle driver will be responsible for maintaining its contents.

3.4.2 Health and Safety (First Aid) Regulations 1981

Minimum Contents for First Aid Kits

ITEM	NUMBER OF EMPLOYEES		
	1-5	6-10	11-50
Guidance Card	1	1	1
Sterile Adhesive Dressing	10	20	40
Eye pad No. 16	1	2	4
Sterile Triangular Bandage	1	2	4
Safety Pins	6	6	12
Sterile Medium Dressing No.8	3	6	8
Sterile Dressing No. 9	1	2	4
Extra Large Ambulance Dressing	1	2	4

Where sterile water or sterile normal saline in disposable containers needs to be kept near the first aid box, because tap water is not available, at least the following quantity should be kept:-

Minimum container size: 300ml

Minimum amount: 900ml

3.4.3 First Aid Information

The Regulations require all persons on the premises to be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Notices to this effect should be displayed on the safety notice board. These notices will give information regarding the location of the first aid facilities and the name of the site First Aider.

Information on first aid should be included in the induction programme for any new employees and existing employees should be informed by their relevant Manger of any changes which are made.

The Operations Manager will ensure that all field-based staff are provided with details of the site specific first aid arrangements as part of their site induction prior to the commencement of work on site.

3.5) HAZARDOUS SUBSTANCES

- 3.5.1** Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations 2002) at work can include chemicals, dust, fume and bacteria. Lantei Compliance Services will assess the risk to health from hazardous substances and prevent or, where this is not reasonably practicable, adequately control exposure.
- 3.5.2** Senior management will be responsible for identifying all hazardous substances and undertaking an assessment of the risks. All chemicals will be accompanied by a safety data sheet which must be provided by the supplier/manufacturer by law. The External Health and Safety Advisors will also provide support and if necessary undertake any assessments that require specialist knowledge.
- 3.5.3** Assessments will be recorded and maintained including relevant safety data sheets by the Health and Safety Co-ordinator.
- 3.5.4** Where relevant, assessments will be made available in the site safety file to ensure all employees are informed of any risks to health.

Asbestos

- 3.5.5** Senior Management will ensure that there is no foreseeable risk of exposure to employees from asbestos containing materials as defined under the Control of Asbestos Regulations 2012.
- 3.5.6** The Operations Manager will be responsible for identifying asbestos containing materials before work begins on projects under their control, by requesting details of any known asbestos containing materials from the Client or Principal Contractor.
- 3.5.7** All employees will be informed if they suspect any asbestos on site that has not been already identified, they will stop work immediately and inform their relevant Manager.
- 3.5.8** Senior Management will be responsible for taking the appropriate action to ensure employees are not put at risk of exposure to asbestos containing materials.
- 3.5.9** All employees will be provided with adequate training to protect themselves from exposure to asbestos containing materials.

3.6) WORK EQUIPMENT SAFETY

- 3.6.1** Before any new piece of equipment is purchased, the Health and Safety Co-ordinator will obtain assurance from the supplier that it complies with the requirements of Section 6 of the Health and Safety at Work (etc) Act 1974, the Provision and Use of Work Equipment Regulations, the Supply of Machinery (Safety) Regulations, and any relevant British or European standards.
- 3.6.2** Senior Management, in conjunction with relevant Managers, will ensure that equipment known to present particular hazards is operated only by a person trained and authorised, in writing, to do so.
- 3.6.3** Operators of equipment must ensure that all guards and safety devices are properly in place, at all times, where the equipment is in use and will check prior to the commencement of each working day that all guards and emergency stop devices are in good condition and function correctly.
- 3.6.4** Appropriate access equipment will be used for any activity which involves working at heights. Where possible, equipment with guard rails such as tower scaffolds or portable working platforms will be used in preference to ladders or step ladders.
- All employees involved in work at height will be trained to enable them to work at height and use access equipment in a safe manner.
- 3.6.5** All work equipment owned by Lantei will be inspected at regular intervals by a suitably trained and competent individual. Users of each piece of equipment will be responsible for ensuring that equipment is in a safe condition.
- 3.6.6** All hired in equipment will be inspected by the relevant Manager prior to acceptance from the hirer. The Manager will also ensure that all relevant documentation such as inspection certificates and operating instructions is provided by the hirer.
- 3.6.7** The operator of equipment will report any defects, actual or suspected, to their Manager who will take the appropriate action forthwith.
- 3.6.8** The Health and Safety Co-ordinator shall ensure that all maintenance schedules are adhered to and will keep written records of all such maintenance.
- 3.6.9** Should a fault occur with any equipment, the operators shall ensure that it is promptly taken out of service for repair or replacement.
- 3.6.10** Where measurement traceability is required i.e. for electrical testing equipment, equipment will be calibrated at specified intervals against relevant international or BS standards. A suitable calibration or testing schedule will be implemented by the Health and Safety Co-ordinator to ensure that calibration is undertaken as required. Suitable calibration/testing records will be maintained by the Health and Safety Co-ordinator and where any equipment is found to be in error the consequence of this error including verification of the validity of previous measuring results will be investigated and appropriate action taken.

3.7) PERSONAL PROTECTIVE EQUIPMENT – GENERAL

- 3.7.1** Where a need for the wearing of personal protective equipment is identified (whether by legislation or otherwise) all employees, contractors and visitors are required to use, and take care of, such equipment. Managers must ensure that all personnel under their control comply with this requirement.
- 3.7.2** Safety helmets will be worn by all personnel in any areas where there is an identified risk of head injury.
- 3.7.3** Safety footwear will be supplied to employees where the need has been identified and must be worn at all times whilst at work.
- 3.7.4** Eye protection will be worn at all times by persons engaged in operations that present a foreseeable risk of eye injury. These operations will be identified by the risk assessment process.
- 3.7.5** Appropriate gloves will be worn by employees when engaged in operations presenting a risk of laceration, abrasion or irritation to the hands.
- 3.7.6** Respiratory protection, overalls, aprons, gloves, rubber boots etc, intended to afford protection against contact with hazardous substances, will be worn as indicated by the assessments undertaken in compliance with the Control of Substances Hazardous to Health Regulations 2002.
- 3.7.7** Senior Management will identify those employees for whom protective equipment is required and will ensure that an adequate supply of the correct equipment is obtained.
- 3.7.8** The Health and Safety Co-ordinator will ensure that each employee is issued, on a personal basis, with the appropriate protective equipment free of charge, and that an issue record is kept for all non-disposable items. All employees will be required to sign the register accepting their receipt and use of all such equipment.
- 3.7.9** Employees will maintain their issued equipment in good condition and will report any loss or damage to the Operations Manager or Health and Safety Co-ordinator.
- 3.7.10** Adequate facilities will be provided to all employees for the storage of protective equipment.
- 3.7.11** Instances of noncompliance, will be dealt with by the relevant Manager.

3.8) RISK ASSESSMENTS/METHOD STATEMENTS

- 3.8.1** Senior Management shall ensure that all tasks undertaken by The Company are suitably risk assessed in accordance with the requirements of the Management of Health and Safety at Work Regulations. The Operations Manager with assistance from the Operations Team will be responsible for identifying and documenting all significant risks to employees, visitors, clients, subcontractors and the general public arising from Company activities. To this end, Lantei Compliance Services have compiled a database of risk assessments for all tasks carried out on a routine basis, detailing the identified hazards, level of risk and the control measures required to eliminate or reduce these risks to as low as reasonably possible. These are used as a starting point when planning specific jobs and are reviewed and amended as appropriate.
- 3.8.2** When planning a new job the Contracts Manager will select the appropriate assessments from the database of risk assessments, and amend these to take site-specific issues and hazards into account.
- 3.8.3** The control measures specified in the assessments are used as a basis for the method statement which is prepared by the Contracts Manager for relevant contracts prior to work commencing.
- 3.8.4** The risk assessment and method statement are then issued to the engineer undertaking the work. All engineers are required to ensure that they have read or have been instructed regarding the risk assessment and method statement, and that they have signed a written acknowledgement which is attached to the document.
- 3.8.5** Where a dynamic risk assessment is required for any works, then the engineer assigned to the project will complete the assessment on arrival to site and forward a copy of the assessment to their Manager.
- 3.8.6** Records of all risk assessments and method statements will be kept on the company server and reviewed on an annual basis by the Operations Manager, with assistance from the External Health and Safety Advisors where required, in order to establish their continual validity. The Health and Safety Co-ordinator is responsible for ensuring that employees are re-issued with any updated documents and that all superseded documents are removed from circulation and correctly archived.

3.8.7 Specific Assessments

Where any further assessment is necessary, either due to specific areas of risk or legislative requirements, the Health and Safety Co-ordinator will arrange to carry out the necessary assessment, seeking further specialist advice from the external safety advisors where necessary. Following the assessment, the relevant findings will be forwarded to the relevant Manager, who will ensure that the necessary actions are implemented.

Examples of specific assessments may include:-

- Manual Handling
- Noise
- Hand/Arm Vibration
- Fire
- Confined Spaces

3.9) MANUAL HANDLING

- 3.9.1** Lantei will endeavor to avoid, as far as reasonably practicable, any manual handling activity which presents a significant risk of injury. Elimination of lifting, automation or mechanical aids will be considered wherever reasonably practicable.
- 3.9.2** An assessment will be carried out for all remaining tasks which pose significant risk of injury.
- 3.9.3** The assessment process will seek to reduce the risk of injury to the lowest reasonably practicable level by identifying suitable control measures.
- 3.9.4** Information, instruction and training will be provided to all employees carrying out manual handling activities which cannot be eliminated. Information will also be displayed in the site safety file, or on the notice boards, within the site welfare areas.

3.9.5 Specific Responsibilities**Employees shall:-**

- Ensure they are aware of the control measures identified by any Manual Handling Risk Assessment for all significant manual handling activities they undertake and comply with the measures necessary to minimise the risk of injury.

Managers shall:-

- Ensure all significant manual handling activities have been identified, minimised following the hierarchy of control, a risk assessment carried out and control measures put into effect in a prioritised manner.
- Ensure that the risk assessments carried out for manual handling activities are suitable and sufficient and that a consistent approach is adopted when planning projects and activities.
- Ensure employees comply with the control measures identified.
- Oversee 'one off' manual handling activities to ensure all reasonable precautions are taken.
- Ensure that good ergonomic principles are considered and applied for all new and amended manual handling processes.
- Ensure that training is provided to all employees who may be at risk. The training will include an awareness of the factors to consider in making a simple assessment of risk, and the need to avoid injury by adopting safe lifting and handling techniques.

3.10) CONTROL OF CONTRACTORS

3.10.1 It is the policy of Lantei to ensure the health and safety not only of our employees and visitors, but also the health and safety of the sub-contractors and self-employed persons working on behalf of the company.

3.10.2 In order to implement this policy the Health and Safety Co-ordinator will: -

- Request information where appropriate from the Contractor in relation to their Health and Safety Policy and Procedures, their Director responsible for safety and their safety arrangements, in order to place the contractor on Lantei Compliance Services Approved Contractor List.
- Request copies of their insurance cover certificates in respect of employers' liability and third party risks.
- Request copies of site specific risk assessments and method statements along with any other documentation appropriate to the nature of the works prior to work being undertaken.

3.10.3 Prior to any work commencing the relevant Manager will:-

- Establish rules and guidelines for the Contractor's activities whilst carrying out work on behalf of Lantei Compliance Services.
- Provide information as necessary on risks which may be encountered in carrying out approved work on Lantei' behalf and identify activities and actions which must be avoided.
- Supervise their activities to ensure that they are not creating any risks or hazards to themselves, to Lantei' employees, or to building occupants and members of the public.
- Define respective responsibilities for managing health and safety whilst work is carried out.
- Agree and define the areas in which the work is to be carried out, the approved routes to and from the work areas and any areas which are out of bounds to the contractors.

3.10.4 Sub-contractors and self-employed persons working on behalf of Lantei are expected to comply with all relevant statutory Health, Safety and Welfare requirements and all requirements of the company Health and Safety policy and arrangements.

3.11) WORKING AT HEIGHT

Employees of Lantei will only work at height where it is absolutely necessary to do so. Wherever possible, working methods will be planned so as to reduce the need for employees to work at height to an absolute minimum.

Where employees are required to operate powered access equipment they will be specifically trained and authorised to do so.

The Health and Safety Co-ordinator will maintain the records of all employees who have been specifically trained and authorised.

3.11.1 The relevant Manager will ensure that all activities necessitating working at height are identified when planning any project.

3.11.2 A specific risk assessment will be carried out by the relevant Manager for all tasks involving working at height. The assessment will consider the nature of the task, the correct access equipment to carry out the task safely, and the competency of the employees who will be carrying out the task.

3.11.3 When selecting suitable access equipment, mobile elevated work platforms, scaffolds and tower-access scaffolds which incorporate working platforms with toe boards and guard-rails will be used where reasonably practicable. Ladders and step ladders will only be used for minor work where it would be impractical to utilise other access equipment.

3.11.4 All employees within Lantei Compliance Services will receive suitable and sufficient training in safe working at height. This will include the safe use of ladders and step ladders and practical instruction in erecting, dismantling and using tower-access scaffolds. A sufficient number of employees will also hold appropriate training in the use of mobile elevated work platforms.

3.11.5 All access equipment owned by Lantei Compliance Services will be inspected on a quarterly basis by the relevant Manager. Each item of equipment will be marked with a unique identification number and recorded in a designated equipment register. The results of each inspection will be recorded in the register.

3.11.6 When any access equipment is hired in, the relevant Manager is responsible for ensuring that the equipment is in good condition and that the relevant information and instruction is provided by the hirer. Should this not be the case then the Health and Safety Co-ordinator must be informed immediately.

3.11.8 Working at height risk assessments and the identified control measures will be incorporated into any method statement or safe-system of work provided by Lantei Compliance Services. Managers are responsible for ensuring that all employees under their control are aware of any such documentation and comply with any required control measures on site.

3.12) INDUCTION TRAINING

3.12.1 Management will ensure that every new employee receives initial induction training which must include:-

a) The location of:-

- all fire exits, fire exit routes and fire drill assembly points, the location of the first aid facilities and the name of the appointed first aider
- fire extinguishers and the appropriate use of the various types of extinguisher
- toilet and washing facilities available
- the health and safety noticeboard, health and safety file and other relevant health and safety information.

b) An explanation of:-

- Lantei' Health and Safety Policy and an outline of the arrangements for its implementation
- company rules
- fire precautions
- the procedure to be observed in the event of accident
- the disciplinary procedures which may result from breaches of health and safety rules.

c) Instruction in:-

- safe working procedures in place
- use of protective clothing and equipment
- the importance of good housekeeping etc.

3.12.2 Senior Management will ensure that the new employee does not commence their duties until the necessary induction training has been given and the training instruction acknowledgement record completed. In exceptional circumstances this may not be practicable and, under these circumstances, basic essential information will be given by the relevant Manager. In all cases, the formal induction process must occur within seven days.

3.13) SPECIFIC TRAINING

- 3.13.1** In addition to the induction training provided to each new employee, Senior Management will identify any specific training needs which the new employee may have. These may include specific competency requirements to carry out certain operations or tasks.
- 3.13.2** Having identified such training needs, the Health and Safety Co-ordinator will make the necessary arrangements for training to be provided by a competent and experienced person or organisation.
- 3.13.3** Senior Management, in conjunction with the relevant Managers, will also identify the specific training needs of existing employees through regular monitoring and an annual appraisal and make the similar necessary arrangements.
- 3.13.4** The Health and Safety Co-ordinator will ensure that appropriate training records are held and that the records contain such details as employee's name, type of training provided, name of trainer, date of training (and of any subsequent or refresher training).
- 3.13.5** In those cases where employees are required to be specifically authorised to undertake certain operations, such authorising shall be clearly made known by the relevant Senior Manager after the appropriate training has been provided.

3.14) WORKPLACE INSPECTIONS

Regular inspections will help to maintain standards of housekeeping and welfare arrangements and will help to ensure compliance with the requirements of the Health and Safety at Work etc Act 1974 and the various regulations made under it.

3.14.1 Regional Managers will be responsible for ensuring that regular site inspections are undertaken at a frequency appropriate to the nature of the site and the activities being undertaken.

3.14.2 Regional Managers will keep written record of all such inspections and are responsible, along with the relevant Manager, for ensuring that any remedial action identified as a result of the inspection is actioned. Inspection reports will be provided to Senior Management.

3.14.3 The External Health and Safety Advisor will also, when requested, carry out random safety inspections within the workplace, however these are additional to, and do not absolve management from the above responsibilities.

3.15) LONE WORKING PROCEDURES

3.15.1 The Company recognises that there may be an increased risk to the health and safety of its employees whilst working alone. It is the responsibility of Senior Management to ensure that suitable measures are put in place to protect lone workers whilst undertaking company work activities.

3.15.2 Lone working will be subject to a suitable and sufficient risk assessment undertaken by Senior Management. Consideration will be given to both the task requirements (including plant, equipment and materials to be used, access to the work area (including work at height), manual handling requirements), and individual capability to ensure that lone workers are not exposed to significantly more risks than employees who work together.

3.15.3 In order to minimise the risks to lone workers Senior Management, will ensure that:

- Working restrictions are implemented on all sites where personnel are working alone.
- Where the risk to lone workers cannot be reduced to “low”, lone working will not be permitted.
- Procedures are in place to ensure that regular communication is maintained with the lone worker.
- Lone workers are given sufficient information, instruction and training with regards to lone working and the task they are required to carry out.
- Periodic checks of lone working activities are undertaken to ensure safe practice.
- Suitable arrangements are put in place to provide assistance for the completion of the task where aspects of the work cannot be carried out safely by a lone worker.
- Suitable emergency procedures are in place to provide assistance to any lone workers who may become incapacitated as a result of an accident on site.
- Inexperienced workers and young people are not permitted to work alone.

3.15.4 In addition to this, Lantei have GPS based software which requires all engineers to log in and out of jobs allocated to them, allowing effective tracking of lone workers on client sites.

3.15.5 It is the responsibility of all employees who may be required to undertake lone working to disclose any medical conditions which may make them unsuitable for working alone to the Senior Management as soon as they become known.

3.15.6 Prior to commencing work alone all employees must ensure that they have adequate means of communication (i.e. mobile phones) and this must be kept on their person and be fully operational throughout the duration of the activity.

3.15.7 All lone workers must take reasonable care of their own health and safety and avoid placing themselves at risk. They must also take suitable measures to ensure the security of the site at all times.

3.15.8 Employees must ensure that they only undertake work activities where they are suitably trained, authorised and deemed competent to do so. Employees are not expected to undertake any work activities that they feel to be beyond their own individual capabilities. In such instances, the employee should contact their Manager who will arrange for suitable assistance to be provided.

3.16) CONSTRUCTION (DESIGN AND MANAGEMENT)

3.16.1 Lanteri are aware of their responsibilities under the Construction (Design and Management) Regulations 2015.

3.16.2 Projects undertaken by Lanteri will be carried out as a Contractor appointed by the Principal Contractor or directly appointed by the Client. Senior Management is aware of their responsibilities and will ensure the following are adopted:

- Prepare a suitable health and safety plan where they are the only contractor involved with the project.
- Ensure that appropriate risk assessments and method statements are completed and approved prior to commencing work.
- Ensure that all employees are instructed to report to the Site Manager prior to commencing work, and obey any reasonable rules laid down by the Principal Contractor/Client.
- Ensure that all employees receive a suitable site induction.
- Ensure that all employees are briefed on and understand the method statement, ensuring that all employees sign the method statement.
- Ensure that all employees work in accordance with the method statement and any other relevant site rules/working procedures.

3.16.3 The Health and Safety Co-ordinator will ensure that all engineers required to undertake works on CDM sites hold a valid ECS card.

3.17) YOUNG PERSONS

3.17.1 Lantei recognise that there may be an increased risk to the health and safety of young persons employed within the Company such as apprentices or those on work experience due to immaturity, inexperience or lack of awareness of risk. Senior Management ensure that:

- Young persons are under the permanent supervision of a nominated supervisor who is adequately trained and competent.
- A suitable and sufficient risk assessment is undertaken in order to identify the hazards arising as a result of the youth and inexperience of the young person.
- Suitable and sufficient control measures are implemented, including working restrictions to minimise levels of risk.
- The contents of the risk assessment and the control measures necessary are communicated to the young person as part of their induction.
- Adequate information, instruction and training are provided. Nominated supervisors should take time to explain the dangers associated with each particular task being carried out.
- Young persons are prohibited from involvement in activities which are beyond their physical or psychological capacity.
- Young persons are prohibited from operating any items of particularly hazardous plant or machinery i.e. circular saws, angle grinders etc.
- Young persons are prohibited from undertaking any particularly hazardous work activities i.e. work at height, lifting operations or work with or near hazardous substances.

3.17.2 Such working restrictions will not apply where it is necessary to form part of structured training programme towards attainment of an NVQ, or equivalent qualification, or where the young person will be supervised by a competent person, where risks have been reduced to the lowest level reasonably practicable.

3.18) DRIVING AT WORK

3.18.1 Lantei have appointed the services of an external fleet management company to ensure compliance with legislative requirements in relation to the company's vehicle fleet and for all persons required to drive on company business.

3.18.2 Lantei operate a standalone Driving Policy which has been communicated to all employees who have been provided with a Company vehicle or those required to drive on company business. Reference to this policy should be made for further details in relation to the arrangements in place for the management of all work-related driving activities.

3.19) DISPLAY SCREEN EQUIPMENT

- 3.19.1** Display screen equipment is used within Lantei however, not all employees who use this equipment will be classified as a 'user' under the Health and Safety (Display Screen Equipment) Regulations 1992. Therefore, the full extent of these Regulations may not apply in all cases.
- 3.19.2** In order to determine whether or not they fall into this category, all employees who use display screen equipment are required to complete an Employee Assessment Form which is returned to the Health and Safety Co-ordinator. From the information on the form, the Health and Safety Co-ordinator will identify all designated users within Lantei Compliance Services.
- 3.19.3** All users will be required to carry out an assessment of their own workstation under the guidance of the External Health and Safety Advisors where necessary. The Health and Safety Co-ordinator in conjunction with the relevant Manager will be responsible for ensuring that any control measures identified by the assessment, are actioned as necessary.
- 3.19.4** All users are entitled under the Regulations to an eyesight test, to be carried out by a registered practitioner, at the organisation's expense. The results of all such tests will be collated by the Health and Safety Co-ordinator. Tests should be carried out at regular intervals (as advised by the optician).
- 3.19.5** Where the results of the test show that corrective appliances are necessary (specifically for DSE use only, in order to correct vision defects at the viewing distance of the screen from the user) these will be provided at the Company's expense, (as required by the Regulations).

APPENDIX

Blank forms and checklists referred to in the Safety Policy Manual

1. PPE ISSUE RECORD
2. NEAR MISS REPORT FORM
3. INTERNAL ACCIDENT REPORT FORM
4. COMPETENCE QUESTIONNAIRE FOR CONTRACTORS
5. RISK ASSESSMENT
6. MANUAL HANDLING ASSESSMENT
7. INDUCTION TRAINING CHECKLIST
8. SITE INSPECTION CHECKLIST
9. COSHH ASSESSMENT
10. DISPLAY SCREEN EQUIPMENT
11. STEPLADDER INSPECTION RECORD