



Magrock



Health & Safety Policy & Practice

April 2024



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Health & Safety Policy Statement

This statement of policy, and the organisation and arrangements for its implementation, has been prepared to comply with section 2(3) of the Health & Safety at Work etc. Act 1974 and is designed to meet the requirements of ISO 45001:2018. Further arrangements for its implementation are detailed within CIP construction health & safety manual and site management plans. Health and Safety is a core value which will be set in context with all other business objectives, to ensure the health, safety and welfare of all Magrock Ltd employees and others who may be affected by the company's activities.

We are committed to ensuring the health and safety of staff and anyone affected by our business activities and to providing a safe and suitable environment for all those attending our premises. The company will treat the need to prevent accidents, injuries and ill health to employees and others affected by its work as a top priority. In doing so, it will ensure priority is given to the assessment of risk, health and safety planning, and to providing proper information, instruction, training and supervision in accordance with the relevant statutory provisions and industry best practice.

The Directors and Senior Management of Magrock are committed to continuous review and improvement in health and safety performance, including implementing new guidelines and legislative requirements in its endeavour to achieve industry best practice. It is the responsibility of Magrock management and supervisory staff to ensure that this policy and its arrangements are implemented.

All employees and others working for Magrock (officers, consultants, contractors and casual workers) are required to comply with this policy. In particular, by cooperating and carrying out activities safely, and in such a manner that does not intentionally or recklessly interfere with, or misuse, anything provided in the interest of health, safety or welfare.

Adequate resources, commitment and the participation of all employees will ensure the continuation and development of a positive health and safety culture.

To implement this policy, Magrock will:

Make sure that the causes of accidents and ill-health that may arise from its activities are, wherever possible, identified, understood, and either prevented or controlled; Manage health problems through early problem recognition and monitoring; Manage return to work after sickness certification and, wherever possible, support rehabilitation after prolonged illness; Provide employees with information and services to help them take personal responsibility for maintaining and improving their own health; Reduce hazards, H&S risks, prevent injury, ill health & pollution; Ensure all employees are made aware of their individual obligations in respect of this H&S policy and ensure consultation and participation of workers to be actively involved in the management of the system; Maintain a management system that will achieve these objectives and seek continual improvement on our management system based on "risk."

Richard Brewer

Managing Director

April 2024

*This policy statement is subject to annual review. It will only be published when material changes occur.



Introduction

This document describes the arrangements in place to put into practical effect the commitment made in the health and safety policy statement.

The board of Magrock is committed to maintaining high standards of health, safety and welfare throughout the group's operations. Company requirements are designed to secure, so far as is reasonably practicable, the health, safety and welfare of our employees and others, including the general public, who may be affected by our operations.

The company's health and safety policy is applicable to all projects, permanent offices and operational facilities.

Formal amendment to this document is the responsibility of the Managing Director. This document will be brought to the notice of all employees. Staff appointed responsible for the management and implementation of health and safety requirements will ensure that at least one copy is available on each site and is sent to each contractor on appointment.



Responsibility for Health and Safety Matters

Our board of directors (the board) has overall responsibility for the health and safety and the operation of this policy. Tom Pace is the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

Organisation and Arrangements

Arrangements for Implementation of Policy

The company objectives and the arrangements to meet these objectives are:

- Ensuring any health and safety representatives receive the appropriate training to carry out their functions effectively. Health and safety representatives training will be monitored through regular review of the training matrix and all matters regarding future and appropriate training will be discussed at director level to ensure requirements are met.
- Ensuring all staff receive the appropriate training to comply with their health and safety obligations.
- Provide a competent person responsible for all training. Our Head of People controls and monitors the training matrix. All training requirements are put to the board of directors.
- Providing and identifying clearly defined, safe systems of work and communicating them in sufficient detail to those affected. Safe systems of work will be reviewed by health and safety management and directors. Consultation and participation of workers will help ensure our safe systems of works are understood and being followed.
- Making do allowance in financial terms at the tender stage to ensure that sufficient resources and competent persons are provided for the management of health and safety at work.
- Paying particular attention to the provision of safe access and egress, especially with a view to fire safety. All Magrock projects including Head office must complete a fire risk assessment and a fire emergency plan prior to works commencing.
- Selecting and training personnel appropriately and competently. Our Head of People controls and monitors the training matrix. All training requirements are put to the board of directors and any training given will be undertaken by competent persons.
- Providing such information, instruction, training and supervision on a proactive basis to personnel at all levels, paying particular attention to personnel attending a location for the first time or on a temporary basis.
- Controlling hazardous substances. Magrock aim to manage all hazardous substances by ensuring the correct COSHH assessment and a regularly updated COSHH Schedule is in place for Head office and all other Magrock Projects. This is to be reviewed periodically by a competent person.
- Ensuring the receipt of timely, adequate information from subcontractors and suppliers in respect of health and safety planning, e.g., risk and COSHH assessment and method statements, prior to work commencing. This will be achieved by health and safety pre-commencement meetings between Magrock Management and Sub-contractors.
- Proactively identifying hazards and assessing the risks to health and safety in the workplace together with the provision and maintenance of adequate control measures. Hazard Identification is a continuous process undertaken by all levels of Management at Magrock.
- Making arrangements for appropriate health and safety consultation between management and employees, particularly so that employees can feed back concerns or suggestions regarding health and safety compliance to management. Magrock encourages all employers to consult on health and safety matters or concerns, and are given multiple opportunities though means of daily, weekly and monthly meetings, health and safety audits, the Magrock NOART and have an open-door policy to all senior management.
- Provide appropriate plant and equipment which is tested, certificated and safe to use. All plant and equipment should be inspected prior to use, ensuring all relevant certificates are obtained and filed in line with our Business Management System. Plant and equipment are a subject to part of the HSEQ Audit, where samples will be taken to ensure compliance with this health and safety policy as well as other legislation and regulation such as LOLER and PUWER.



- Displaying and communicating such written or pictorial information as may be necessary to assist in the implementation of safe practices. This is met through such means as the Magrock Induction, Safety Posters, Toolbox Talks, HSEQ Briefing boards, Daily, weekly and monthly meetings as well as other means.
- Maintaining high standards of hygiene, cleanliness and housekeeping. Magrock ensure that they regularly monitor all aspects of their work including the welfare and facilities to ensure that high standards of hygiene, cleanliness and housekeeping are managed.
- Identifying workplaces which may be difficult to evacuate in an emergency and providing control measures. All working activities should be assessed before commencing works, allowing for the correct implementation of any emergency evacuation plans or rescue plans to be put in place, properly risk assessed and the appropriate control measures identified.
- Establishing emergency procedures and ensuring they are under the control of trained people. All emergency procedures should be established before commencing works, ensuring the correct risk assessments and control measures have been identified and implemented and will be under the control of a competent person/operative.
- Reporting and investigating accidents, disseminating findings and where appropriate revising arrangements and procedures. All accidents and incidents should be reported in appropriate time, allowing for sufficient time to be able to investigate, disseminate the findings and be able to revise arrangements and procedures to ensure the mitigation of the accident to prevent re-occurrence.
- Ensuring adequate and appropriate protective equipment is provided. All works should be risk assessed before commencing, ensuring the correct protective equipment is identified and detailed in relevant method statements and risk assessments.
- Ensuring the occupational health and mental well-being of employees.
- Carrying out appropriate health surveillance. Health Surveillance is carried out regularly and all findings recorded. Any adverse findings must be reported to Magrock management, which will then then be investigated to understand and identify the root cause.
- Monitoring and reviewing performance. Performance will be monitored and reviewed via means of internal and external Audits, Magrock NOART (Near miss, Observation, Accident, Reporting Tool), consultation and participation of workers, Professional Development Reviews with relevant line managers/ director and appraisal forms.
- Providing health and safety inductions to all commercial and operational staff via Health and Safety Manager. All staff are required to complete the online Magrock Health and Safety Induction. On completion of induction, documentation will be signed by all involved parties to acknowledge that all information has been delivered and obtained.
- Head Office staff are required to complete a specific Head Office health & safety induction.

Responsibilities

All – it is the responsibility of everyone to:

- Share responsibility for achieving safe working conditions.
- Take care of your own health and safety and that of others.
- Observe applicable safety rules.
- Share and disseminate information to all new starters.
- Follow safe use of equipment.
- Report any health and safety concerns immediately to your line manager or the Principal Health and Safety Officer.
- All staff must use equipment in accordance with any instructions given to you.
- Any equipment fault or damage must be reported to your line manager.
- No member of staff should attempt to repair equipment unless trained to do so.
- Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.



Construction, Health and Safety Director - it is the responsibility of the Construction, Health & Safety Director to:

- Ensure the provision of this policy is kept under review having regard to changes in legislation, best practice and the company's business.
- Ensure the effective use of the department and its' resources.
- Be instrumental in setting realistic goals for the continuous improvement in risk management and reduction of accident rates.
- Ensure the goals set are periodically monitored to agreed standards.
- Ensure Health & Safety Managers training is current.
- Maintain good communication between director and health and safety manager to ensure the high standards set by Magrock are met and understood.
- Be responsible for promoting a positive health and safety culture and any challenges are communicated effectively to the Managing Director and all other directors.

Directors - it is the responsibility of directors to:

- Accept their individual role in providing health and safety leadership.
- Recognise their role in engaging active and proactive participation of workers in improving health and safety.
- Direct management under their control implement the health and safety policy at all times.
- Ensuring all staff will be given a health and safety induction and provided with appropriate safety training, which may include manual handling, control of substances hazardous to health (COSHH, working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE).
- Liaise with the company's appointed health and safety management to ensure proper communication exists at all levels.
- Ensure adequate planning is undertaken to provide appropriate resources, training and safe systems of working.
- Treat the health and safety of persons under their control as a matter of the highest importance.
- Ensure the advisory service provided by the department is an effective and practical interpretation of applicable regulatory and company requirements.
- Be instrumental in developing the Safety Management System (SMS) to achieve the goals set.
- Ensure the company is audited against the standards detailed in the SMS.
- Ensure the appropriate appointment of competent Health and Safety advice is received and communicated.
- Ensure all new staff are inducted in to both the 'Magrock way' and necessary SMS.
- Assist Health and Safety Manager when needed.

Health and Safety Manager – it is the responsibility of the appointed Health and Safety Manager to:

- Visit sites regularly (4-weekly or twice monthly, if required for new Project Managers or teams that Directors designate) and monitor performance in relation to the policy and procedures.
- Ensure that a report is compiled where necessary to enable corrective action to be implemented by site management.
- Discuss and plan the safe implementation of future works.
- Carry out auditing to ensure compliance with existing requirements and identify any areas for improvement.
- Represent Magrock in communications with the Health and Safety Executive, and other external enforcing authorities or organisations.
- Ensure thorough investigation is made and appropriate records are compiled where accidents and incidents occur and make recommendations to prevent recurrence.
- Advise health and safety training requirements.
- Ensure that Magrock's health and safety management documentation is appropriate and maintained to reflect any changes in legislation and company requirements.
- Include all new starts as designated by the Directors on all SMS training.
- Communicate to the Directors any issues on site with the implementation of the SMS.
- Carry out investigations for all services strikes.
- To attend all Senior Managers meetings to coordinate and communicate good practices.



- To provide Safety Alerts and Best Practice Alerts to ensure 'lessons learnt' are communicated.
- To attend / conduct all accident investigations.
- To clearly communicate all health and safety topics with all members of Magrock.
- Ensure all audits are organised and communicated to the Project Managers in good time to meet company policy.
- To undertake Health & Audits, some of which will be un-announced, throughout the duration of each project.
- Induct all Magrock Staff on the use of the Magrock Induction and the Magrock NOART.

Project Managers / Site Managers – it is the responsibility of management to:

- Be familiar with and observe all relevant statutory provisions applicable to construction and related industries.
- Implement the company's procedures for dealing with subcontractors and ensure proper co-operation and co-ordination takes place between the various parties who may share the workplace/site.
- Provide an overall health and safety plan for each site, making an adequate assessment of the risks involved, and ensuring that safe systems of work and method statements are produced, followed and reviewed.
- Ensure activity and/or substance-specific assessments under the Control of Substances Hazardous to Health (COSHH) Regulations are made and communicated to those at risk. All hazardous substances must have a COSHH assessment.
- Ensure employees, self-employed, temporarily employed, trainees and non-employed persons have received adequate training and information about the activity they are required to undertake, particularly by ensuring induction is provided for those attending a location for the first time.
- Embrace new starters and ensure they understand the processes and feel supported.
- Ensure employees are aware of the company's policy for health and safety at work and that they have understood its requirements.
- Liaise with others as applicable and support initiatives for health and safety representation.
- Ensure proper protective equipment is provided, maintained and used.
- Ensure proper work equipment is provided, inspected and maintained including the keeping of appropriate inspection records.
- Ensure portable electrical equipment is inspected and maintained including the keeping of appropriate inspection records.
- Report all accidents and incidents to the appointed Health and Safety Manager and Magrock Directors, carry out investigations, make recommendations to prevent recurrence and ensure this information is effectively communicated.
- Arrange 4-weekly health and safety planning meetings with the Health and Safety Manager.
- Ensure that weekly safety inspections are carried out, including maintenance of appropriate inspection records.
- Ensure proper procedures are made for the safe evacuation of workplaces and that they are under the control of trained and competent people.
- Implement the advice and training given/arranged by the company.
- Ensure operatives are suitable, competent, trained and authorised to carry out the work, particularly where mechanical plant and equipment is involved.
- Provide effective front-line supervision on site and ensure that operatives are instructed in the detail of safe systems of work as it applies to particular construction operations.
- Encourage the workforce to work in a safe and tidy manner, paying particular attention to the wearing of personal protective equipment and, where necessary, disciplining offenders.
- Be familiar with and observe all relevant statutory provisions applicable on site and take immediate action in respect of advice given by the company's appointed Health and Safety Manager.
- Co-operate and liaise where appropriate with other contractors' site supervision.
- Issue all statutory notices, receive responses and file in the Service Avoidance Plan (SAP).
- Appoint the SAP Coordinator and ensure this role is covered correctly.
- Ensure all new employees are clearly briefed and understand the Magrock SMS.
- Follow all Magrock health and safety procedures by complying with the SMS.
- Ensure a utility mapping survey is conducted before any works take place on site.



Operatives/Admin/Office Staff/Subcontractors – it is the responsibility of employees to:

- Be familiar with the health and safety policy and co-operate with management/supervision in its implementation.
- Understand the parts of the health and safety policy applicable to them and take reasonable care for the health and safety of themselves and others.
- Follow the instructions given regarding safe working in general and safe methods of work for particular tasks. Keep equipment in good order, use the correct equipment for the task, and report any defects in plant and equipment or any shortcoming in safe systems of work to their manager/ supervisor.
- Contribute to the safety culture, be aware of relevant site safety rules and abide by requirements.
- Use and not abuse the protective equipment and measures provided in the interests of health and safety.

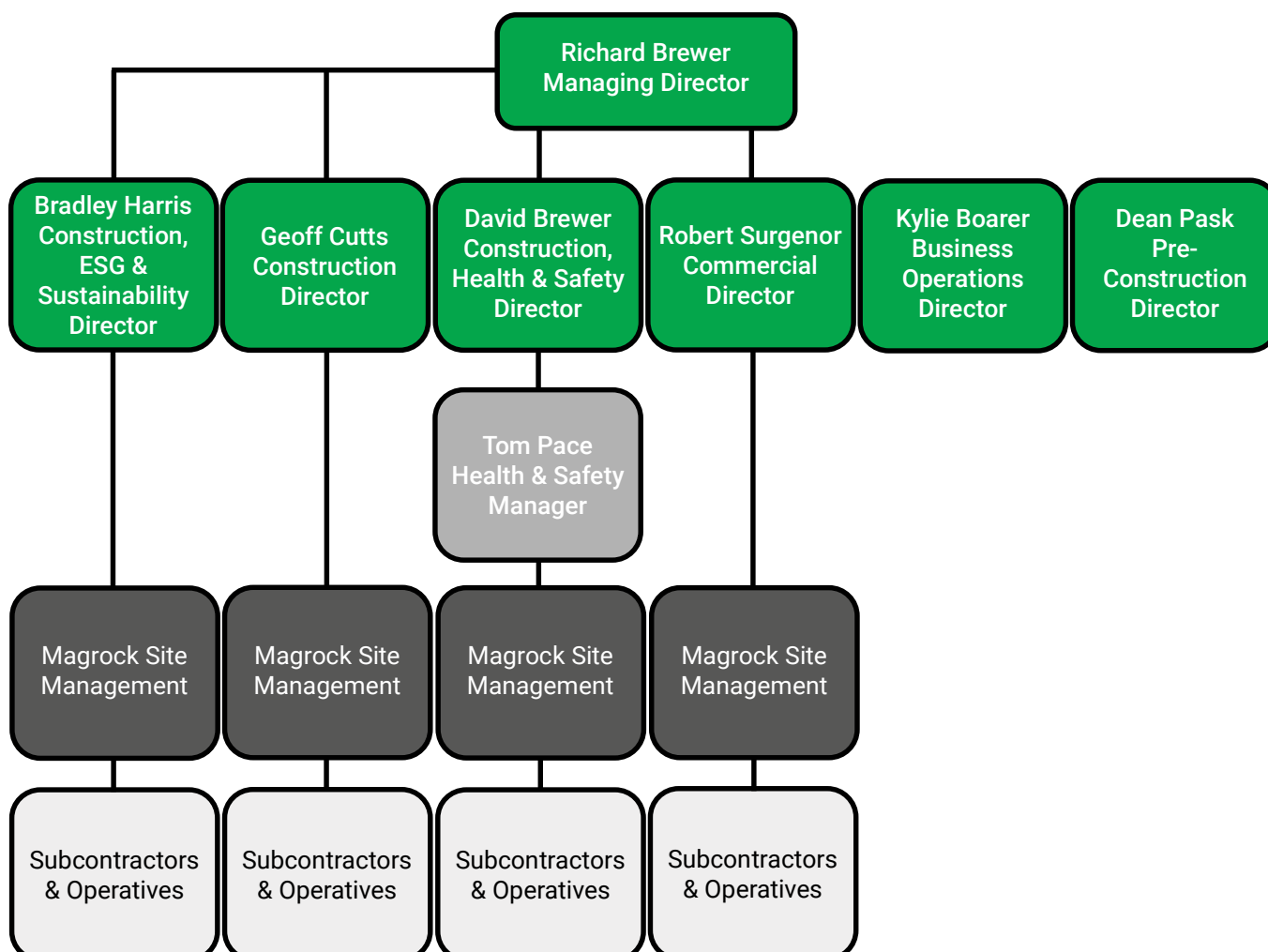
Principal Designer – If Magrock are to undertake the role and responsibility of a Principal Designer through the construction stage, it is the responsibility of the Principal Designer to:

- Understand and review the Pre-construction information given to Magrock for the construction phase of the project.
- Continue to plan, monitor, manage and co-ordinate all health and safety matters throughout the construction phase of the project.
- Review all design risk assessments ensuring that the principles of prevention have been applied in all design elements of work.
- Attend design team meetings and progress meetings.
- Liaise with the principal contractor and share relevant information to the planning, management and monitoring of health and safety, during the construction phase.
- Co-ordinate health and safety through the construction phase.
- Visit sites and monitor the construction phase to ensure all works are compliant with legislation, regulation, Magrock policies and in line with best practise and British Standards.
- Undertake a health and safety site inspection every 4 weeks. Producing a report on all findings relating to health and safety, instructing on how to meet full compliance with legislation, regulation, best practise, British standards and Magrock policies.
- Review, update and complete the health and safety file for the client upon completion of the construction phase of the project.



Organisation and Structure

The company is managed by the board of directors, with the structure for health and safety management as detailed below:



Structure of Safety Management System

The company has a safety management system to support the implementation of the policy:

- Policies and Procedures
- Site documentation
- Health, safety and environmental (MSF/MEF) forms
- Alerts and bulletins
- Health and safety objectives and targets
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR)
- RIDDOR performance
- Best practice guidance
- Links to web-based health and safety information
- Statistic monitoring for all accidents / incidents
- Employee involvement with Magrock SMS
- HSEQ Observation Reports via NOART



Monitoring and Review

The health and safety policy will be monitored and reviewed by:

- Audit of the company's health and safety performance.
- Management review meetings carried out with directors, senior managers and health and safety management.
- Inspection and reporting of activities and accidents on site.
- Comparison with current, new and proposed legal requirements and industry best practice.
- External monitoring and auditing carried out by client organisations.
- Communication generated at Senior Managers meetings.
- Weekly inspections by all projects.

Training

Appropriate training will be identified and provided to all levels of Magrock managerial and operational employees. Training may comprise safety induction, toolbox talks, method statement briefings, in-house training courses and specialist external training courses. Full records are maintained by Magrock's HR department.

Courses include (but are not limited to):

- Site Managers Safety Training Scheme
- IOSH Managing Health & Safety
- Confined Spaces
- Asbestos Awareness
- First Aid
- Scaffold Inspection
- Fire Awareness – Extinguishers
- Crane Appreciation
- HSG47
- FASNET Safety Net Inspectors
- Method Statement and Risk Assessment
- Temporary Works Coordinator
- Utility Excavations – Category 1: Locate Utility Services (HSG47)
- Utility Excavations – Category 2: Implement Safe (Digging) Excavating Practices
- Magrock Health & Safety Induction
- Magrock Online Site & Head Office Induction
- Magrock NOART Induction
- Magrock Forms and Process' Induction
- NEBOSH Fire Safety
- NEBOSH Construction
- SAP Concur Training
- Sharepoint Guideline Training
- DPO Training
- Smartwaste User Training
- Planet Mark Carbon in Construction
- CSCS
- PASMA
- Mental Health First Aid
- Monthly Training meetings with Health & Safety Manager



Training Review

The capabilities and expertise of our management/supervisory employees is assessed at safety management meetings, pre-start reviews for any project specific requirements and personal development reviews. This is also reviewed regularly by the Directors at Board Meetings.

All site personnel will receive a formal, signed off induction talk, which will include both general and site-specific requirements. Inductions will be delivered via the Magrock Induction. On completion, all site personnel will be required to report to the Magrock site management team to ensure all relevant information has been delivered.

Operational employees' training and competence will be assessed via the Magrock Induction, where all operational employees will be required to upload all relevant training certificates. Continual assessment will be carried on site, during working operations and during toolbox talks, when two-way discussion is encouraged.

Plant and equipment operators are required to provide evidence of training and competency, e.g. CPCS card. Evaluation forms are required to be completed by each person attending training courses. These forms help assess the effectiveness of the training course and to identify further training needs.

Career Development reviews will be completed by each member of staff on an annual basis with any training requests requirements incorporated into the training programme.

Classification of Workforce

Magrock's aim is to ensure the health and safety of its employees whilst at work and to provide a consistent and timely set of processes, to ensure that any health issues are identified and addressed in so doing it is recognised that not all Magrock employees are exposed to the same level of risk. Accordingly, workers can be considered in the following four categories in terms of personal or workplace safety issues.

- Office and admin posts
- Site Management / General duty construction
- Safety sensitive
- Safety critical



Risk Assessment and Health and Safety Planning

Introduction

We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risk.

Risk assessment is the responsibility of the relevant manager for sites, permanent offices and operational facilities locations with the assistance of the Health and Safety Manager.

Principles of prevention to be applied:

- Avoiding risks.
- Evaluating the risks which cannot be avoided.
- Combating the risks at source.
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate, and to reducing their effect on health.
- Adapting to technological progress.
- Replacing the dangerous by the non-dangerous or the less dangerous.
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees.

All risk assessments shall be reviewed by the relevant manager if there is a reason to suspect it is no longer valid or there has been a significant change in the matters to which it relates, a new or revised risk assessment will be required.

The Company Approach

Magrock has produced a company standard risk assessment chart to assist in highlighting hazards and significant risks associated with construction, along with references to existing health and safety guidance.

This chart and its contents do not constitute risk assessments. Its aim is to aid the identification of risks requiring detailed assessment.

The company standard risk assessment chart is completed and reviewed at a health and safety planning meeting which is arranged prior to the commencement of site activities. The arrangements to safely execute the works are examined and planned. Within this process significant attention is paid to hazards and risks associated with the works.

Where a significant risk has been identified in the chart, a specific assessment shall be produced.

Preventive and protective measures must be established, recorded and communicated to all relevant employees, and their ongoing effectiveness monitored and reviewed.



We have a number of standard format risk assessments that can be completed for a number of standard tasks stored within the Magrock shared drive. These should be used wherever possible.

Method statements shall be produced for all activities where significant risk has been identified. They shall contain details of safe methods of work and be used to communicate them to those persons involved in the work. This will be achieved through method statement briefing prior to the commencement of the works. Method statements and risk assessments shall be authorised by Magrock management before work commences.

Residual risk following the implementation of control measures to reduce risk to as low as reasonably practical (ALARP) shall be reviewed as the works are executed.

Regulations requiring risk assessment are considered and reviewed at the health and safety planning meeting and throughout the contract period and include, but are not limited to:

- Manual Handling
- PPE
- Noise at Work
- COSHH
- Asbestos
- Lead
- Hand Arm vibration
- Whole body vibration
- Work at height
- Fire

Health and Safety Planning Meeting

2 weeks prior to construction commencing a pre-contract safety meeting shall be held to discuss formulation of a health and safety plan as part of an integrated Site Management Plan (SMP) and its subsequent implementation. This meeting will be attended by the Construction Director, Project Manager, Health and Safety Manager and all members of the project team.

The agenda requires the company risk assessment chart to be reviewed to reflect the actual construction activities involved. The boxes on the chart shall be categorised (H) high, (M) medium, or (L) low to indicate the nature of activities, hazards, and risk anticipated. Further activities and hazards shall be added if necessary.

The hazards and risks identified in the pre-construction information shall be assessed and developed where the Construction (Design and Management) Regulations 2015 apply.

Activities which are likely to produce significant risks requiring specific risk assessments, and those areas of construction operations which are likely to require detailed method statements, shall be identified and recorded for action at the meeting.

A health and safety plan shall be produced, to further develop the pre-construction information and the items identified at the safety planning meeting. This will include details of consultation arrangements with employees.

Specific assessments shall also be considered at this meeting to address COSHH, noise, P.P.E., manual handling etc. and shall be included in the respective method statement or compiled and maintained separately.

On a four weekly basis site safety audits (MSF42) will be held to plan, monitor, review and update the health and safety systems on site. The first audit will be held four weeks after the pre-start meeting.



There may be unannounced site safety audits (MSF 42) throughout the duration of each construction project. Weekly safety inspections (MSF27) will be conducted by the whole site team (including surveyors) to maintain a high level of health and safety.

Management of Subcontractors

All tender enquiries to subcontractors indicate Magrock's safety requirements. Prior to appointment it shall be emphasised to the relevant representative or manager of the subcontractor that Magrock expect full co-operation from them in achieving the required health and safety standards and interaction where necessary with our Health and Safety Manager.

As part of the process of selecting subcontractors their health and safety performance will be reviewed to confirm an acceptable health and safety management system is in place. Audits, accident and performance records and the taking of references will be implemented as appropriate in accordance with company procedures to ensure competent contractors are employed and sufficiently resourced.

Prior to commencing work on site, subcontractors will attend a subcontract pre-start health and safety meeting to plan and develop safe systems of work for the identified scope of works. This must be held for each and every element of works held on site. Once completed a pre-start health and safety pack must be issued along with the completed minutes to the subcontractor for signing and acceptance. This clearly sets our procedure and complies with our communication of our SMS under the CDM Regulations 2015. Subcontractors must ensure they provide suitably trained supervisors and all operatives have a CSCS card as a minimum requirement.

At regular intervals the Project Manager / Site Manager will convene meetings with the site representatives of all subcontractors to discuss safety performance. These meetings will provide an opportunity for subcontractors to make an input into the safe management of the site. These will be held weekly for the following trades as a minimum:

- Demolition
- Earthworks
- Groundworks
- Steelworks
- Cladding
- Precast Concrete
- Mechanical
- Electrical

Please note this list is the minimum and is not exhaustive.

To enhance communication weekly site meetings will be held between the whole Magrock team to discuss all site elements including HSEQ. These minutes must be recorded and forwarded to the Construction Director in charge on a weekly basis.



The Magrock Near Miss, Observation and Accident Reporting Tool (Magrock NOART)

The Magrock NOART is designed to make reporting matters relating to Health & Safety, Environment, Quality or site operations to the attention of the site management team. Reporting is simple and swift, via the QR code, which is displayed independently in prominent site/welfare areas and included on all branded site signs. The QR code operates using any smart phone/device and allows issues to be raised anonymously, providing the platform for open and proactive sharing of concerns, incidents, and good ideas (site and members of public).



Accident and Incident Reporting

Medical treatment should be sought for injuries sustained at work, no matter how slight and appropriate records shall be entered in the accident book and details input to the Magrock NOART selecting the Accident/Injury Reporting Tab.

- All accidents and incidents, including damage to property belonging to Magrock or others, shall be reported to site management, the appointed Health and Safety Manager and Magrock Directors as soon as it is practicable, so that they may be thoroughly investigated to prevent a recurrence. All accidents and incidents must be reported to the site management, and all injuries to be entered in the accident book and uploaded to the Magrock NOART. All accidents are to be reported to Magrock's Health and Safety Manager. A QR code found on all Magrock safety signage will take you to the online tool where the accident/injury can be reported.
- All injuries, diseases or dangerous occurrences suspected of being covered by RIDDOR 2013 must be notified to the relevant enforcing authority and appointed Health and Safety Manager as soon as practicable.
- Records of accidents, direct employee plus sub-contract and site personnel numbers, and total hours worked are to be prepared monthly for company safety performance measurement.
- All RIDDOR reports made are to be investigated by Health and Safety Manager.
- The Health and Safety Manager or Project Manager is responsible for investigating any injuries or work-related disease, preparing and keeping accident records and for submitting reports to the relevant authorities, if required under RIDDOR.
- All service strikes to be investigated by Health and Safety Manager.
- Any accident or incident found to have been reported falsely will be treated robustly.
- All accident and incident reports are kept in line with GDPR regulations



Company Health & Safety Procedures

Definition

This section defines the standards and rules, which complement Magrock company procedures, CIP construction health and safety manual and site management plans. It is the responsibility of all employees to observe these rules, to behave in a safe and reasonable manner, and to adhere to all instructions given by appointed management with regard to the respective location.

Failure to comply with the following rules will render employees liable to disciplinary action. This will be logged onto the Magrock Induction Portal through means of a Yellow and Red Card System. If a Yellow card is issued it will be recorded and stay against the operative's profile for 3 months. If a second yellow card is issued within the 3-month period, a red card will be issued resulting in exclusion from all Magrock sites for period to be defined after review of non-conformance.

It should also be borne in mind that a breach of health and safety legislation is a criminal offence and action taken by an enforcing officer may result in heavy penalties i.e. fines and/or imprisonment.

Safety is the responsibility of everyone: directors, managers, site and office staff, fellow employees and yourself. All persons have a responsibility to contribute towards making their place of employment a safe place to work. Safety measures are introduced to control risks to everyone at the location, including employees, subcontractors, visitors, members of the public and anyone else who could be harmed.

Magrock's site rules comprise the following as a minimum and are applicable to all contracts. Please note these are specifically changed to suit each project by the Project / Site Manager.

- All persons having any business on site must complete the Magrock online induction before starting work on site found at www.magrockinduction.co.uk. All persons completing the induction should upload all required information, including competency cards, and demonstrate an understanding of the site rules and procedures through means of questions. This is followed by an answers page, which is specific to the health and safety topic observed in the online induction.
- All persons inducted will receive a unique identification number.
- All persons, whether operatives or visitors to the site, will report to the site office. They will sign in before entering the site and sign out on leaving.
- All persons on site must wear a safety helmet, protective footwear and high visibility garments at all times (the site offices and welfare facilities are excluded from this rule).
- Visitors shall be made aware regarding protective footwear but may be exempt if agreed and accompanied by site management. Trainers will not be permitted at any time.
- The correct task specific personal protective equipment must be worn at all times, e.g. ear defenders, gloves, goggles, masks etc. as necessary.
- Unauthorised personnel must not alter scaffolding.
- No one is to operate vehicles, plant or machinery, including fitting abrasive wheels and erecting or dismantling scaffolding unless they are appropriately trained or suitably qualified e.g. CITB or similar and authorised in writing by Magrock. This is a zero-tolerance policy and non-compliance will result in dismissal from site.
- No one is to operate plant on site unless they have completed the Plant Operators Induction found on www.magrockinduction.co.uk and all relevant competency cards have been uploaded and accepted onto the Magrock Induction Portal.
- Defective vehicles, plant or machinery must not be used at any time and the defect(s) should be brought to the attention of the site management immediately.



- No person under the influence of drugs or alcohol will be permitted to remain on site.
- Welfare facilities are to be kept clean and tidy at all times.
- Warning signs must be obeyed at all times.
- All accidents and dangerous occurrences must be reported to the site management, and all injuries entered in the accident book and uploaded to the Magrock Near Miss Observation and Accident Reporting Tool (NOART). All accidents are to be reported to Magrock's Health and Safety Manager.
- A permit to work is required for any person entering a confined space.
- Operatives using any equipment producing a naked flame or sparks must have within arm's reach a suitable fire extinguisher. The operative must also be in the possession of a hot works permit.
- A permit to break ground is required every time before breaking the ground surface, excavating or filling.
- Only trained, certificated and authorised personnel will be allowed to sling loads or direct lifting equipment.
- All reversing vehicles and excavators must be supervised by a banksman.
- It is incumbent upon all operatives to work in a safe manner and not to endanger themselves or other persons by their actions.
- Portable electric tools and equipment shall only operate at 110-volt power or lower. Elsewhere RCD protection must be used.
- All pedestrian and vehicle control/signs throughout the premises shall be complied with.
- No persons are permitted to be underneath any unprotected overhead activities.

Substance Abuse Policy

Magrock is committed to maintaining healthy, safe and productive working conditions for its entire staff. Magrock requires all staff to comply with its Substance Misuse Policy, a copy of which is in the Staff Handbook and available on request from management.

Safety Alerts

The Health and Safety Manager will issue safety alerts to the company as a whole on any relevant safety matters. A copy will be provided to the insurance company.

These safety alerts are designed to highlight any issues and communicate any changes to our staff to ensure health and safety is at the forefront of their minds.

Best Practice Alerts

The Health and Safety Manager will issue best practice alerts to the company on any positive health and safety practice found to be used.

The best practice alerts are designed to highlight good practice being used on Magrock sites and to inform our staff how they can improve health and safety practices on site.

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 manager.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.



Asbestos

Magrock recognises the health risks associated with breathing in air contaminated with asbestos dust/fibres. Arrangements will be made therefore to ensure, so far as is reasonably practicable, that employees and others (clients, contractors and public) who use Magrock premises/sites are not at risk from exposure to hazardous forms of Asbestos. The arrangements will take account of legislative requirements, codes of practice and other guidance produced by the Health and Safety Executive.

Regular training will be provided on Asbestos Awareness to ensure compliance with the current regulations.

Asbestos Arrangements

The following action will be taken to ensure that an effective management system is established for the control of asbestos in Magrock:

- 1) An asbestos register will be maintained, identifying the location, type, condition and appropriate control measures relating to asbestos in all Magrock premises.
- 2) Surveys of premises not currently on the asbestos register will be carried out to determine whether asbestos is present.
- 3) Where asbestos is discovered in premises it will be categorised and subsequently managed in accordance with the risk it presents.
- 4) The assessment of risk in any location will determine whether the asbestos has a potential for fibre release.
- 5) Asbestos with a potential for fibre release will be:-
 - a) repaired and sealed
 - b) enclosed or
 - c) removedwhichever is most appropriate, depending on its location and the potential risk for future damage.
- 6) All asbestos, whether in good condition or repaired, sealed or enclosed will be recorded and labelled and its condition regularly monitored.
- 7) The presence of asbestos in a building, including its location, condition and management arrangements will be brought to the attention of the person responsible for maintaining that building.
- 8) Procedural arrangements will be developed to ensure that any person required to undertake building maintenance, repair or cleaning work will not disturb or accidentally cause the release of asbestos fibres during the course of their work. In high-risk areas this may involve a permit to work system.
- 9) The Project Manager, Site Manager or Office Manager will act as Asbestos Co-Ordinator. Responsibilities will include:
 - Maintaining the asbestos register.
 - Liaising with all parties to ensure that appropriate surveys are carried out.
 - Arranging the employment of specialist consultants for advice and services associated with asbestos and its control.
 - Checking in conjunction with the Health and Safety Manager risk assessments and method statements of contractors involved in work that may present asbestos risks.
 - Co-ordinating asbestos activities under the Construction (Design and Management) Regulations 2015.
 - Ensuring that the Health and Safety Executive are informed of any proposed asbestos removal work.
 - Ensuring that any asbestos waste is disposed of in accordance with statutory requirements.
- 10) Sampling of material suspected of containing asbestos will only be undertaken by persons competent to do so. The removal of asbestos will only be undertaken by licensed contractors.



Asbestos Training

Arrangements will be made to ensure that persons who may encounter asbestos during the course of their work are given appropriate training to enable them to:

- Identify the situations in which asbestos may be present.
- Recognise asbestos or material likely to contain asbestos and the need to prevent its disturbance.
- Be aware of the health risks associated with asbestos.
- Understand the requirements of safe working practices to avoid or minimise the risks to health.

Asbestos Consultation

Employees will be made aware of the proposed arrangements for managing asbestos in any premises where they are required to work. They will also be consulted on the adequacy and effectiveness of measures designed to control the risk of their exposure to asbestos.

These elements must be discussed at pre-construction stages to ensure compliance and best practice.

Asbestos Guidance

To assist in the effective implementation of this policy, detailed guidance will be provided on the following aspects:

- Legal requirements
- The dangers associated with asbestos
- Where asbestos is likely to be found
- Management of asbestos in buildings, including Asbestos Register, Appointment of removal contractors, etc
- The safe disposal of asbestos waste.
- Training arrangements
- Information for and consultation with employees
- Arrangements for health surveillance

Legal Reference

This policy and its associated guidance outline the provisions that Magrock will make to discharge its duties in relation to the following statutory requirements.

The Health & Safety at Work etc. Act 1974 – the duty to maintain so far as is reasonably practicable any place of work in a condition that is safe and without risks to health.

Control of Asbestos Regulations 2012 – all requirements.

The Control of Substances Hazardous to Health 2002 (COSHH)

When selecting substances or materials for use in any process, preference must be given to the substance or material that produces least risk to personnel and the environment.

COSHH is specifically addressed at internal and subcontractor pre-start meetings with COSHH assessments forming an integral part of the safe systems of work.



Construction (Design and Management) Regulations 2015 (CDM)

Magrock recognises their responsibilities under the Construction (Design and Management) Regulations 2015. Whilst generally employed as a Principal Contractor, Magrock accepts and discharges its responsibilities in order to achieve standards of health and safety performance in excess of the statutory minimum.

Project specific arrangements are described in the Construction Phase Plan.

COSHH Assessments

Project / Site Managers will be responsible for ensuring COSHH assessments are carried out both for substances used by Magrock personnel and for substances used by subcontractors. Project / Site Managers will ensure that each site has effective arrangements to ensure that control measures are put in place and monitored. All hazardous substances will be recorded on a COSHH Schedule which identifies quantity and location of each hazardous substance.

Control measures for all hazardous materials on site will be reviewed at every weekly health and safety site inspection to ensure that appropriate control measures are in place.

Consultation with Employees

Consultation involves listening to employees' views and taking account of what they say before any decision is taken.

Employees will be consulted on matters that affect their health and safety and, in particular, with regard to:

- The introduction of any measures or new technologies.
- Arrangements for appointing competent persons.
- Relevant health and safety information.
- Planning and organisation of any health and safety training.
- Lessons learnt from other site issues / mistakes / accidents.

This will be either directly or through elected representatives and communicated to our Senior Managers at our regular meetings for discussion.

Employees/public can use the Magrock NOART if they wish to raise any Health and Safety, Environmental, Quality issues or observations, by scanning the QR code found on all Magrock Signs. Then, following a simple step by step process to complete a report, staying anonymous, if they prefer. All reports will be alerted to the Health and Safety Manager and relevant site managers via an email. These will then be reviewed by the Health and Safety Manager or Magrock Directors. The reaction will be determined by the severity of concern highlighted using the Magrock NOART.

Employees or representatives may make representations to management on potential hazards and dangerous occurrences at the workplace, which affect, or could affect, themselves or others.

Consultation may be carried out during:

- Inductions
- Toolbox talks
- Method statement briefings
- Subcontractors' progress meeting
- Four weekly HSEQ planning meetings.



- Pre-arranged or ad-hoc meetings following any responses to information posted on notice boards
- Emails / memos
- Health surveillance

Information on the consultation and participation of workers is delivered at all Magrock staff company inductions. This document is part of the staff handbook, which is readily available on the company intranet.

Emergency Procedures

Procedures to deal with potential serious and imminent danger and danger areas e.g. first aid, fire and means of escape in an emergency, shall be detailed at each construction site and permanent office location, and detailed within the health and safety plan for construction sites. A competent person shall be nominated to implement these procedures.

Fire Precautions

A fire safety risk assessment shall be carried out for all locations to identify necessary arrangements and control measures. All staff should familiarise themselves with the fire safety instructions which are displayed on notice boards and near fire exits in the workplace and via the Magrock Induction. Adequate fire notices and signs shall be prominently displayed, as identified by the fire safety risk assessment.

All emergency procedures pertinent to the work activity shall be adhered to. These procedures will vary from location to location and training will be given.

A fire plan shall be produced and displayed for permanent offices and appropriate projects to include location of firefighting equipment, fire or smoke detectors, emergency lighting, fire call points and fire exits. Training, appointment of marshals, and evacuation procedures shall be established.

Adequate fire notices and signs shall be prominently displayed, as identified by the fire safety risk assessment.

All emergency procedures pertinent to the work activity shall be adhered to. These procedures will vary from location to location and training will be given.

All fire escape routes, firefighting equipment and fire doors shall be kept free from obstruction and routinely monitored.

Any used or missing firefighting equipment shall be reported to management, who will ensure that it is replaced as soon as possible.

If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown on the fire safety notices. DO not re-enter the building until told to do so.

If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.

Nominated individuals will be trained in the correct use of fire extinguishers.



You should notify your manager if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of colleagues working in your vicinity.

First Aid

The company affirms its responsibilities under the Health & Safety (First Aid) Regulations 1981 to provide or ensure that adequate equipment, facilities and trained persons are provided, to render first aid.

At least one qualified and appropriately trained first aider shall be provided at each work location dependent on the risk of injury or ill health. This can also include any qualified first aider from our subcontractors if applicable.

An appointed person shall be identified at each location who may also be a first aider. This must cover all late night and weekend working.

It shall be the first aiders/appointed person's responsibility to ensure that appropriate, up to date and effective first aid equipment/facilities are maintained.

Gross Misconduct

An employee will be liable to summary dismissal if he/she is found to have acted in any way that breaches this policy, including but not limited to any of the following unsafe ways:

- A serious or wilful breach of the safety rules specific to each location.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of machinery, plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of, or interference with any item provided in the interest of health, safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Misuse of chemicals, flammable or hazardous substances, or toxic materials.
- Smoking in any designated 'No Smoking' area.
- Smoking whilst handling flammable substances.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of pneumatic, hydraulic or electrical equipment. Dangerously overloading any item of lifting equipment. Overloading or misuse of any vehicles.
- Any Magrock Employee found to be in breach of the rules set out in the substance misuse policy will be liable to dismissal without notice or payment in lieu, on the grounds of gross misconduct.

Health

Elements of Magrock Occupational Health system include:

- Pre-employment health questionnaire to ensure they are fit and capable for effective performance at work without risk to health.
- Management of work activities to eliminate/reduce risks to health, including planning, organisation and risk assessment. (See sections 1-3 of this Health and Safety Policy and Procedures document).
- Health surveillance to evaluate whether there are any adverse effects the work or working environment are having on the individual and to act upon the earliest signs of possible harm.



Lone Working

Lone workers are defined as those who work by themselves without close or direct supervision. Lone working will be designed out where possible and only where absolutely necessary is it to be undertaken. Where lone working is necessary, however brief or minor, a specific risk assessment is required to be undertaken and appropriate control measures put in place.

Late Night Working

Late night working must have a nominated manager overseeing all works with a nominated first aider present. The works will regularly be monitored with site walks and no unattended works, this is to be assessed further subject to the type of works being carried out.

Suitable lighting to be installed at the place of work prior to the works taking place along with safe means of illuminating walkways.

Site gates and welfare areas are to be locked with any necessary fire watches undertaken prior to leaving site.

In the event of an accident or incident the Project Manager is to be notified immediately and where necessary the Construction Director.

Manual Handling

Lifting and moving loads by hand are one of the most common causes of injury at work. Many injuries result from repetitive operations, but one poor lift can cause permanent and often painful damage.

- Where practicable the need for manual handling shall be eliminated.
- Manual handling assessments must address task, load, work and the individuals' capability.
- Mechanisation of repetitive operations (i.e. kerbs, cable troughing etc.) will be adopted as the solution.

The Company will provide training on manual handling as necessary, and you should not undertake manual handling if you feel you are unprepared or have not been appropriately trained.

No Smoking Policy

The Health Act 2006 states "all employees have a right to work in a smoke free environment", and that "premises must be smoke free if they are used as a place of work".

Therefore, smoking is not permitted in any part of any building, including corridors, lifts, stairways, lavatories, reception areas or entrances and ALL company owned or hired vehicles.

Smoking is only permitted in a designated "Smoking Area". This policy applies to all employees, contractors, customers and visitors, and all staff are obliged to support the implementation of this policy.

Appropriate "No Smoking" signs will be clearly displayed at all entrances and exits, within the premises, and in company vehicles.

Those who do not comply with the smoking law are liable to a fixed penalty fine and possible criminal prosecution.



Notices and Written Instructions

All hazard/warning signs and notices displayed on the premises shall be complied with.

Where applicable, work permits will be strictly enforced e.g. confined space work, where only authorised persons will be allowed to work.

Office / Workplace Safety

Electrical installations shall only be installed by a competent person and tested at regular intervals in accordance with the Electricity at Work Regulations 1989. Electrical equipment will be tested annually. Offices shall be kept at a reasonable temperature, be well ventilated and lit. Passages and stairs shall be kept clear of obstructions and well lit.

Flooring shall be kept in a safe condition. Damaged carpeting, liquid spillages etc. shall be reported to management.

Filing cabinets shall be loaded from the bottom drawers first and only one drawer opened at a time. Storage racking shall be of adequate strength, properly loaded, stable, and securely fixed where possible.

Great care shall be taken in the storage and use of toxic, flammable and corrosive substances, chemicals and liquids. They shall be stored and used in accordance with the manufacturers' instructions/COSHH assessment.

Portable electric tools and equipment shall operate at 110v or lower. Where this is not possible RCD protection shall be used.

Electrical equipment shall be visually inspected and checked for defects at regular intervals and, if a fault is suspected, taken out of use and checked by a qualified electrician. Trailing electric cables shall be avoided.

An appropriate maintenance system (e.g. HSE guidance) shall be established for all electrical equipment and records of inspection and testing maintained as necessary.

Employees who are considered to be DSE users (through display screen equipment assessment) shall be entitled to free eyesight tests and the provision of corrective eyewear if prescribed.

DSE users will be provided with suitable equipment to establish an ergonomic workstation. Suitable instruction on its adjustment will be provided.

Adequate welfare facilities shall be provided.

All dangerous parts of machinery shall be adequately guarded.

Permits to Work

Permit to work requirements shall be determined by the Project / Site Manager and appointed Health and Safety Manager for all locations. Employees must check to see if such a system is in place for the work that they are undertaking before commencing. All permits to work shall be prepared by an authorised, competent person who is familiar with the relevant work procedures, hazards, and all necessary precautions after a thorough assessment has



been carried out. The person responsible for carrying out the works shall sign the permit prior to work starting, confirming that they are aware of the conditions laid down within it and agreeing to abide by them.

On the completion of the works or expiry of the permit, the person responsible for carrying out the works should either:

- Sign the permit off as work completed and all personnel, materials and equipment withdrawn.
- Or
- Request an extension from the competent person, and ensure authorisation is given by the authorised person.

Permits may be required for:

- Cold work in hazardous areas.
- Hot work in hazardous areas.
- Erection of structures, falsework etc.
- Excavation – buried services / breaking the ground.
- Electrical work (this may include an electrical isolation certificate where work is to be carried out on high voltage equipment etc.)
- Work on pipelines/pressure systems.
- Entry into confined spaces.
- Chemical cleaning.
- Vehicle/plant movement and maintenance.
- Demolition.
- Lifting operations.
- Work in ceiling void.
- Plant operator/authorisation
- Erecting a mobile platform
- Working on a roof
- Use of step ladders
- Use of mobile towers
- Temporary Works

This list is not exhaustive and all operations should be examined in detail and permits initiated if necessary. A permit to break ground system will however be implemented on all sites where there is ground level surface breakout, excavation or filling.

In the event of an emergency occurring wherever a permit to work is in operation, personnel will be removed; the permit shall be withdrawn and cancelled immediately. Work shall only recommence when all procedures have again been checked and the permit has been reissued, duly signed by the authorised person. Where there has been a change to the working environment which introduces new or unknown hazards, work shall cease immediately, and all personnel shall be withdrawn from the affected area. If possible, equipment shall be withdrawn, and the area made safe.

Personal Protective Equipment (PPE)

The company recognises its responsibility under the Personal Protective Equipment Regulations to assess the risks, to provide and train personnel in the use of suitable PPE and to maintain and replace this as necessary. PPE is provided where there are risks that cannot be adequately controlled by other measures. Therefore:

Protective equipment shall be used, stored and maintained in accordance with manufacturer's instructions and the training provided.



Any damage, loss, fault or unsuitability of protective equipment shall be reported to management.

Magrock will issue suitable protective equipment to directly employed staff and operatives and undertake to replace such equipment whenever necessary.

No personnel are permitted to wear shorts outside of the months May – August.

Plant and Work Equipment

Magrock requires all plant and equipment used on site to comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998, and the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 as applicable.

All work equipment (heavy excavation plant to handheld tools) must be suitable for the purpose for which it is intended.

To be able to work as safely as possible it is essential that work equipment is maintained and inspected by a competent person, in accordance with legal requirements and manufacturers' recommendations.

Records of inspection, test and thorough examination are required to be maintained by Magrock.

Persons found leaving keys in unattended plant will be instantly dismissed from site.

Operation of any machine, plant or equipment is not permitted unless employees have been trained, authorised, or is under adequate supervision. Persons driving / using plant without the appropriate certificates will be instantly removed from site.

Operatives must not use mobile phones or 'hands free' whilst operating plant.

All machine guarding shall be utilised.

Any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards shall be reported to management for action, which may include taking the item out of use.

All sites must utilise a bucket changing zone to avoid incidents.

The use of semi-quick hitches is forbidden.

Repair, maintenance or cleaning of machinery, plant or equipment shall only be carried out in accordance with manufacturer's recommendations and risk assessment where appropriate.

No machinery, plant or equipment shall be left in motion, or with the engine running, whilst unattended.

Plant and vehicles must be immobilised, and the ignition key removed whilst unattended.

No repairs or maintenance work on any equipment shall be undertaken unless employees are trained and authorised to do so, including changing of abrasive wheels.

No persons under the age of 18 will be permitted to operate plant or machinery.



Temporary Works

All Temporary Works that are required on Magrock's Construction Projects must be managed and controlled following the Magrock Temporary Works Procedure (MSP 07).

Vibration

Magrock recognises Hand Arm Vibration Syndrome (HAVS) as a serious cause of concern for persons using handheld vibratory tools, particular those of a rotary or percussive nature.

It is necessary to limit exposure to Hand Arm Vibration using the following methods listed in order of priority: -

- Eliminate the hazard by substitution i.e. use of machine mounted breakers, crushing concrete, diamond drilling etc.
- Use of low vibration equipment in preference to standard tools.
- Reduce the length of exposure, for example through job rotation.

These preventative measures need to be applied in conjunction with the provision of information and training for workers and their supervisors together with the introduction of health surveillance.

The specific control measures to limit exposure to vibration needs to be documented in a risk assessment which clearly defines measures to reduce or prevent exposure.

Magrock will comply with the legislative requirements in respect of HAVS and whole-body vibration by providing information and monitoring and recording exposure.

Vehicles

Regular checks of vehicles, in conjunction with company procedures and manufacturer's recommendations, shall be carried out prior to use.

Driving or operating any vehicle is not permitted without the appropriate driving license, competency or authorisation.

Unauthorised passengers or unauthorised loads shall not be carried.

Vehicles shall not be used for unauthorised purposes.

Vehicles shall not be loaded beyond the stated capacity.

Driving or operating vehicles whilst suffering from a medical condition/illness that may affect ability is not permitted.

Driving or operating vehicles whilst under the influence of alcohol or any other drug, which may affect operating ability, is not permitted.

All available safety features such as seat belts shall be utilised.

Use of mobile phones in vehicles whilst driving is restricted to hands free use only.



Welfare

The company will provide suitable and sufficient welfare facilities as detailed in the Workplace Health, Safety and Welfare Regulations or CDM Regulations 2015 as applicable.

Working in Extreme Heat Conditions

There is no maximum working temperature, however working in extreme heat can be very dangerous.

Magrock have additional control measures to help operatives. These risk controls must be adhered to by all Magrock managers and subcontractors, and they will be reviewed periodically to understand the rate of success, along with weekly health surveillance checks on operatives that have higher exposure limits to the sun and extreme heat conditions (i.e. Roof Cladding, Steel Erection, Groundworks etc).

The control measures to be implemented are:

- All works are to be reviewed when temperatures reach higher than 37 degrees Celsius. Added control measures are to be implemented to make working in high temperatures as safe and as comfortable as reasonably practicable.
- Calibrated thermometers are to be installed on site, giving accurate temperature readings that can be recorded where necessary. Thermometers must be installed on every project as part of the site set up.
- Bottles of water are to be sufficiently stocked and free of charge to all operatives and managers. They will be made aware of where they can access them by a Magrock Site Manager.
- UV protection cream is to be sufficiently stocked and to be made available for all operatives and managers working on Magrock sites. Magrock Managers are to encourage operatives to apply UV protection cream.
- Encourage more frequent rest breaks. If at any point an operative or manager become unwell, they are to seek the help of a first aider.
- Provide resting areas with adequate shade where possible.
- Encourage the removal of personal protective equipment when resting to help encourage heat loss.
- Shorts will be allowed for operatives and managers on site between the months of May to August, only if the works they are to undertake do not consist of any hot works or any task where exposed legs are at a higher risk of injury due to the working task i.e., cutting, welding, gridding, concrete works, chemical works etc. Any operative or manager that would like to wear shorts in the summer months must read and then sign up to a risk assessment that identifies all excluded works and what control measures are to be implemented when wearing shorts. If a sub-contractor's risk assessment/method statement states that trousers are part of their personal protective equipment (PPE), then this will be non-negotiable and trousers/protective equipment must be worn.
- No roofing works are allowed in temperatures 37 degrees Celsius and above. Temperatures are to be constantly monitored during these extreme heat conditions. If you believe it is unsafe for roof works, then contact the relevant Construction Director. They will give instruction and plan for the upcoming works regarding roof access. It may be possible to change working hours to cooler parts of the day if the site works can be managed and supervised correctly within these hours.
- Other working at height tasks may need to be reviewed. For example, if steel erectors are working at height from MEWP's, heat/sun exposure limits must be considered. Possible solutions such as timed working limits or working patterns in cooler hours of the day might be a safer solution for allowing works to continue in extreme heat.

If you are in any doubt about any of the above, please contact your relevant line manager or the Health and Safety Manager, Tom Pace.



Working at Heights

Working at heights is a high-risk activity which requires the closest attention to detail at all stages of the work.

Safe work at height shall be managed through the hierarchy of:

- AVOID the risk by not working at height – where it is reasonably practicable to carry out the work safely other than at a height do so.
- PREVENT falls – where it is not reasonably practicable to avoid work at height, you should assess the risks and take measures to allow the work to be done whilst preventing, so far as is reasonably practicable, people or objects falling. This might include ensuring the work is carried out safely from an existing place of work; or choosing the right work equipment to prevent falls.
- MITIGATE the consequences of a fall – where the risk of people or objects falling still remains you should take steps to minimise the distance and consequences of such falls. This also involves the selection and use of work equipment.
- The use of ladders must be viewed as a last resort when all other means of access aren't deemed as appropriate. The safe use of a ladder must be detailed in RAMS before any works can commence and all ladder works to be under the control of an MSF 24 Step-ladder permit.
- At all stages give collective protective measures (e.g. guardrails, nets, airbags, etc.) precedence over personal protective measures (e.g. safety harnesses).

Working Conditions / Environment

All employees shall make proper use of all safety equipment and facilities provided to control working conditions/environment.

Work areas shall be kept clear and in a clean and tidy condition.

All rubbish and waste materials including chemicals or oils within the working area shall be disposed of using the facilities provided, at correct disposal points and in accordance with the details within the appropriate method statements or specific site arrangements.

Any spillage of liquids shall be correctly contained/removed as soon as is practicable.

Chemicals, oils or other hazardous substances shall not be discharged into watercourses, sewers or drains.

Toilet and mess facilities provided shall be kept clean and tidy.

Any person found contravening these requirements shall be subject to disciplinary action.

Personnel shall inspect their work areas continually to ensure they are safe and that no fire or ignition sources are left unattended during or at the end of each working period. Where the activity being undertaken carries any risk of a fire, fully charged extinguishers and precautions to stop flying sparks i.e. fire blankets/screens shall be in place. Where hot work has been undertaken the area shall be checked and any hot spots doused.

All materials shall be stored in such a manner as to eliminate hazards.

Warning signs and suitable precautions shall be provided to protect anyone from falls from height.



Young Persons

Where it is intended to employ young persons, those being under 18 years of age, a specific risk assessment for the type of work they will be involved in shall be carried out in accordance with the Management of Health and Safety at Work Regulations 1999.

If a sub-contractor employs anyone under the age of 18, this needs to be identified at the sub-contractor health and safety prestart meeting. It should be discussed and detailed what works exactly are planned for this operative. Once the works have been identified, then the site management should seek the approval of their construction director before allowing the young persons to work on any Magrock project.

Persons under 18 years of age are subject to approval from a construction director. If approved a detailed risk assessment and method statement must be produced which will be evaluated and reviewed prior to them commencing work on any Magrock Project.

Special consideration must be made when a person is under the age of 21, experience must be evaluated and confidence and competency demonstrated for all planned works.