

KDS Site Investigations Ltd

Health and Safety Policy

Registered Office: 50 Oaklands Lane Smallford St Albans AL4 0HS

Directors: Louise Heeley, Darren Ypey

Company Reg. No: 08603894

Table of contents

General Statement of Policy	2
Safety, Health and Environmental Ladder of Responsibility	3
Company Responsibilities	4
Safety Action	4
General Policy	5
Health and Safety improvement.....	5
Health and Safety training.....	5
Accident Investigations	5
General Arrangements	5
First Aid.....	5
Accident reporting to the HSE.....	5
General fire safety.....	6
Monitoring maintenance of plant and equipment.....	6
Welfare.....	6
Advice and consultancy	6
Health and Safety consultancy.....	6
Environmental consultancy	6
Occupational Health advice	6
Hazardous Substances	7
Personnel Protective Equipment (PPE)	7
Specific Policies.....	8
Risk Assessment	8
Control of Substances Hazardous to Health 2002 - (COSHH).....	8
Reporting of Injuries, Diseases & Dangerous Occurrences	
Regulations (RIDDOR) 2012	9
Manual Handling.....	9
Provision & Use of Work Equipment Regulations 1998 (PUWER), and, Lifting Operations.....	9
& Lifting Equipment Regulations 1998 (LOLER)	
Deleterious Materials (including asbestos)	9
Confined Spaces.....	9
Clients Property	10
Drink and Drugs.....	10
Company Vehicle Safety Policy	10
Ill Health Policy	11
Mobile Phones Policy	11
Electronic Devices Policy	12

General Statement of Policy

It is the policy of KDS Site Investigation Ltd. to provide and maintain safe and healthy working conditions, equipment and systems for all employees and sub-contractors, and to provide such information, training and supervision as they may need for this purpose. We also accept our full responsibility for the Health and Safety of other people who may be affected by our work activities.

KDS Site Investigation Ltd will strive to maintain a strong Health and Safety culture within the company, and is committed to a policy of continual improvement in all aspects of its operations, particularly with regard to Health and Safety.

The allocation of duties for Safety matters and the particular arrangements which we will make to implement the policy are set out below, and may change on a site by site basis, however, it is always the duty of the Company to ensure compliance with all current legislation, codes of practice and guidelines, especially the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, the Control of Asbestos Regulations 2006 and the Construction (Design and Management) Regulations 2007, The Lifting Operations and Lifting Equipment Regulations 1998.

The policy will be kept up to date, particularly as and when new legislations are introduced. To ensure this, the policy and the way in which it has operated will be reviewed at least once a year, or when there are operational or other considerations demonstrating the need for immediate review.

Signed:



Company Secretary: Louise Angela Heeley

Signed:



Director Darren Ypey

Signed:

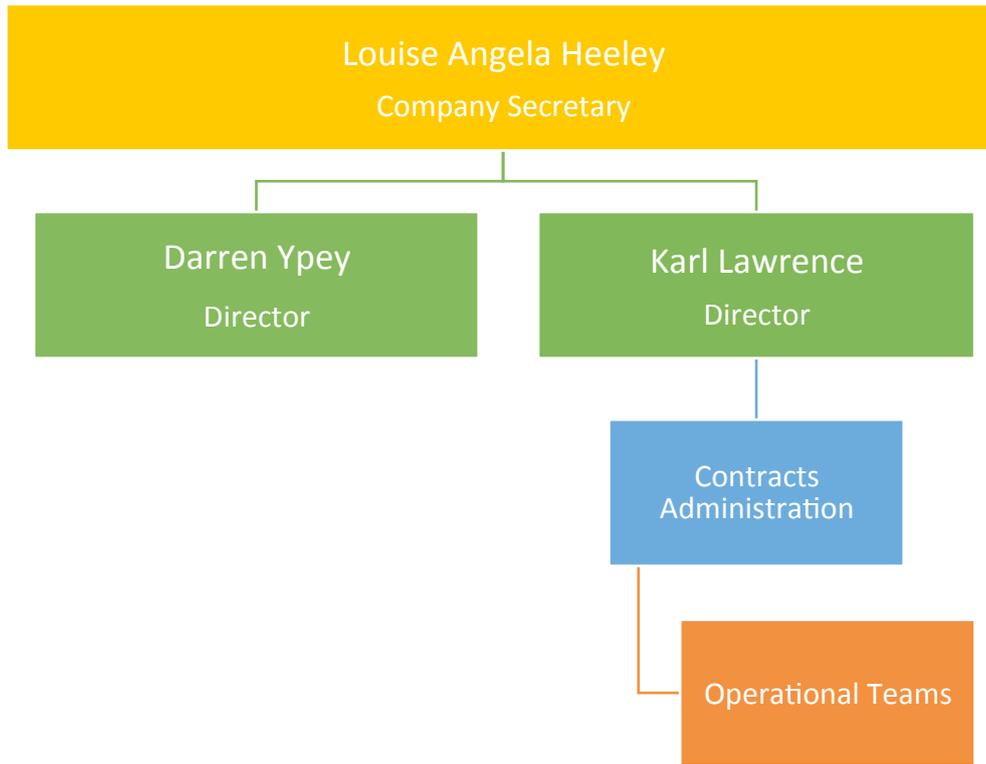


Director: Karl Lawrence

DATE: 10th July 2015

LATEST DATE FOR NEXT REVIEW: 10th July 2016

Safety, Health and Environmental Ladder of Responsibility



The above flow-chart is typical, but does not preclude the permissibility of any concerned party contacting the Company Directors on a direct basis, with any concerns regarding Health and Safety issues, during the course of the Company's activities.

Company Responsibilities

All Employees

The Health and Safety at Work Act 1974 requires each employee to take reasonable care for the Health and Safety of themselves and of all other persons who may be affected by their acts and omissions, and to cooperate with management to enable the management to carry out their responsibilities under the Act. All Employees have equal responsibility with the Company for Health and Safety at work, and are to conduct themselves and their activities with due regard for their responsibilities and as detailed in this Company Health and Safety Policy. Further specific duties and responsibilities are as detailed below; however, nothing within this policy shall relieve any employee of their overall legal obligations.

Directors

Directors are expected to lead by example when it comes to Health and Safety at all times. This includes complying with all mandatory rules themselves and are also being seen to do so by others.

Site Lead Persons

The lead person is the person so designated and who is present on site and nominated as the appointed lead person for the duration of our work. He has the responsibility for ensuring that all operatives and all sub-contractors, delivery drivers etc. are working in a safe manner and are adhering to all instructions given to them with regard to site procedures, this could be via oral or written instructions or tool box talks as necessary.

He is further responsible for completing all site safety system paperwork, including site specific risk assessments and method statements, and for immediately recording all accidents, incidents and near in writing.

Site Operatives and Sub-Contractors

All operatives and sub-contractors are also responsible for their own Health and Safety and that of all other site personnel and others effected by their actions. It is their duty to fully comply with all the site safety systems and rules, and to work in a safe and diligent manner at all times. If they feel that the site could run safer by employing different methods of work it is their duty to raise the point with Lead person on site or any other member of KDS Site Investigation Ltd Management.

Specialist sub-contractors will also be required to provide their own Method Statements and Risk Assessments for incorporation into the Construction Phase Health and Safety Plan, and will be required to work within our Health and Safety regime, before carrying out any works that are considered to present a special hazard not already addressed in the plan.

The Companies Responsibilities

It is incumbent upon the Company that its operations and works do not present any hazard to any other persons. This includes the client's employees, other contractors on or near the site, members of the public passing by, client neighbour's or any other persons on or near the site. To achieve this end, all aspects of the Company's Health and Safety Policies, Safety Plans, Site Rules, etc. are enforced on every site the Company operates on.

In turn, all Company employees will monitor the actions of Clients or any others on or near the site, to ensure that their actions do not create a hazard to themselves, the Company's employees, or to anyone else. Should any such actions be identified, the works will stop and not continue until the problem is resolved by reporting and remedying through the proper chain of command as listed and detailed above.

Safety Action

Whenever an employee of KDS Site Investigation Ltd notices a health and safety problem which they are not able to correct immediately, the hazard area will be as far as reasonably practicable closed off or otherwise guarded, and thereby made safe from the accidental ingress by others, and they must then tell the Client, or others on site and if necessary, work must cease entirely, until the problem is rectified.

General Policy

Health and Safety Improvement

Consultation between management and employees on health and safety matters are conducted at regular office meetings for office staff, and at site through induction talks and tool box talks. The outcome of each meeting will be noted and passed to In-Line Safety Ltd. The Safety Division will also carry out regular consultation meetings with employees to ensure regular feedback, concerns and ideas etc. from them are actioned as appropriate. The Company ethos in all health and safety matters is to develop a good health and safety culture within the organisation as a whole, with all concerned working together with an attitude of achieving continuous improvement.

Health and Safety training

Health and Safety training will be given to all employees at KDS Site Investigation Ltd at induction and any specialist bodies as deemed necessary by the company. All sub-contractors will be given a company induction and at this point all site specific training will be identified and planned. KDS Site Investigation Ltd. are not responsible for training subcontractors that responsibility remains with their own employers.

Accident investigations

Investigation of all significant accidents, incidents and near-misses will be carried and findings will be used for further action and future prevention and improvement. The Directors shall have ultimate responsibility for ensuring that all reportable incidents are notified to the HSE as required.

General Arrangements

First Aid

- KDS Site Investigation Ltd will ensure that suitable numbers of personnel receive adequate first- aid training as required by current legislation.
- The first aid boxes are located within KDS Site Investigation vehicles marked with a GREEN BOX WITH A WHITE CROSS;

Accident reporting to the HSE

- The Directors shall have ultimate responsibility for ensuring that all reportable incidents are notified to the HSE as required.

All and any accidents, incidents and near-misses will be recorded reported immediately.

- A master accident book are located at the registered offices with separate forms located within site vehicles to be filled in if required with all records then being entered into the master accident book.

General fire safety

- Fire extinguishers are placed within KDS Site Investigation vehicles
- Fire extinguishers are to be serviced by trained competent persons/company only who have the ability to safely certify fire extinguishers.
- Site fire drills will be held as and when required and on more complex sites when working for principle contractors etc. our fire drills/arrangements will be as inducted and instructed by the principle contractor.

Monitoring maintenance of plant and equipment

Monitoring maintenance of plant and equipment is the ultimate responsibility of the Directors in order to ensure that all plant and equipment is in a sound and usable condition. KDS Site Investigation employees however will remove any faulty, unsafe equipment from service until it has been certified safe for use again or replaced.

Welfare

On sites and with the Client's permission, KDS Site Investigation staff will use the Clients welfare facilities, or the facilities provided by the Principal Contractor if there is one on site.

Where any welfare facilities are used the Company and its employees must accept their responsibility to leave these in a clean and hygienic condition at least equal to our own, or if greater, the Clients or Principal Contractors own standards.

Advice and consultancy:

HSE South East

Rose Court
2 Southwark Bridge
LONDON
SE1 9HS

Email: advice@hse.gsi.gov.uk

Health and Safety Consultancy

KDS Site Investigation Ltd will seek the advice of a competent Health and Safety consultant on an ad hoc basis as and when required.

Environmental Consultancy

KDS Site Investigation Ltd will seek the advice of a competent environmental consultant on an ad hoc basis as and when required.

Occupational Health Advice

KDS Site Investigation Ltd will seek the advice of a competent occupational health advisor on an ad hoc basis as and when required.

Hazardous substances

All substances used by KDS Site Investigation Ltd, will have been assessed for their inherent hazards and will be dealt with in accordance with the relevant COSHH Assessments and manufacturer's instructions and data sheets.

Personnel Protective Equipment (PPE)

All PPE remains the property of KDS Site Investigation Ltd and must be stored away from harm or damage and kept in a serviceable condition at all times and not misused. Any PPE which is not in a serviceable condition must then be taken out of service and replaced. The appropriateness of different types of PPE will be assessed within specific risk assessments and the outcomes of such will determine which PPE/RPE is required for specific tasks.

Specific Policies

Risk Assessment

Prior to any work operation taking place the Directors will have assessed the Health and Safety implications of the site/works. The assessment will be based on the requirements of the specification, if one is supplied. These elements will be assessed for a total risk to the operatives, other site personnel and the general public. The end assessment result will then be documented onto a standard Company Risk Assessment sheet and included in the site Method Statements, Risk and COSHH assessments.

Control of Substances Hazardous to Health 2002 - (COSHH)

All products used on site will have been assessed from the manufacturer's material data sheet for any hazardous effects it may have on the end user, other site personnel or the general public. Each product will be assessed for hazards such as flammability, environmental hazards, fumes, dust or, skin contact irritation. All the information will be collated into an assessment to reduce or avoid the hazards of the product. The resulting assessment will then be documented as a working COSHH Assessment sheet and included in the site safety paperwork.

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2012

All and any accidents, incidents or near-misses must be reported and recorded on the site accident/incident report sheet, which must then be incorporated into the master accident book held at the registered office. In the event of a notifiable incident or major injury of any person the Directors will inform the HSE or the Environmental Agency as applicable.

Manual Handling

Many materials and items of plant and associated equipment by nature exceed the lifting limits guidance's contained within the manual handling regulations and sometimes are not items that can be carried by two persons. KDS Site Investigation Ltd will therefore instruct all employees on the correct methods of lifting and manual handling and will, where reasonably practicable, endeavour to supply all the possible mechanical aids to reduce or eliminate the need for employees to lift such loads. All such mechanical lifting methods will be documented in the form of a Risk Assessment and are only to be carried out by trained and competent operatives.

Provision & Use of Work Equipment Regulations 1998 (PUWER), and, Lifting Operations & Lifting Equipment Regulations 1998 (LOLER)

All KDS Site Investigation Ltd. equipment on site will be used, maintained and kept in a safe condition. All employees will be trained and made fully aware of all the safety implications of using the relevant equipment during their work operations. All employees will also be made fully aware of their responsibilities as encompassed within the current PUWER and LOLER Regulations.

Lone Working

All personnel who work alone on visiting an occupied Clients site shall report in at reception or with their site contact, shall explain where they are working and when they are expected to finish, and will check out with them when their works are complete.

It shall be the responsibility of all personnel to assess the area to be accessed and to make judgments about the safety of that area. If in doubt do not access the area.

All operatives who are to undertake lone working shall enquire into site specific hazards from their site contact, and carry out a site specific risk assessment before starting their works. All lone workers will be trained in carrying out risk assessments themselves, and are instructed that if in any doubt about their safety they are to not start or stop work and seek further instruction.

Under no circumstances are lone workers to undertake any task they believe to be dangerous or of unacceptable risk to themselves or others.

Deleterious Materials (Including Asbestos)

Any previously unidentified deleterious materials such as asbestos, hypodermic needles, clinical waste, human waste etc. discovered anywhere at any time must not be touched, moved or disturbed in any way. Work must stop, the affected area cordoned off and sign posted with a warning sign, and the Client and other employees and / or Clients personal informed immediately.

The works and the situation must be reassessed, a new safe system of work put into place, and works are not to recommence until the Directors and Client have agreed they may with the new control measures in place to protect all persons health and safety against the newly discovered hazards.

Confined Spaces

Confined spaces will only be worked in by direct Client instruction. The Company considers any space where access and egress is limited or undue heat or cold is present as a confined space, in addition to those normally identified, which are; a place which has restricted access and a risk of a specified occurrence, being, fire or explosion, risks from the presence of gas, fumes, vapour or lack of oxygen, drowning, risks from flowing solids or loss of consciousness of any person from high temperature.

Before being entered into, confined spaces must be tested for the presence of noxious fumes, gasses or lack of oxygen by a properly qualified, trained and competent person.

Only specifically trained and competent persons are allowed to enter into any confined space and no lone working is allowed when operatives are to work in confined spaces.

Clients Property

Operatives working on Client's property will abide at all times with the client's own Health and Safety rules and methods of operating. They will also familiarize themselves with the Clients fire alarm, evacuation, fire and any other emergency procedures as pertaining to each individual property.

Drink and Drugs

No operative or other member of staff, sub-contractor or their representative shall be permitted to work or drive for work if under the influence of drink or drugs (including medication if that medication will affect the performance of the individual to such an extent that they are a risk to themselves or others). Any one discovered to be under such influence will be subject to disciplinary action and may be dismissed without notice.

In the case of staff using illegal drugs during working hours or driving for work while intoxicated or under the influence of drugs, that person will be reported to the Police for further action. The Company reserves the right to carry out drug tests on employees on a random basis and without giving prior warning.

Company Vehicle Safety Policy

KDS Site Investigation Ltd is committed to reducing the risks when driving for work. We ask all our staff to play their part towards increasing when they use a company vehicle, their own one or a hired vehicle.

No member of staff is allowed to drive more than 500 miles per day (or only slightly above this figure to a maximum of 550 miles if the last 50 miles mean completing the trip), and this not on a regular basis, that is, not more than twice in any week.

Employees are reminded that vehicle accidents are most likely to happen between 2am and 6am, and 2pm and 4pm, especially after eating or having even one alcoholic drink, and must ensure they take measures to avoid sleepiness.

No driver is required to drive continually for more than 2 hours without at least a 15 minute break and drivers must be alert at all times to the early signs of fatigue. If tired, drivers must pull over and rest. Long trips must be planned to comply with these requirements and staff are encouraged to plan overnight stops to aid their compliance.

The use of Company transport is considered a privilege rather than a right. Anyone using a vehicle for work is responsible for ensuring that the vehicle is legally compliant (MOT'd, taxed and insured for the purpose it is being used for), roadworthy and in clean and sound condition.

All faults should be reported directly to a Director and instruction sought as to the action to be taken to rectify the fault.

All persons using vehicles for work should remember that they are obliged to abide by the Law and they alone will be responsible for any breaches of the Law in connection with the driving of the vehicle.

All employees using company vehicles MUST adhere the laws regarding smoking in company vehicles.

Staff driving for work must never drive faster than conditions safely allow and must obey posted speed limits at all times. Exceeding the speed limit is against the law.

The company will co-operate with police enquiries resulting from an alleged speeding offence or incident and supply details of the employee or driver to whom the vehicle is allocated

Staff must present their license and any other documents required for inspection upon request. They must plan journeys so that they can be completed at safe speeds and without exceeding the speed limit. They must also report safety problems, crashes, incidents, penalty notices, summons and convictions to their line managers as soon as these occur. Other drivers who are non-Company employees are not allowed to drive Company vehicles at any time.

In the unlikely event of a vehicle catching fire during a journey, the driver should bring the vehicle to a safe halt as soon as possible and along with any passengers evacuate the vehicle and move to a safe location, once safe, alert the fire emergency service stating a clear location, Staff must not attempt to extinguish the fire themselves but wait for the fire brigade.

Ill Health Policy

Employees are responsible for ensuring that they are fit to work, this includes driving. Should your physical fitness or health change, then the Directors must be informed as soon as possible. Employees must also remember that some prescription drugs can cause drowsiness and affect your ability to work or drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before working or driving. As research suggests that a journey time of more than 4 hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. If this or other medical fitness is in question, we will refer them to either their GP or one of our choosing, in order to ensure that they are able to work and drive safely and without risk to their health and safety and that of others.

Mobile Phones Policy

KDS Site Investigation Ltd. expects all staff who drive for work to drive safely for their own, and other's benefit, and to that end strongly discourage the use of mobile phones whilst driving.

Staff are never to use hands-held mobile phones while driving, this practice is strictly illegal and the Police may check phone records when investigating a crash to determine if use of the phone contributed to the crash. This Company will co-operate fully and provide records as requested to assist in any such investigation.

Depending upon the individual circumstances it can be considered illegal to use even a hands-free mobile phone while driving. Drivers can be charged with "failing to have proper control of their vehicle" or careless and dangerous driving.

Electronic Devices Policy

Electronic devices may be provided for business use to enable you to work efficiently and communicate effectively. Electronic devices are considered to be anything designed to be used, connected to, or inserted into a computer, and this also includes printers, scanners, modems, items incorporating various players, laptop computers, PDA's and mobile phones, etc. Also, all or any of these devices may or may not include e-mail and Internet access capability.

Employees using laptops must ensure they abide by the following guidelines:

- A separate keyboard and mouse must be used on desktops wherever possible.
- Users should ensure they take a 10 minute break every hour if a separate keyboard and mouse is not being used.
- The use of laptops in stationary cars is actively discouraged. This is to prevent the additional stress on the spine and the increased likelihood of injury that could arise from unsuitable seating and limited space.
- Don't overload your laptop bag. Distribute weight as evenly as possible.
- Ensure that you have enough space in front of the laptop to rest your wrists and forearms whilst working.
- If any discomfort is noticed whilst using a laptop, report it immediate

Health and Safety Policy

Signed:



Director: Louise Angela Heeley

Signed:



Director Darren Ypey

Signed:



Director: Karl Lawrence

DATE: 10th July 2015

LATEST DATE FOR NEXT REVIEW: 10th July 2016