



## **COMPANY HEALTH, SAFETY & ENVIRONMENTAL POLICY**



**THIS DOCUMENT INCORPORATES REQUIREMENTS TO MEET THE STANDARD FOR ISO 45001:2018  
AND ISO 14001:2015**

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## HEALTH AND SAFETY POLICY STATEMENT

### 1. Introduction

Section 2(3) of the Health and Safety at Work etc., Act 1974 requires each employer to prepare and when appropriate revise, a written statement of general policy with respect to the health and safety at work of its employees and contractors and the organisation and arrangements in force for carrying out the policy and to bring the Policy Statement to the notice of all employees and contractors, (interested parties and the public upon request). This document contains the Policy Statement of Essex Services Group Ltd, of Viking Business Centre, Danes Road, Romford, Essex, RM7 0HL.

### 2. General Statement

- 2.1 It is our policy to perform work in the safest practicable manner, consistent with good practice, this includes a commitment to the prevention of ill health and injury, plus we will strive for continuous improvement in all our endeavours, The health and safety of our employees and contractors and all those likely to be affected by our operations is the responsibility of the Directors and as a priority it ranks equally with production and profit. Adequate resources will be made available to ensure the success of this policy. This is required by law. We provide a Management Framework for setting and reviewing our Hazards, Risks and Objectives.
- 2.2 It is the duty of the Directors to do everything reasonably practicable to prevent injury and ill-health and it is equally the duty of each employee and contractor to exercise personal responsibility for his or her own safety and that of others.
- 2.3 All employees and contractors are to be aware that, in the event of any conflict between the demands of production and safety, they will receive the support of the Directors if they reasonably choose the safety of employees and contractors or third parties as the priority.
- 2.4 It is our policy to adhere completely to the requirements of the Health and Safety at Work etc., Act 1974 and all statutory Acts of Parliament, Regulations and Codes of Practice made which affect our operations and undertakings.
- 2.5 The attention of all employees and contractors is directed to this Safety Policy and its Appendices. Any revisions will be incorporated when necessary and these will also be brought to the attention of all personnel, this statement is also available on our intranet service on public pages.

The foregoing is the Statement of Safety Policy of Essex Services Group Ltd. It has been prepared after due consultation with those involved in its operation and has the full backing and authority of the Directors.

Signed: 



Andy Hider

Adam Cecil

Joint Managing Director

Joint Managing Director

Date: 03 February 2023



## ORGANISATION

### 3. Responsibility

- 3.1 Responsibility for health, safety and environment procedures on premises, sites and elsewhere is delegated to the persons in charge of the work. They are responsible for the safe conduct of processes in their areas, and this responsibility cannot be delegated to others.
- 3.2 Where difficulties arise in the maintenance of safe working and environment conditions, or practices, reference must be made to Andy Hider (Managing Director), Adam Cecil (Managing Director), or Mr L A Cowlbeck (Group Health, Safety and Environmental Director), who then have responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained.
- 3.3 Specific responsibilities of all employees and contractors are set out in Appendix 1 attached to this Policy Statement.

### 4. Health and Safety Advice

- 4.1 The Health and Safety Executive (HSE), (ECA), (B&ES), (GAS SAFE REGISTER), (IOSH), (IIRSM), (IEMA) and (BSC) provide specialist advice and monthly updates on all health, safety and environment matters relating to the Company activities. A Manual covering the management of contract works, Risk Assessment and a wealth of information is maintained in the Office and is available for all Managers to use via the company ShareFile system.
- 4.2 The Health, Safety & Environment Director is appointed the competent person for the purpose of assisting us to undertake necessary measures to ensure compliance with statutory provisions, as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999 and Environment Legislation as Environmental Management Representative (EMR).
- 4.3 It is the responsibility of the Project Director/Contracts Manager to ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instructions which may be provided by a manufacturer/supplier to comply with our obligations under Section 6 of the Health and Safety at Work etc. Act 1974 and the Control of Substances Hazardous to Health Regulations 2002 (COSHH) fifth edition (see Section 13.12).
- 4.4 Any employee and contractor who is in doubt about safe working and environmental practices and procedures should contact the Health, Safety & Environment Department or the appropriate Associate Director for advice or use the Consultation Procedure.

### 5. Consultation

- 5.1 Any arrangements negotiated with elected employees' representatives, in compliance with the Health and Safety (Consultation with Employees) Regulations 1996, [will be added in the form of an Appendix] attached to this Safety Policy.
- 5.2 The Company operates an 'open door' policy wherein suggestions or comments on ways in which our health and safety performance can be improved will always be considered. Suggestions should be made to the Health, Safety & Environment Department, or the appropriate Project Director/Contract Manager.



## ARRANGEMENTS

### 6. Policy Review

- 6.1 The Health and Safety at Work etc. Act 1974 requires us to monitor the effectiveness of this Policy in terms of the use made of it by both management and work force. Review of our safety performance and the functioning of the Policy is the task of the Managing Director. At least annually or as required by the development of new markets or work processes or innovation he will review the contents of the Policy Statement in liaison with the Directors and indicate ways in which safety performance can be improved.
- 6.2 Health, Safety, Welfare and Environment matters will be considered at management meetings and site meetings which the appropriate Project Directors/Contract Managers will attend with clients' or contractors' representatives, who may be present for discussions on their safety policies, working practices, risk assessments, safety and environmental performance and other related matters covered by legislation.

Process will be audited regularly, and the outcomes will be documented and made available to interested parties for comment.

### 7. Training

- 7.1 It is the responsibility of the Health, Safety & Environment Director to review the health, safety, welfare and environmental training needs of employees and contractors at all levels at regular intervals. Training will be given to all employees and contractors as necessary in line with legislation and industry best practice requirements.
- 7.2 The Project Director/Contracts Manager is required to review with any new employees and contractors the hazards and specific health, safety & environmental rules applicable to the work to be done, before putting the employees and contractors to work. Similarly, those transferring from job to job, or site to site, will be given any necessary information by the Project Director/Contract Manager responsible for the contract; introduction of new technology or working methods will also be occasions when further training will be provided.
- 7.3 The Project Director/Contract Manager responsible for the contract will ensure that the necessary training and level of supervision required for young persons, as detailed in the Management of Health and Safety at Work Regulations 1999 is provided.

### 8. Welfare Facilities

- 8.1 At Danes Road Head Office, the company provides welfare facilities for all staff, visitors, and disabled persons. The offices have a total of 1 disabled toilet with alarm system, 4 ladies' toilets,
- 8.2 Male toilets, all units have wash hand basins.
- 8.3 The company provides a canteen with a dishwasher and kitchen sink with hot and cold running water, free milk, coffee, tea, cordial mixes, chilled and hot water units directly fed from the potable water main, a microwave unit for heating employees and contractors own food and a refrigerator.
- 8.4 The canteen is within the recreation area which had soft seating chairs, tables, and a multi-channel TV.
- 8.5 On remote sites where we are contracted to a client the welfare facilities must be provided by the client at the remote site. The company will check with the client the extent and compliance of the remote facilities. These facilities are inspected as part of the company audit process.



## 9 First-Aid Facilities

- 9.1 To comply with the Health and Safety (First-Aid) Regulations 1981(as amended), the Health, Safety & Environment Department will supply the Office premises with adequate first-aid equipment and facilities as necessary. For sites, arrangements will be made by Project Director/Contract Manager for these to be provided or shared with the client/main contractor. The Project Director for Contract Services will ensure that all company vehicles contain a small first-aid kit and that these kits are regularly replenished.

First aid supplies are in a locked cupboard at reception. These supplies are accessible by Reception Personnel only, for the purpose of ensuring adequate supplies are maintained.

- 9.2 The names of those persons trained and certificated in first aid will be displayed within company premises and on each site. At Head Office there is always a minimum of 1 first aider present.
- 9.3 The nearest A&E is located Queens Hospital. Rom Valley Way, Romford, Essex. RM7 0AG. Telephone 01708 435000 or 0845 130 4204. In the event of an emergency always dial 999.

## 10. Safety Rules

- 10.1 Statutory requirements are viewed as being the minimum acceptable standards, rather than the ideal maximum. In addition to statutory requirements, all employees, and contractors regardless of the nature of their specific duties must strictly adhere to the following safe operating practices and procedures. Wilful disregard by any employees and contractors of any safety rule may be considered sufficient cause for immediate dismissal. Some of these rules are statutory requirements and are included as reminders.
- 10.2 Personal protective equipment shall be worn without exception wherever necessary, as identified by risk assessments carried out by the Project Director/Contract Manager in liaison with the Site Supervisors or Nominated Person in charge of the work. Instructions will be given to operatives by their supervisors or Nominated Person in charge of the site where these rules apply. All Personal Protective Equipment shall be worn in accordance with the Personal Protective Equipment Regulations 2002 (SI 2002/1144).
- 10.3 Safety helmets will be worn on sites or in work areas which are designated as "hard hat" sites or areas, or wherever there are risks of head injury and as identified by the risk assessment.

Safety boots or safety shoes must be always worn when there is a risk of injury to the feet, as identified by the risk assessment. No person may wear plimsolls, trainers, or other soft-soled footwear.

Safety eye protection, protective gloves and high visibility vests /jackets will be worn during all work periods whilst on site, as identified by the risk assessment. Hearing Defenders must be worn for tasks above legally stated lower exposure action level of 80dB(A) and when hearing defender designation signs are displayed.

Respiratory Protective Equipment should be worn for specific tasks as identified by the risk assessment and documented within the specific RAMS. Consideration of the 3 types of construction dusts; Silica, Woods and lower-level dusts must be considered and the appropriate FFP3 masks must be issued and worn, as identified. FFP3 masks may also be identified as a control for the transmission of airborne diseases and viruses, subject to medical guidance.

RPE training in the form of FFT will be carried out by the SHE Department or via self-fitting guidance being provided.



- 10.7 All injuries, no matter how slight, must be reported immediately to the Health, Safety & Environmental Department at Romford Head Office.
- 10.8 Methods of working which create unacceptable risks must be always avoided.
- 10.9 The Company has a Drugs and Alcohol Policy. Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Persons found to be displaying symptoms of alcohol or drug abuse will be subject to disciplinary action.
- 10.10 No-one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, temperature, or other cause that might expose the individual or others to injury. Any person deemed unfit for work by a General Practitioner (G.P) is not to return work until the notice period ends or the G.P declares them fit for work, whichever is the sooner.
- 10.11 Horseplay, scuffling, and other acts which tend to endanger the safety or well-being of employees and contractors are prohibited.
- 10.12 Portable tools and other work equipment such as plant and test equipment must be kept and maintained in good condition for the tasks for which they will be used. Worn or broken tools must be replaced immediately, and it is the personal responsibility of each employee and contractor to ensure that this is done. Portable electrical equipment, tools and plant are tested / inspected in accordance with regulation requirements.
- 10.13 Smoking is restricted to designated appointed areas or as locally decided on sites.
- 10.14 Only employees and contractors who have received the appropriate training, in accordance with Health and Safety Executive guidance, and are authorised by the company may change abrasive wheels/discs.
- 10.15 Employees and contractors' vehicles will not be parked in working areas. Vehicle parking is permitted only at the sole discretion of the person in charge of the site, whose specific responsibility is to designate areas in which vehicles may be parked.

Vehicles parked at company offices should be done so courteously and within marked bays. When driving in and out of the car parks stick to the 5mph speed limit and be mindful of co-workers walking across or using the comfort break areas within the car parks.

- 10.16 Safety rules and advice covering specific work areas and/or systems of work will be attached as Appendices to this policy statement when formulated, as necessary. The following Appendices are attached:

Appendix 1	Responsibilities
Appendix 2	Office Safety Rules
Appendix 3	Site Safety Rules
Appendix 4	Arrangements for Consultation with Employees and contractors
Appendix 5	Environmental Policy Statement
Appendix 6	Working as a Principal Contractor

## 11. Fire Safety

- 11.1 A Fire Risk Assessment must be completed for Head Office Buildings. The Health, Safety & Environmental Director is responsible for completing this as per the Regulatory Reform (Fire Safety)





Order 2005. These risk assessments will be reviewed at annual intervals or whenever it is suspected that they may no longer be valid.

- 11.2 Fire-fighting equipment is provided, and all employees and contractors must be aware of the location of fire extinguishers and of their method of operation.
- 11.3 Employees and Visitors to Head Office Buildings must always report to the reception and ensure they have signed in and out of the attendance registers as appropriate, for the purpose of ensuring safe emergency evacuations. Fire Wardens are employed and are responsible for ensuring people are evacuated from the zones within their remit.
- 11.4 Visitors to Head Office Buildings must be accompanied by the person they are visiting. 'In the event of an emergency Visitors must accompany the person they are visiting to the Staff assembly Point'.
- 11.5 A Fire risk assessment must be carried out on all construction sites. This is the responsibility of the Principal Contractor. All employees and contractors must be aware of the fire/emergency arrangements for the site, and this will be covered during the site induction. Employees and contractors must always adhere to these arrangements.

## **12. DSE**

- 12.1 The Health, Safety & Environment Department is also responsible for risk assessments of office work, including those for display screen equipment used in the Office. Under the Health & Safety (Display Screen Equipment) Regulations 1992 employees, who spend most of their workday using a VDU are requested to complete a DSE Workstation Checklist. If issues are identified then the Health, Safety & Environmental Department carry out a risk assessment with the individual to mutually agree an action plan to resolve these issues.

## **13. Accidents**

- 13.1 All injuries, no matter how slight, must be reported immediately to the Health, Safety & Environmental Department at Romford Head Office.
- 13.2 An Accident Form DC8080 must also be completed, and records retained by the company which is a legal requirement under Social Security (Claims and Payments) Regulations 1979.
- 13.3 All employees and contractors working on construction sites must adhere to the accident reporting and investigation procedures diagram DC8098 which complies with Health and Safety at Work Act 1974; and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. This diagram is displayed on all Site Safety Boards and can also be found in the Project Safety Folder.
- 13.4 As required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), accidents resulting in a fatality, a specified injury or in absence from normal work for more than seven days must be reported to the Health and Safety Executive via the on-line form F2508 by the "responsible person" as defined below (see 8.5). Accidents to non-employees and contractors must also be reported using this system, as it is our responsibility to report certain injuries of non-employees and contractors. The procedure is detailed on the HSE website, together with the definitions of "specified injury" and "dangerous occurrence". In compliance with the Construction (Design and Management) Regulations 2015, the Principal Contractor will also be informed as required.
- 13.5 Fatal or specified injury accidents and environmental impact occurrences must also be reported by telephone immediately to the Managing Director or Health, Safety & Environment Department at Viking



Business Centre, Danes Road, Romford, Essex RM7 0HL (Tel. 01708 708888) who will inform the appropriate authorities local area office.

- 13.6 Dangerous Occurrences as defined by law, and listed on HSE website, must also be reported immediately by telephone to the Health & Safety Manager and the Health and Safety Executive. The Health & Safety Director will complete an on-line report form (F2508) irrespective of whether an injury has occurred.
- 13.7 Details of diseases and conditions which are listed on the HSE website, and which are notified in writing to us as having been suffered by employees and contractors will be reported to the Health and Safety Executive by the Health & Safety Director.
- 13.8 Documentation for accidents, dangerous occurrences and notifiable diseases and conditions will be held by the Health & Safety Director, who is the person in charge of office-held documentation. He is also responsible for making direct telephone and on-line notifications as above. Copies of all notifications made on our behalf will be kept for record purposes.
- 13.9 The company also has a Near Miss/Hazard/Good Practice reporting and record procedure. Reporting is completed via the Yellow Jacket online safety management system. The system ensures that Near Miss or Hazard reports result in an action being generated. The action is allocated to a specific person and must be closed out within a specified set time. The Health, Safety & Environmental Department will regularly review reports generated via the Yellow Jacket system to ensure closure.
- 13.10 At Head Offices employees will contact the Health, Safety & Environmental Department directly to report any near miss, hazard, or good practice.

#### **14. Work Equipment**

- 14.1 The Company will ensure that all tools and equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998. (Revision 3) 2008.
- 14.2 It is the duty of the Project Director/Contract Manager to ensure all work equipment hired or purchased for use by our employees and contractors is suitable for the purpose for which it is to be used.
- 14.3 Where tools or equipment are issued to employees and contractors for their personal use, those employees and contractors are responsible for ensuring that the item is kept in good working order and that any defects are reported.
- 14.4 The Health & Safety Director is responsible for ensuring that all work equipment is properly maintained. He is also to ensure that records of servicing, inspection, calibration, and statutory tests / examinations are properly kept. Examples of records required are:
  - Ladders and access equipment maintenance
  - Portable electrical appliance testing
  - Calibration of test equipment
  - Statutory examination / test of lifting equipment, pressure systems and exhaust ventilation



- 14.5 All access equipment including ladders must be kept in good repair. Any access equipment not in use should be secured to avoid unauthorised use. This is applicable on site and at Head Office buildings.
- 14.6 Mobile towers must only be erected by those trained to do so, and in accordance with the maker's or supplier's instructions, which are circulated to site with other relevant safety documents.
- 14.7 Mobile elevated work platforms must only be operated by trained operatives. Peco and Eco Lifts must only be used by Operatives who have been inducted by the Supplier or a trained competent person.
- 14.8 All plant and equipment must be inspected before use and every seven days a written inspection record must be completed and retained on site.

## 15. General Arrangements for Special Hazards

- 15.1 There are special hazards, which have potentially serious consequences, and which have been identified as 'high risk' in our risk assessments (see Section 13). These include:
  - Asbestos-containing products
  - Disturbing Silica Dust
  - COSHH substances
  - Confined space entry
  - Live electrical systems
  - Work at Height
  - Use of mobile scaffold towers
  - Use of mobile elevating working platforms
  - Mechanical Pressured systems.
  - Any works involving Gasses.
- 15.2 These activities will require a specific risk assessment to be prepared and agreed with Principal Contractor prior to the commencement of work. The Project Director/Contract Manager has responsibility for making these specific risk assessments, and further information on standard precautions is given in Section 16 below.
- 15.3 All those to be involved in the work will be made aware of the control measures for the identified risks, and any procedures to be followed.
- 15.4 A permit to work system, other controls imposed by the client or our own written procedures, may govern work, which requires interface with client activities or specific control measures.
- 15.5 National health alerts

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line /director or Marylyn O'Kane (HR) Department. In addition, the Safety Department will compliance with any Government Legislation to control the spread of any virus and ensure Risk Assessments are completed and control measures implemented.

## 16. Risk Assessments and Controls

- 16.1 The Management of Health and Safety at Work Regulations 1999, and other Regulations, require risk assessments to be carried out. The company has established a procedure for the Identification of



Hazards and Associated Risks and the significant findings from these assessments will be recorded and brought to the attention of those who may be at risk.

16.2 The Health, Safety & Environment Department will carry out an early on-going assessment of the Hazards and Risks associated with all work activities prior to work commencing, as required by these Regulations. The Project Director/Contract Manager will make Risk assessments site-specific as required, by (see 16.8 below). Risk Assessment templates will be used for this purpose.

16.3 The company provides Generic templates for Hazard and Risk Assessment procedures.

Generic risk assessment templates will be reviewed at annual intervals or whenever it is suspected that they may no longer be valid. Site teams will then be required to ensure these generic templates are revised on site and made site specific. Regular reviews of site-specific risk assessments should be undertaken by the site team, with support from the Health, Safety & Environment Department to ensure they are still accurate and have accommodated any changes to the specific tasks. This is the responsibility of Project Director/Contract Manager in liaison with Site Supervisors.

The priority will be to eliminate or reduce all risk to acceptable levels as far as is reasonably practicable, in accordance with our stated hierarchy of controls.

The Hierarchy process is:

- Elimination of the Hazard.
- Substitute to reduce risks.
- Engineered controls.
- Signage / warnings /instructions/administrative controls.
- Personal Protective Equipment, as a last resort.

16.4 Clients and others likely to be affected by the work will be provided with a copy of the assessment and / or its significant findings, together with details of the methods of controlling the work to be followed as appropriate.

16.5 Health surveillance, medicals and other individual health records which may be required will be kept securely in our personnel files and will be kept for 50 years after the date of the last entry as required by law, dependant on the specific legislation.

## **17 Manual Handling Operations.**

17.1 The company always prefers the use of mechanical aids over manual handling. All manual handling operations having a risk of injury. Manual Handling carried out by our employees and contractors will be identified and recorded by the Supervisor or Nominated Person in charge of the work. Where these cannot be mechanised, avoided, or automated, specific assessments will be made, and procedures developed to minimise the risks involved in each case.

17.2 Appropriate selection of staff as to competence, will then take place, followed by necessary training and the giving of appropriate information and instruction. All employees and contractors are encouraged to discuss any potential manual handling problems which are not identified with the person in charge of the work, together with any work involving repetitive motion.

17.3 Operatives should only carry what they can handle easily and safely.

## **18 Control Of Substances Hazardous to Health (COSHH).**

- 18.1 Information on hazardous substances used in our work will be obtained from the manufacturer or supplier, or from the client, as appropriate. Monitoring of the working atmosphere may be required and will be indicated on the relevant COSHH assessment.
- 18.2 The COSHH assessments and material safety data information will be made available for work with applicable substances by the Health, Safety & Environment Department who will review them regularly and at least annually at the time of the Policy review, or whenever it is suspected that they may no longer be valid. The company receives weekly updates from our industry association to help maintain up to date information on COSHH products and substances. The assessments will then be made site-specific by the Project Director/Contract Manager or Supervisor or Nominated Person responsible for the work.
- 18.3 All relevant information will be delivered to the workforce as required and must be followed.
- 18.4 The following general precautions apply to the use, handling, and transport of all substances. Specific precautions are detailed in the written assessments for specific materials and other substances likely to be encountered in the work environment.
  - a. Contact of chemical products with the eyes, skin and mucous membranes should be avoided wherever possible. Protective clothing and equipment supplied is intended to prevent this. Good personal hygiene practices must be observed. The inhalation of chemical products and dust should be avoided. Adequate ventilation or respiratory protective equipment will be provided if appropriate.
  - b. Materials should not be used in areas where food is being eaten and similarly food should not be eaten where materials are used.
  - c. Facilities for washing and cleaning the skin must be made available, together with necessary and suitable cleansers and barrier creams.
  - d. Chemical products and materials are to be stored in locked, ventilated areas away from temperature and environmental extremes. No smoking or naked flames.
  - e. Spill kits and information / training on how to use them safely should be provided. Spillages must be cleaned up immediately, and waste and used containers disposed of properly. Spill kits are provided at Danes Road Head Office and similar arrangements must be agreed with the Main Contractor on site.
  - f. Environmental impact incidents must be reported without delay to Health, Safety & Environment Department, who will take appropriate actions.
  - g. Read the assessment sheet, container labels and detailed health and safety information before using any chemical products.

## 19 Asbestos

- 19.1 The Project Director/Contract Manager responsible for the contract must ensure that specific enquiries are made of the client as to the presence of asbestos at the pre-tender stage, of the contract and again prior to work commencing. To comply with the Control of Asbestos Regulations 2012, when asbestos is suspected or known to be in any material to be handled by our employees and contractors, no work must be undertaken until a sample has been analysed, an assessment carried out and appropriate control measures put in hand. If you suspect Asbestos report, it immediately to your supervisor or Head Office.



19.2 The company cannot itself undertake any Asbestos removal work although it may be contract out to Licenced Contractors on our behalf.

19.3 If working on a project where asbestos is known to be present then any representative of the company that could be exposed to asbestos, must be asbestos awareness trained.

## **20 Noise at work**

20.1 The company prefers the elimination of exposure method subject to the Control of Noise at Work Regulations 2005. Noise assessments will be made as required by the Regulations when the noise action levels are likely to be reached, the work process and exposure time will be strictly limited so that nobody will be subject to excess exposure, the details and allowable timings will be instructed as appropriate by the Supervisors or Nominated Person in charge of the work to employees and contractors for safeguarding their hearing. Noise Induced Hearing Loss is not reversible.

20.2 Hearing protection will be provided as required.

20.3 Noise can also be a statutory Nuisance under Legislation.

## **21 Vibration**

21.1 The company prefers the elimination of exposure method subject to the Control of Vibrations at Work Regulations 2005. Vibration assessments will be made as required by the Regulations when the vibration action levels are likely to be reached. The equipment being used, the work process and the exposure time will be strictly limited so that nobody will be subject to excess exposure. The details and allowable timings will be instructed as appropriate by the Supervisors or Nominated Person in charge of the work to employees and contractors for safeguarding them from the effects of HAV and WBV.

21.2 Consideration of safety glove protection can be considered, in addition to the above controls.

## **22 Live Electrical Work**

22.1 Safe isolation procedures must be always employed. All electrical systems must be proved dead before work starts. NO assumptions about the state of any system must be made without positive verification - all circuits must therefore be assumed to be live unless it is established, they are dead.

22.2 Live working is not normally required by the company and should only be carried out in exceptional circumstances under the authorisation and control of the Associate Director/Contract Manager. The circumstances for live work will be assessed using HSE Guidance - HS(G) 85 - Electricity at work- safe working practices Regulation 14.4 and located in the company Electrical Safe System of Work.

## **23 Confined Spaces**

23.1 Spaces such as ducts, manholes and sewers, are not to be entered until a safe system of work has been drawn up by the Associate Director/Contracts Manager responsible for the project in liaison with the Supervisor or Nominated Person in charge of the work agreed with the Principal Contractor and brought to the attention of every person likely to enter. The safe system must include details of necessary atmospheric monitoring and the provision of emergency rescue **equipment**.

## **24 Scaffolding**





- 24.1 All of which is to be erected, altered, or dismantled only by competent persons, should be incapable of being climbed outside working hours, by the removal of any ladders at ground floor level.
- 24.2 Scaffolding with working platform(s) must be inspected by a competent person before first use and every seven days and the results recorded. This may be done by the Principal Contractor, but a specific check must be made on each site by the Supervisor or Nominated Person in charge of the work to ensure that inspections are made as required. He must also ensure that the scaffold is suitable for the work to be carried out by our employees and contractors.
- 24.3 This Section applies to mobile towers as well as fixed scaffolding.

## **25 Buried Services**

- 25.1 Should be anticipated on every site where cables & pipes are to be laid, and the person in charge of the work must obtain plans where available and inspect the Principal Contractors Construction Health & Safety Plan for survey information and make specific enquiries where they are unavailable. The position of buried services must be clearly marked on site in conjunction with the Principal Contractor and treated as live.
- 25.2 Power tools and machinery must not be used knowingly within 0.5 metres radius of buried services, and only hand-digging with spades is permitted. If in doubt, seek the advice of the local Regional Supply Authority or relevant service provider.

## **26 Fragile Supporting Materials, Fragile Roofs and Work on Flat Roofs in High Winds**

- 26.1 These areas must be specifically identified by the Project Director/Contract Manager responsible for the project. The use of crawling ladders and boards is always required on fragile material. This must be made known to employees and contractors likely to work on them. The advice of the Health, Safety & Environment team should be obtained before work starts if there is any doubt about the precautions required. Many fatalities and serious injuries occur in falls through fragile materials and strict safety requirements must be in place if work on these types of roofs is probable.
- 26.2 For work on roofs in high winds, the precautions necessary may include use of man safe systems and safety harnesses this must be identified by specific risk assessments and agreed with the Principal Contractor before activity commences. Edge protection and training is required in all cases.

## **27 Environmental impact**

- 27.1 The company has a written Environmental Management Policy as our activities may have environmental implications, we therefore pursue a policy designed to eliminate, substitute, minimise or reduce any environmental damage. Our operations will be managed and organised to reduce so far as is reasonably practicable environmental damage caused by noise, dust, COSHH products, disposal of waste / redundant materials and damage to groundwater and drainage systems. In pursuance of this policy, environmental considerations will be always considered.
- 27.2 The company provides a Generic template for Site Specific Environmental Plans.
- 27.3 Site teams will then be required to ensure these generic templates are revised on site and made site specific and comply with all requirements laid out by the Principal Contractor. This is the responsibility of Project Director/Contract Manager in liaison with Site Supervisors.

## **28. CDM compliance and design safety**



- 28.1 It will be our practice to always co-operate fully with the Client – Principal Designer and Principal Contractor, and with other design team members involved in projects to make the maximum contribution to design and general site safety by elimination of Risks through design inputs & outputs.
- 28.2 The Design Managers in liaison with the Health & Safety Department will take all reasonable steps to ensure the health and safety competence of subcontractor designers carrying out work for the Company in accordance with current procedures.
- 28.3 Those preparing designs on our behalf will alert clients to the duties they may have under the Construction (Design and Management) Regulations 2015 and follow the designer's duties as defined within the Approved Code of Practice and the Regulations.
- 28.4 The guiding principles for all designs prepared by us will be to design to avoid risks to health and safety so far as is reasonably practicable, to reduce risks at source where avoidance is not possible, and to include relevant information with the design. Only persons competent to produce designs will be permitted to do so. Residual Risks will be identified and notified to the end user for their consideration.
- 28.5 The company Design Managers have the final responsibility for designing safety considerations into project designs and they are to ensure the competence of any external designer used and of any subcontractor to whom work is devolved.

## **29 Subcontractor Control Arrangements**

- 29.1 Supply chain companies can only work for Essex Services Group if they have been pre-qualified. The pre-qualification process involves the completion of an online questionnaire which covers 5 main categories: Health & Safety, Environmental, Quality, Insurance Compliance and Financial Viability. The process involves a pass or fail triggered by the non-compliance of some key questions. Each question is scored against a set criterion allowing us to not only approve a new supplier but to give them a score against each of the 5 main categories. This allows us to create a preferred supplier list and encourage our supply chain to continually improve if they want to work for us.
- 29.2 Every package of works is made available for tender, from our pre-qualified list, and is decided via a short-list of 3 companies who will submit their tender then be subject to interview.
- 29.3 All subcontractors are subject to the same induction as employees. No induction means no work. The induction includes a briefing of this policy and all company policies and procedures relevant to them.
- 29.4 All supply chain employees must meet the minimum competency requirements expected by Essex Services Group. This incorporates the correct skill cards and health & safety qualifications, specified for each grade that works for the company. This information is checked at the induction before any work can commence and is subject to regular review whilst they remain working for us.

## **30 Monitoring And Auditing of Sites**

- 30.1 Regular inspections are completed by Essex Services Group Operational Directors, Project Directors, Managers and Supervisors to ensure employees and subcontractors are working safely and in compliance with this policy.
- 30.2 Monitoring is completed via an online health & safety management system called Yellow Jacket. Data from all projects is centralised allowing the company to understand performance and improve where necessary.





- 30.3 Site teams are regularly audited by the Essex Services Group Safety Department to ensure employees and subcontractors are aware of their responsibilities listed in Appendix 1 and are working safely in line with legislative requirements and site-specific rules.

### **31 Occupational Health**

- 31.1 It is a requirement of all persons working for Essex Services Group to declare at induction any medical condition which could affect them carrying out their work. This will then be subject to risk assessment to ensure correct controls can be put in place to ensure there is no foreseeable risk to themselves or others.
- 31.2 It is the responsibility of each person to inform the management of any changes during their employment that could affect them carrying out their duties safely, as per the HASAW etc Act 1974.
- 31.3 The sickness/absence policy is covered within the Company Handbook. This includes the procedure for providing evidence regarding incapacity to work and equally that you are now Fit for Work.
- 31.4 The substance misuse policy is covered within the Company Handbook. The Company reserves the right to carry out drug screening where there is a contractual or safety reason for doing so.
- 31.5 The Safety, Health & Environmental Department keep a record of any employee that may have been affected by an occupational health issue, whilst carrying out works for Essex Services Group. These records will be retained by the company and be available to the employee upon request.



## APPENDIX 1

### Responsibilities

This Appendix to the Safety Policy details the responsibilities for safety at all levels of management and operatives. In all cases where responsibility is felt to be unclear, the advice of Mr A Hider should be obtained.

All persons having dealings with Health & Safety should have an awareness of the ISO45001 standard and work to it.

- a) Mr A Hider & Mr A Cecil (Joint Managing Directors with overall responsibility for Health, Safety and Environment) will:
  - Ensure compliance with the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions.
  - Ensure that an up-to-date health and safety policy statement is prepared and brought to the attention of all staff.
  - Ensure the effective implementation and maintenance of this policy across the Company.
  - Initiate, administer, and interpret the effective implementation of the Health and Safety Policy.
  - Responsible for ensuring that suitable and effective health and safety arrangements are in place across the Company.
  - Ensure that the health and safety management arrangements reflect best practice and will receive periodic reports from the Health & Safety Director on activity across the Company.
  - Report on matters relating to the management of health and safety to the Chief Executive and briefing the Board as appropriate.
  - Arrange for funds and facilities to meet the requirements of the Policy.
  - Be aware of changes in legislation which affect our activities and support the Safety, Health & Environmental Director in dissemination of information to all management, staff, and suppliers.
  - Promote the safe conduct of work generally, and review our safety policy and performance, arrangements, and generic risk assessments annually in liaison with the appointed competent person for the Company.
  - Reprimand any employee and contractor failing to exercise their safety responsibilities.
  - Consult with, receive, and consider suggestions made by employees and contractors concerning their health and safety at their workplace, and for improving our health and safety performance generally.
  - Set a personal example by complying with the Company Health, Safety & Environmental policies, as appropriate, on-site visits.
  - Carry out recorded site inspections during safety tours.
- b) Mr L A Cowlbeck DipNEBOSH, CMIOSH, MaPS, MIIRSM, PIEMA. Group Safety, Health and Environmental Director will:
  - Understand the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to our activities, including the management of ISO 45001:2018 process & procedures for the company.
  - Be aware of changes in legislation which affect our activities and inform all management, staff, and suppliers.
  - Promote the safe conduct of work generally, and review our safety policy and performance, arrangements, and generic risk assessments annually in liaison with the Managing Director.
  - Coordinate health and safety information and disseminate such information in his position as appointed competent person under the Management of Health and Safety at Work Regulations 1999.
  - Manage and ensure that any works relating to natural gas are carried out by fully trained and certificated Gas Safe Register Engineers as certified by and fully in accordance with the requirements of Gas Safe Register.



- Review our health and safety and other training needs at regular intervals, and review with employees and contractors and apprentices' hazards and specific rules relating to the work to be done, ensuring compliance with minimum standard training requirements.
- Support the HR Director, as required, in the provision of training for the development of apprentices, with JTL the training provider, to ensure achievement of agreed learning goals.
- Take all reasonable steps to ensure the competence in health and safety of any persons or sub-contractors to whom work is subcontracted, as required by the Construction (Design and Management) Regulations 2015.
- Be responsible for making direct telephone and written notifications of serious injuries, dangerous occurrences, and notifiable diseases to the enforcing authority, and take charge of office-held health and safety documentation.
- Investigate serious accidents and dangerous occurrences.
- Ensure that Project Directors/ Contract Managers are aware of their responsibilities to ensure all plant and equipment supplied to employees and contractors is properly maintained and that suitable maintenance records are kept.
- Ensure that Office fire risk assessment and emergency procedures are in place and that fire-fighting equipment is serviced regularly.
- Ensure that adequate supplies of first-aid equipment are issued to the Office and that they are kept correctly stocked.
- Carry out risk assessments for office work, including display screen workstations and manual handling tasks, and be responsible for health and safety generally within the premises.
- Make and issue specific risk assessments where necessary and modify generic risk assessments applicable to the work. They will help to devise safe systems of work where necessary, particularly for work where specific risk assessments have been made.
- Set a personal example by complying with the Company Health, Safety & Environmental policies, as appropriate, on-site visits.
- Carry out recorded Safety Audits during site visits.

c) Operational Directors will:

- Ensure compliance with the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions.
- Ensure that their health and safety risks are managed effectively by their Project Directors / Senior Managers.
- Ensure that health, safety, and environmental issues are considered an integral part of business operations and that adequate resource is available to ensure their achievement.
- Ensure that effective communication exists between all sections of their business operations about health and safety.
- Periodically reviewing the health and safety performance of their services.
- Lead on Project Improvement initiatives as identified by the Managing Directors and/or Safety, Health & Environmental Director.
- Carry out recorded inspections during site visits.
- Set a personal example by complying with the Company Health, Safety & Environmental policies, as appropriate, on-site visits

d) Project Directors / Contract Managers will:

- Ensure compliance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to our activities, including the management of ISO 45001:2018 process & procedures for the company.
- Be aware of changes in legislation which affect our activities and inform staff and suppliers.



- Make and issue specific risk assessments where necessary and modify generic risk assessments applicable to the work. He will also devise safe systems of work where necessary, particularly for work where specific risk assessments have been made.
- Arrange for the assessment of any COSHH substances found or created during our work, and for the giving of necessary instructions, training or equipment to employees and contractors which the assessment finds to be necessary.
- Authorise any live electrical work which may be required, after having investigated the circumstances and assessed the need for the work ensuring that risk assessments and method statements are produced and agreed with the Principal Contractor before work commences.
- Ensure that users of articles and substances supplied or hired to us are made aware of any necessary instructions or information provided by the manufacturer or supplier which assists with the taking of necessary measures for their own or others' health or safety and the protection of the environment
- Ensure that tenders are adequate to cover sound and safe methods of working and the provision of the required welfare facilities.
- Attend site meetings where health, safety and environment matters are discussed, and organise sites so that work is carried out to the required standard of health and safety with minimum risk to persons, equipment and materials and the environment. In addition, they will issue work method statements in written form where necessary or required and agreed with the Principal Contractor before work commences and be available to give advice on precautions needed to control any site risks not previously identified.
- Determine at the project planning stage:
  - Project Execution Plan and Site Pack incorporating
    - The most appropriate method and safe system of working
    - The provision of welfare and sanitation facilities
    - Hazards which might arise, and complete risk assessments as required
    - Whether asbestos is present by making specific enquires with the Principal Contractor
    - Allocation of responsibilities
    - Necessary fire precautions
    - Adequate first-aid facilities
    - Emergency procedures
    - Ensure environmental aspects and impacts are consider
    - Manage the purchase of materials to eliminate the production of excessive waste
    - Manage site specific environmental management plans
- Take all reasonable steps to ensure the competence in health, safety & environment matters of any persons or contractors to whom work is subcontracted, as required by the Construction (Design and Management) Regulations 2015 and the company's current procedures.
- Ensure that any Sub-Contractor carrying out work involving gasses is competent and registered prior to their commencement of any gas related work. Their works operations and certification should be as required by Gas Safe Register, Refcom, F Gas Regulations and the relevant Management Forms should be used and kept on file.
- Investigate serious accidents and dangerous occurrences and immediately inform the Health, Safety and Environmental Director.
- Advise employees and contractors on site of any risks drawn to the Company's attention by other employers sharing a particular workplace, and distribute information contained in the site's health and safety plan where this is applicable under the Construction (Design and Management) Regulations 2015.
- Carry out site-specific risk assessments for general risks, and for special work activities identified in Section 15.1 of the Policy. They will identify and determine precautions and control measures necessary circumstances, especially in respect of the identification of the need to wear personal protective equipment, and manual and mechanical handling tasks and agree with Principal Contractor before activity commences.
- Accompany HSE Inspector on site visits.



- Ensure that personal protective equipment is issued and worn by employees and contractors wherever necessary, as identified by risk assessments, providing information, instructions and training on the use and care of equipment, where appropriate.
- Ensure that arrangements are made with the client or the Principal Contractor for the provision of adequate first-aid facilities, which will be available during working hours.
- Ensure that all plant and equipment supplied to employees and contractors are suitable for the purpose which they are used and are in good condition and have valid test certificates where applicable.

d) Project Manager, Site Supervisor or Nominated Person in charge of sites will:

- Set a personal example by complying with the Company Health, Safety & Environmental policies, as appropriate, on-site visits.
- Know the requirements of the relevant legislation, for work being undertaken.
- Carry out risk assessments and determine and agree precautions and control measures with the Principal Contractor to minimise risks to employees and contractors and public from activities carrying a risk of personal injury, so far as is reasonably practicable.
- Ensure that hazards from material storage and stacking, positioning of plant and installation of electricity and mechanical supplies are eliminated.
- Plan and maintain tidy work areas.
- Ensure that working methods established do not require or allow persons to take unnecessary risks.
- Make sure that suitable personal protective equipment and clothing is available where appropriate, as required by risk assessments, and that it is used. They will give instructions on its proper use, maintenance, and storage as required by the Personal Protective Equipment at Work Regulations 1992.
- Ensure that only competent and, where necessary certificated, persons are employed in accordance with the company procedure.
- Make sure the Company procedure for Site / Office Inductions are followed and documentation is maintained for auditing and in accordance with Data Protection legislation.
- Ensure that all machinery and plant, including power and hand tools and test instruments, is checked, and recorded, that it is in good and safe condition, and that any defects are reported to the plant hire company or owner.
- Ensure that appropriate fire-fighting appliances are maintained on site as necessary.
- Ensure that adequate first-aid facilities are established and are available during working hours.
- Review with new or transferred employees and contractors' hazards and specific rules relating to the work to be done, in addition to their job induction training in accordance with the current procedures.
- Ensure that appropriate level of supervision and training is provided to apprentices or young persons employed on site.
- Ensure that scaffolding is inspected as required at daily and weekly intervals, and that all scaffolding used by our employees and contractors is inspected, approved and Scaff tagged before first use.
- Set a personal example, including the wearing or use of protective clothing or equipment as appropriate.
- Ensure that all safety related documentation is available for auditing via the secure online platforms in operation.

e) Design Office Manager will:

- Understand the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to our activities, including the management of ISO 45001:2018 process & procedures for the company.
- Be aware of changes in legislation which affect our activities.
- Take responsibility for the design function within the Company as it relates to health and safety issues and compliance with the Construction (Design and Management) Regulations 2015.
- Set a personal example, including the wearing or use of protective clothing or equipment as appropriate.

f) Operatives, Employees, and contractors will (where relevant):



- Hold a current CSCS Safety Qualification card, or acceptable equivalent, use the correct tools and equipment for the job, including safety equipment and protective clothing as specified by the company.
- Keep supplied plant and equipment in good condition.
- Report to the person in charge of the work any defects in plant or equipment of which they become aware.
- Keep their own personal tools in good condition and ensure they are safe and fit for purpose
- Develop a personal concern for safety for themselves and for others, particularly apprentices and young people.
- Avoid improvising which entails unnecessary risks.
- Warn new colleagues of known hazards.
- Refrain from horseplay, victimisation, bullying and the abuse of welfare facilities.
- Report accidents and incidents which have led to or may lead to injury or harm.
- Suggest ways of eliminating hazards, via consultation (open door policy).
- Co-operate in the investigation of any accidents.
- Set a personal example by the wearing of correct personal protective equipment whilst at work, and not interfere with or damage anything provided for their safety and protection.



## APPENDIX 2

### Office Safety Rules

This Appendix to the Safety Policy, which is a supplement to the Safety Rules set out in Section 10 of the main Safety Policy document, sets out the safety rules which must be observed by all employees and contractors working in our offices.

These have been derived from our risk assessment.

- a) Furniture and equipment must be arranged to avoid injury from sharp corners.
- b) Upper drawers of filing cabinets must not be overloaded, causing them to become top-heavy.
- c) Only one drawer of a filing cabinet must be open at a time, to avoid a tipping hazard.
- d) Wall storage racks must be securely anchored to prevent their movement or tipping and must not be overloaded.
- e) Access to high upper storage shelves must only be gained by using the safe access provided. Separate arrangements exist for use of warehouse access ladder which is restricted for use by competent personnel only. More information available from the Health, Safety & Environment Department.
- f) Cables from electric fires, telephones and leads to office electrical equipment are not laid across the floors so as to cause a tripping hazard.
- g) Floor coverings must be held down securely and kept flat and free from wear in places where a person could trip.
- h) At the end of each working day or shift, non-essential electrical appliances are to be switched off.
- i) Any electrical faults must be reported to the Health, Safety & Environmental Department.
- j) Paper guillotines are not operated with their guards removed.
- k) Suitability of clothing & specifically shoes must be considered for safe use of stairs within the buildings.
- l) Any simple adjustments to electrical equipment must be made with the power switched off.
- m) Electrical heaters or fires may only be used if properly guarded in accordance with British Standards and PAT by an approved ESG Engineer.
- n) Only properly trained and authorised personnel are permitted to operate specialised machinery and equipment.
- o) Good housekeeping must be maintained by keeping floors and working areas tidy, ensuring that fire exits, and passageways are not blocked, and taking care when using extension cables so that they do not cause an obstruction.
- p) Fire exits must be always kept clear, both inside and outside the building.
- q) Only use designated smoking areas.



**APPENDIX 3**

**Consultation With Employees and Their Representatives.**

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**Guidelines**  
**Issued by ESSEX SERVICES GROUP LTD**  
**February 2022**

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## 1.0 Purpose of these Guidelines

- 1.1 The aim of employee's consultation is to provide a process for meaningful two-way communication between the Company and employees and their representatives, during which relevant issues arising in connection with Company business are signalled, communicated and discussed. Such consultation could:
  - a) Provide information concerning site / projects safety, welfare and/or
  - b) Seek constructive feedback on issues impacting on employees with a view to reaching agreement in advance of any changes.
  - c) Foster and develop, in a spirit of partnership, a climate of participation and mutual understanding among management, employees and representatives in relation to the management of improvement and change.
- 1.2 The need for and level of consultation will vary depending on the level of employee's implications of a given project. Consultation should occur at a point which allows enough time for employees to gain information about any hazards or risks associated with a project or proposed changes in their working arrangements and to give feedback before any decisions are made.
- 1.3 The Company will familiarise themselves with the requirements of the appropriate collective agreements and EU Directives and Regulations etc., which provide the context for such consultation.

## 2.0 Employees and their Representatives

### 2.1 Sustaining Progress

Existing structures and procedures should be used to ensure extensive open-door communication and consultation in respect of health, safety, and welfare on all Company projects. Employees and their representatives should have the opportunity to contribute positively to the development of safety systems, building on progress in the development of workplace partnerships. The partnership approach should be maintained throughout the project's lifetime.

### 2.2 Principles of Consultation

The principles that govern meaningful consultation, which equally apply to the consulting party and to the consulted, are:

- The consultation process should be entered into in good faith.
- All relevant information should be given in a timely manner.
- The consultation process should be structured and formal, as appropriate
- The process should be given enough time for all parties to respond, to the greatest extent practicable, while recognising project deadlines, and with a view to reaching agreement on relevant issues.
- Decision makers should:
  - Consider the responses received in a constructive manner; and
  - Endeavour to address the relevant concerns, as far as is practicable, to the greatest extent possible within the constraints inherent in the project timescale and any other legal and/or policy constraints.

All persons should be aware that certain financial or related information is commercially sensitive and therefore cannot be released. In the event of such a situation, the justification for withholding information should be communicated.



### 2.3 Liaison Officer

Where there are employees' implications a Liaison officer should be identified. This official should be the primary point of contact between the Company and employees and their representatives.

The Liaison Officer should be familiar with relevant aspects of the project. His/her responsibilities could include:

- Providing updates on the various stages of the consultation process.
- Acting as a conduit for the flow of information.
- Promoting co-operation and co-ordination.
- Ensuring queries are directed to appropriate officials and addressed, where possible; and
- Identifying and resolving issues as appropriate.

### 2.4 Final Decision

Consultation which conforms to the principles articulated above should ideally result in a process which highlights potential problems and addresses those problems to the satisfaction of employees and the Company. However, it is recognised that it may not be possible to resolve every employee's concern. While the Company has the right to proceed in accordance with its business policy, it should act in good faith to try to address issues raised to the greatest extent practicable and to try and reach agreement on the maximum number of issues. The Company should also have regard to prevailing national and/or industry-wide agreements and processes.

### 2.5 Industrial Relations Machinery

Consultation will take place without prejudice to the right of employees to avail of industrial relations processes in the event of disagreement on a relevant issue.



## **APPENDIX 4**

**London Office Additional Specific Health & Safety Arrangements for:**  
9 St Clare Street, London. EC3N 1LQ. Floors 5 & 6.

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## 1. Introduction

Section 2(3) of the Health and Safety at Work etc., Act 1974 requires each employer to prepare and when appropriate revise, a written statement of general policy with respect to the health and safety at work of its employees and contractors and the organisation and arrangements in force for carrying out the policy and to bring the Policy Statement to the notice of all employees and contractors, (interested parties and the public upon request). This document contains the Policy Statement of Essex Services Group Ltd., of Viking Business Centre, Danes Road, Romford, Essex, RM7 0HL.

Appendix 5 of the Safety, Health & Environmental Policy refers to specific office arrangements for 9 St Clare Street, London EC3N 1LQ. Essex Services Group Ltd are based on Floors 5 & 6. The building is managed by COFCO.

## 2. Security (Including Access & Egress Arrangements)

ESG access swipe card and video entry point. TV at reception. Visitors and employees sign in at ESG reception in the visitors register.

## 3. Welfare Facilities.

At Head Office the company provides welfare facilities for all staff, visitors, and disabled persons.

The building provides male and female toilets based on alternating floors. The nearest female toilets are based on level 5. The nearest male toilets are based on either level 4 or 6. These facilities include wash basins and hand dryers.

The company provides a mess area with kitchen sink with hot and cold running water, chilled and hot water units directly fed from the potable water main, a refrigerator, a microwave unit and free milk, coffee, tea & cordial mixes.

## 4. Climate Control.

Controlled by ESG at floor level. Maintained by COFCO

## 5. Cleanliness & Waste Management

Rapid Cleaning are cleaning agents for ESG and will be contracted to clean floors 5 & 6.

Similar environmental arrangements that apply at the Romford Office will apply at the London Office, where waste will be sorted for reuse and recycling where possible. All waste must be taken down to the central clearing point located on the ground floor and COFCO will then take over the management and responsibility for waste transfer.

## 6. Fire Safety

A Fire Risk Assessment must be completed for The London Office. The London Office Fire Marshall in consultation with the Health, Safety & Environmental Manager is responsible for completing this as per the Regulatory Reform (Fire Safety) Order 2005. These risk assessments will be reviewed at annual intervals or whenever it is suspected that they may no longer be valid.

The Building Commissionaire and other staff employed by the Building Managing Agent are trained to deal with fire and emergency evacuations and carry out fire call point tests weekly. Signage throughout the building tells occupants and visitors of the premises 'What to do in the event of a fire'.



The fire alarm system is fully automated with call points at readily accessible locations throughout the building.

Emergency lighting is installed in all common areas and quarterly tests are carried out by Contractors, on behalf of the Managing Agent.

Fire extinguishers are provided in all common areas in various easily accessible locations. All equipment is serviced annually, and records kept.

All means of escape are clearly marked and periodic checks are made to ensure correct signage is in place.

ESG Employees and Visitors to The London Office must always report to the reception and ensure they have signed in and out of the attendance registers as appropriate, for the purpose of ensuring safe emergency evacuations. The ESG Fire Marshall is responsible for ensuring everyone is evacuated from the levels 5 & 6 of the London Office, in the event of a fire or emergency.

What to do in the event of a fire - (If you discover a fire or one is reported to you):

- Operate the nearest call point
- Call the fire brigade immediately (999)
- If capable and it is safe to do so attempt to extinguish the fire with the nearest fire extinguisher
- DO NOT PUT YOURSELF AT RISK
- ENSURE YOUR ESCAPE ROUTE IS AVAILABLE
- IF THE FIRE CANNOT BE EXTINGUISHED IMMEDIATELY, WITHDRAW CLOSING DOORS BEHIND YOU AND LEAVE THE BUILDING.

What to do upon hearing the alarm:

- If the fire alarm sounds leave the building immediately by the nearest available fire exit
- Leave the building by calmly walking and proceed to the assembly point where a roll call will be carried out by the appropriate fire Marshall
- DO NOT STOP TO COLLECT PERSONAL BELONGINGS
- The Staff Assembly Point (SAP) is located outside Thai Square, Minorities.
- The Building Commissionaire will meet at the SAP with the signing in and out register to ensure an accurate roll call of building occupants, carried out with each Fire Marshall.

## 7. Accident Procedures

All injuries, no matter how slight, must be reported immediately to the Health, Safety & Environmental Department at Romford Head Office.

An Accident Form DC8080 must also be completed, and records retained by the company which is a legal requirement under Social Security (Claims and Payments) Regulations 1979.

As required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), accidents resulting in fatal or major injury, likely absences of more than seven days, dangerous occurrences or environmental impact occurrences must all be reported by telephone immediately to the Managing Director or Health, Safety & Environment Department at Viking Business Centre, Danes Road, Romford, Essex RM7 0HL (Tel. 01708 708888). They will inform the appropriate authorities, via the telephone or the by completing the HSE on-line reporting form F2508.



The Safety, Health & Environmental Manager will be responsible for making direct telephone and on-line notifications as above. Copies of all notifications made on our behalf will be kept for record purposes.

The company has a Near Miss reporting procedure Document DC8301 which should be used to record this information, and this should be returned to the Safety, Health & Environmental Director as soon as possible.

The company has a Yellow Jacket online observation reporting system which should be used to raise hazards or good practice occurrences.

## **8. First Aid Arrangements**

To comply with the Health and Safety (First-Aid) Regulations 1981 (as amended), the Health, Safety & Environment Department will supply the Office premises with adequate first-aid equipment and facilities as necessary.

At the London Office there is always a minimum of 1 first aider present.

First aid supplies are in a locked cupboard at reception. These supplies are accessible by Reception Personnel only, for the purpose of ensuring adequate supplies are maintained.

The nearest A&E is located at The Royal London Hospital, Whitechapel Road, London. E1 1BB.

Telephone 020 7377 7000. In the event of an emergency always dial 999.

## **9. Office Safety Rules**

Refer to: Safety Policy Statement - Appendix 2 - Office Safety Rules – Pages 22.

## **10. DSE**

The 6th floor of the London Office is used as a satellite office for Senior Management and their teams during pre-construction phase of any project. The 5th floor of the London Office is the offices of the Board of Directors and used for Client Meetings.

It is not envisaged that DSE Assessments will be a requirement for personnel within this office.

However, the Health, Safety & Environment Department will monitor this situation and any person deemed as spending the majority of their workday using a VDU will be requested to complete a DSE Workstation Checklist. Upon completion and if issues are identified then the Health, Safety & Environmental Department will complete a risk assessment with the individual to mutually agree an action plan to resolve these issues.

## **11. COSHH Arrangements**

The Safety, Health & Environmental Manager will liaise with the Building Management Team to ensure all COSHH products have been risk assessed and are being used correctly, during any refurbishment works or for general cleaning.

## **12. Building Maintenance**

Building maintenance is managed by COFCO and a reporting system is in place.



## **APPENDIX 5**

### **Arrangements for work undertaken as a Principal Contractor**

If Essex Services Group are involved in work as a Principal Contractor these policy arrangements will still apply. In addition, a site-specific construction phase plan QA10,010 will be written and implemented.

This information will be reviewed by the Health, Safety & Environmental Department to ensure it is compliant with The Construction (Design & Management) Regulations 2015 and specifically the operational teams understand their roles and responsibilities under Part 3, Sections 13 & 14.



## APPENDIX 6

### Environmental & Sustainability Policy Statement

Essex Services Group Ltd. is an electrical and mechanical services provider offering design, installation, and maintenance of electrical and mechanical installation services throughout the UK.

Recognising the impact of our operations on the environment, we have implemented an environmental management system in line with its requirements of BS EN ISO 14001:2015 to underline our commitment to preventing and minimising these aspects of our operations wherever possible.

We have identified the purchase of material, work processes, production of waste, energy use and transport are our main environmental impacts. We will implement controls and procedures to minimise these impacts as well as other significant aspects while ensuring resources are used efficiently and in a socially responsible manner.

We are committed to continually improving our environmental performance by setting achievable objectives and targets and reviewing them at all relevant intervals.

We aim to comply with all relevant environmental legislation, demonstrate commitment to achieving reductions of environmental impacts by re-use, recycling, limiting waste to landfill, reducing emissions to air, water and land, satisfying customer requirements and expectations, reduce risk and enhance commercial performance and reputation.

This environmental policy is communication to all staff and sub-contractors and is available on request to all interested parties including the public. As a minimum, this policy is reviewed annually.

Signed: 



Andy Hider

Adam Cecil

Joint Managing Director

Joint Managing Director

Date: 03 February 2023





I confirm having received, read, and understood a copy of <b>The Company Health, Safety &amp; Environmental Policy for Essex Services Group Ltd.</b>	
<b>Employee Print Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

**THIS PAGE TO BE RETURNED SIGNED AND ELECTRONICALLY SAVED TO THE PROJECT FOLDER AS PART OF THE INDUCTION PROCESS.**