

Author:- David Nichol	Document ID:- POL001 Uncontrolled when printed	Issue:- 015	Issued: 6 th June 2019 Re-Issued: 28/06/2020
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Nichol Associates Ltd

Health and Safety Policy

Roles & Responsibilities

and

Arrangements



2020

Reviewed and updated 24th June 2020

Previous Review 6th June 2019

Asbestos Training, Management & Surveying – Health & Safety Training & Consultancy

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Health and Safety Policy

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Health and Safety Policy Statement

Nichol Associates Ltd (The Company) aims to comply with all health and safety legislation relating to all work activities to ensure, by assessing risks and providing and maintaining adequate control measures, that risks to employees and others are reduced to a minimum.

The Company shall ensure through specific responsibilities and good health and safety organisation that all health and safety practices and procedures are used and adhered to. Health and safety procedures and systems shall address the following issues:

- *How to maintain a safe and healthy working environment.*
- *Safe handling and use of hazardous substances and materials.*
- *Provision and maintenance of safe plant and equipment as well as safe use and handling by all operatives.*
- *Provision of information, instruction, training and supervision to all employees.*
- *Ensuring correct selection and monitoring of all subcontractors and that they are provided with information, instruction, training, and supervision.*
- *Provision of information and training regarding emergency procedures on and off the Company premises.*
- *Consultation with employees on matters affecting their health and safety.*

Nichol Associates Ltd realises the need to satisfy increasing social and environmental requirements and shall endeavour to improve the quality of the environment in the local communities, which may be affected by its operations.

Our company offers their full support and commitment on all health and safety issues and will provide sufficient funds and resources to enable the correct implementation of the policy, whilst meeting all expectations of our stakeholders.

The successful implementation of the policy relies on all responsibilities being fulfilled with the general aim of continuous improvement through monitoring and an annual review.

NB An authorized copy of this document has been communicated to all interested parties

This policy has been approved & authorised by:

Signed:

Date: 24th June 2020



David Nichol
Managing Director

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2.0 Roles and Responsibilities

Organisation and Managerial Responsibilities;

The Nichol Associates Limited Managing Director is David Nichol. He is directly responsible for all company matters concerning Health, Safety and Welfare. He will receive internal assistance and will seek external assistance, where necessary, to ensure that the company meets both its statutory obligations and the objectives laid down in our Health and Safety Policy.

Nichol Associates Ltd is committed to promoting a positive health and safety culture and will actively commit resources whether in time or money to the management and compliance with health and safety legislation and best practice.

Assistance will be sought from the HSE in gaining help and advice regarding Health & Safety matters when required. Nichol Associates Limited is registered with the HSE to receive weekly updates and ad hoc flash reports from the HSE.

The overall organisation of the workforce is the responsibility of the Managing Director. He is ultimately responsible for ensuring that the Company's Health and Safety Policy and Procedures are implemented and complied-with by all staff.

Day to day management of the Company's operations is the responsibility of the Managing Director who is assisted and supported by Commercial, Administration and Project Managers. All directors and managers are responsible for the implementation of the Company's Health and Safety Policy. All employees are responsible for compliance with this policy and the procedures set-out in the Quality Assurance and Technical Manuals. Whilst working on-site, away from company premises, the responsible manager, site-supervisor, surveyor or analyst may be supported by one or more supervisors providing direct supervision of Company operatives.

Employee/Contractor Responsibilities;

Every employee, sub-contractor and supplier of services to Nichol Associates Ltd has a statutory duty to take reasonable care in relation to his or her own health & safety, and the health and safety of any other person who may be affected by his or her acts or omissions.

It shall be the duty of all Nichol Associates Ltd employees, sub-contractors and their employees, whilst at work:-

To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work.

To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures

To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

To co-operate with management when required in respect of such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs

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To maintain good standards of housekeeping in our premises and on client premises

To report any accident or incident including near-misses (whether or not personal injury results) to their supervisor, manager or to the Managing Director

To report any defects in equipment to their immediate supervisor, without delay, under no circumstances to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor

To use and if applicable wear any item of Personal Protective Equipment, it is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

To undergo any Health, Safety, Environmental and operational training deemed necessary by the company

Staff Consultation;

If an employee or sub-contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he or she must notify the Project Manager, Site Manager or the Managing Director without delay.

If an employee or sub-contractor considers that health & safety procedures can be improved, for example by use of alternative equipment or methods, he or she will be encouraged to discuss their thoughts and suggestions with the Nichol Associates Ltd management.

Nichol Associates Ltd holds monthly safety meetings with all staff. We employ a no blame policy in order to encourage reporting of every health and safety incident or near-miss however insignificant it may seem in order to learn from any and all events to continuously improve our health and safety culture.

Specific Safety Functions and Named Responsibilities;

Health and Safety Policy (Annual) Review	David Nichol (MD)
Health and Safety Policy (Quarterly) Review	David Nichol & Dean Nichol
Health and Safety Training (In House)	Dean Nichol (H&S Manager)
Health and Safety Office Notice Board and Notices	Julie Williams
Fire Risk Assessment (Office and/or Site as applicable)	Keith Robertson (Ops. Dir.)

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3.0 Arrangements

This section defines our company arrangements and policies for dealing with our activities.

3.1 Safety Audits and Monitoring

The Managing Director will conduct (as a minimum) an annual audit of all matters concerning Safety, Health and Welfare prior to conducting the Health and Safety Policy annual review.

At quarterly intervals the Managing Directors nominated representative will carry out a health & safety audit on one or more contracts or jobs selected at random. The audit will consider the effectiveness of the welfare facilities, emergency procedures, safe systems and methods of work, etc. identified at the outset, and will identify any corrective action required. Where the MD considers it necessary in order to maintain the desired level of health & safety, he may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

3.2 Guidance

The company commits to operating to the very highest standards of Health Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations, this best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner. Guidance documents are kept at head office and will be made available to staff and other interested parties.

3.3 Hand Arm Vibration Syndrome (HAV)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of HAV.

It is Nichol Associates policy to not to use power tools on site and if no alternative can be used, ensure that staff are not subjected to excessive vibration through power tools etc. The company will endeavour to source low vibration tools and limit exposure to such tools, the company will also provide adequate information instruction and training to its staff and contractors on the risks of HAV. In accordance with [The Control of Vibration at Work Regulation 2005](#).

3.4 Health & Safety Records

All records will be kept by the MD, in written form indicated in the various appendices. Such records will include:-

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe Systems of Work.
- Accident Record Book

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3.5 Asbestos

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with utmost care. It is expected that all Nichol Associates surveyors, analysts and abatement operatives will come into contact with asbestos during the course of their work. Nichol Associates will ensure that all surveyors and analysts are able to sample asbestos in a safe manner as set-out in our QA and Technical Manual for bulk-sampling which is based on HSG264, Asbestos: The Survey Guide, HSG 248: The Analysts Guide and ACoP L143 2nd Edition – Control of Asbestos Regulations 2012.)

Surveyors, analysts and abatement operatives will hold relevant accreditations and will have received adequate levels of training. (Surveyors will hold as a minimum BOHS S301 CoCa or BOHS P402, RSPH Level 3 Certificate in Asbestos Inspection Procedures. On-site analytical staff will hold as a minimum BOHS P403 & P404 and Laboratory staff carrying out bulk analysis will hold BOHS P401. All staff working on or with asbestos will have a minimum of 6 months experience of working in their particular disciplines. All surveyors must be able demonstrate safe surveying and sampling, all surveyors will be routinely witnessed and audited to ensure that they are complying with safe sampling methods. All site analysts must be able to demonstrate safe site work and be able to assess the risks associated with air-sampling and be able to reduce these risks as far as is reasonably practicable.

All asbestos abatement operatives will receive UKATA and RSPH works-specific training and instruction with reference to and in-line with the particular plan of work and associated RAMS.

3.6 Personal Protective Equipment (PPE)

Personal Protective Equipment will be issued where other means of prevention or protection are not reasonably practicable to protect the employee and where it has been identified as necessary by risk assessment. PPE is provided by the company and the relevant PPE must be worn at all times whilst carrying out work. Details of the correct PPE will be made available to employees, no employee will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable them to utilise the equipment correctly and without risks to safety and health.

It will be the responsibility of each contract manager, lead surveyor and/or supervisor to monitor the wearing and fit of PPE/RPE on sites under their control, persons found to be persistently breaching PPE/RPE rules will be subject to disciplinary procedures including ejection from site.

3.7 PAT Testing

All portable electrical appliances will be tested in accordance with [The Electricity at Work Regulations 1989](#), at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site manager to ensure that all equipment provided is PAT Test Labelled, is "in-date" and is suitable for the task. Only portable electrical appliances issued by the Company shall be used.

3.8 Equipment Inspections & Records

Each employee/contractor must carry out a daily inspection of any equipment prior to its use and must immediately report any defect, or suspected defect to the Managing Director and Site Manager. The Site Manager will carry out six (6) monthly inspections of all company equipment, ladders, PPE, tools, etc. and will keep a record of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the Managing Director and Site Manager to ensure that the equipment is not used until such time as a suitable repair has

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been carried out. If the equipment is beyond repair it must be discarded, regardless of whether a suitable replacement is available. Any work relying on the use of such equipment must be suspended until a suitable replacement is available.

3.9 Welfare

Asbestos Surveying in domestic premises, social housing, etc. generally falls into three categories. Management Survey (usually, but not necessarily, non-invasive), Refurbishment Survey, (invasive throughout), Targeted Refurbishment (invasive in specified areas only). Asbestos Surveys are carried in accordance with HSG264, the processes are clean and great care is taken to avoid at all costs any release of Asbestos fibres. In most cases company employees will be able to use toilet and washing facilities within the customer's premises.

Generally, in all properties, it is the responsibility of the Project or Site Manager to ascertain if use of the customers washing and toilet facilities is possible prior to commencement of a contract. Where work is carried out in people's homes we will make a verbal request to use their washing facilities if required. Where this is not possible, it will be the responsibility of the Project or Site Manager to establish the location of suitable temporary or public facilities.

Information regarding the availability of welfare facilities will include the location of the nearest Public Toilets, Doctors Surgery, Hospital with A&E Department, etc, this information will be included in the Method Statement.

Generally, asbestos abatement operatives will use the toilet, washing/shower and rest, (welfare facilities) provided, integral to the DCU on-site.

Breaks and Rest Periods can be taken by the surveyor(s), as necessary, at their discretion. Sufficient time will be allowed, by the Work Planner, in the surveyor's programme of work to ensure that the quality and integrity of the work will not be compromised by undue pressure to complete excessive work-loads.

3.10 Accident Reporting & Investigation

All employees/contractors must report any near miss, accident or injury to the Head Office. Details of all accidents will be entered into the company's accident record book which is kept online in our Safety First Package.

It will be the responsibility of the Managing Director or his nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the [Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\)](#).

Any accident resulting in more than minor injuries or any incident which might have resulted in serious injury will be investigated by the Managing Director or his nominated representative. Depending upon the circumstances of the accident, the Managing Director or his nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

3.11 Transport & Company Vehicle Safety

It is the policy of the company to only employ drivers who are competent.

Driver approval and competence

A person may only operate company vehicles if he or she:-

1. Has held a full UK license for a minimum of 2 years

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2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution(s) pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties. Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to present their licenses to the office these will be photocopied and returned.

3.12 Machinery Operation

All employees/contractors who are required to operate machinery will have the appropriate training and license to operate such machinery. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

3.13 Machinery Maintenance

All machines including power tools, jet wash equipment, saws, drills etc. shall be subject to regular inspection by the contract managers, who will withdraw damaged or unsuitable equipment from service immediately. All machinery shall also be subject to maintenance and service as per the manufacturer's instruction and maintenance schedule OR at least annually

3.14 Lone Working

Where work is carried out in the customer's premises, the Managing Director or his nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury, etc. and details will be provided to all company employees/contractors required to work in or on such premises. A lone working risk assessment will be carried out for all employees who work remotely or alone.

3.15 First Aid Arrangements

The Managing Director or his nominated representative will ensure that as a minimum the organisation has an appointed person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary.

Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises.

3.16 Pregnant Workers

The company recognise that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy, such assessments will consider the workers duties working conditions and hours, where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced

3.17 Communication with workers

The company uses a variety of methods to communicate information with employees and sub-contractors. A monthly informal meeting is held to discuss any issue, including safety. We will

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also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods: -

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues.

3.18 Health & Safety Training

The Company will provide as much training and re-training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During staff induction and upon any job transfer, safety training will be provided to ensure that all staff are trained in Health & Safety matters to a level appropriate to their responsibilities. Training for employees is considered a continual process by Nichol Associates Ltd and all employees will follow an individual CPD (continual professional development program). All site operations staff has CSCS cards and BOHS P402 qualifications or equivalent when surveying. All onsite analytical staff will hold the BOHS P403 & P404 or equivalent when carrying out air testing and 4-stage clearances. All laboratory technicians conducting bulk analysis will have the BOH P401, or equivalent qualification.

Induction Training: Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our online system. Copies of training records are available for clients upon request.

3.19 Fire Safety

It is the responsibility of the site supervisor to ensure that all fire safety procedures implemented in Client buildings and on Client sites are communicated to staff. Where staff are carrying out hot work, the operative must first obtain the appropriate hot work permit from the building manager and ensure he has the appropriate fire extinguisher to hand. A two (2) hour fire watch will be maintained after any hot work.

Fire risk assessments will be carried out in all areas occupied by the organisation. The risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

Means of Escape: In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises. All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

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Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum) and employees must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire, e.g. unauthorised portable heater, combustible material, etc.
Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

Smoking: In line with current legislation smoking is not allowed on Client premises, Nichol Associates Ltd. premises or in company vehicles.

Housekeeping: Good housekeeping is most important. Waste or packing materials should not be allowed to accumulate in any building. No combustible materials should be kept in rooms and stairwells should be kept clear of combustible materials at all times.

3.20 Display Screen Equipment (DSE)

Working with Display Screen Equipment is recognised as being a major cause of injury and ill-health, the company will carry out risk assessments and provide information instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to their manager, or the Managing Director who is overall responsible for Health & Safety, at their earliest convenience. In accordance with the [Health and Safety \(Display Screen Equipment\) Regulations 1992 as amended 2002](#).

3.21 COSHH Assessments

Nichol Associates Ltd will assess the use of hazardous substances. Where possible, hazardous substances will be substituted for less hazardous substances. For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the Managing Director or his nominated representative. A register of hazardous substances shall be kept at the head office along with all relevant Manufacturers Safety Data Sheets. Significant findings of the assessments will be communicated to the relevant operatives, together with the necessary MSDS sheets and instructions for use. In Accordance with the [Control of Substances Hazardous to Health 2002](#).

3.22 Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out when-ever it is suspected that noise levels may be above 80dB(A) and hearing protection will be provided for all operatives. Where noise levels are at 85dB(A) or above the company will apply measures to reduce the exposure of noise to its employees by means other than hearing protection, the wearing of hearing protection shall also be enforced. In accordance with [The Control of Noise at Work Regulations 2005](#).

3.23 Manual Handling Assessments

The MD or his nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Manual handling assessments will consider the load to be handled, e.g. tools, equipment, etc. its size and weight, the individual, the task and the environment in which

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the task takes place. The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from manual handling in accordance with [Manual Handling Regulations 1992, as amended in 2002](#).

3.24 Method Statements (Safe Operating Procedures)

Work Instructions (Method Statements) will be developed for all the company's operations, information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using our online system and are available to customers upon request.

3.25 Working at Height

Nichol Associates Ltd will comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, there will be certain instances where work at height cannot be avoided. The use of ladders/steps will be risk assessed to ensure they are correct access equipment for the required task. Where reasonably practicable, alternative access equipment will be used, taking into account the level of risk, the duration of the work activity, and the physical features of the work site which cannot be altered.

Prior to starting the work, the Technical Manager or their deputy will review the requirements of the survey or abatement works and arrange for appropriate access equipment and, if required, training to be provided to the work-force. A risk assessment will be drafted for the activity to be undertaken. On site, the lead surveyor or abatement supervisor is responsible for reviewing the risk assessment and carrying out an additional dynamic risk assessment, selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised. Where the risk of a fall cannot be eliminated the lead surveyor or abatement supervisor will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

All ladders and steps will be regularly inspected for defects and inspections will be recorded for each ladder.

3.26 Serious or Imminent Danger

These procedures are in line with Regulation Eight (8) of the [Management of Health & Safety at Work Regulations 1999](#).

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger. Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without the correct levels of personal protective equipment, training and safety procedures being in place.

The Company authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the problem has been neutralised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire-fighting equipment etc. prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

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3.27 Risk Assessments

The Managing Director or his nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

The MD or his nominated representative will carry out site specific risk assessment for any new site at which the company's employees/contractors are obliged to work. Such assessments will consider the health and safety of employee/contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of "Slips, Trips and Falls". The Managing Director therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using the Nichol Associates Limited online management system and shall be made available to all employees, contractors, sub-contractors and clients upon request. Employees shall have a copy of risk assessments for the work they carry out.

3.28 Contractors and Sub-Contractors

All contractors and sub-contractors who are working for the company will comply with the company's:-

1. Health & Safety Policy.
2. Emergency procedures.
3. Hazard / Accident Reporting procedures.

All accidents and near misses **must be** reported and recorded in the Accident Book located in main office or on-site.

The company's Health and Safety Policy can be found on company notice boards which are situated in the office.

All contractors must complete the contractor's competence form before commencing work.

3.29 CDM Regulations 2015

Nichol Associates will co-operate and co-ordinate activities with other contractors and will communicate information with all involved in the site construction activities. The company will check that there is adequate protection for the public and site workers, including monitoring and reviewing safety arrangements. We will also pass on key information to the construction teams where they are to design and construct something that is safe to build, safe to use and safe to maintain. The CDM 2015 Regulations apply to most common building, civil engineering and engineering construction work and includes "Removal of the Domestic Client Exemption". The CDM co-ordinator must notify HSE of the projects before work commences if the construction-work is expected to exceed 30 construction days with 20 or more workers working simultaneously, or if the project exceeds 500 person days:-

- last longer than 30 days
- or involve more than 500 person days of construction work

The HSE should be notified in writing before construction work starts using form F10.

3.30 Environmental Protection

Nichol Associates Limited has achieved ISO.14001. Nichol Associates Ltd. has a policy to comply with the Environmental Protection Act 1990, other associated statutory legislation and Approved Codes of Practice (ACOP's). This applies to all those who are employed within the Company or

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who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the Company's environmental policy and complying with the control measures in place. This includes comply with the requirements of Site Waste Management Plans where it relates to the works under our control. The policy is on display on the Company Main Health and Safety Notice Board and a printed copy is available on request.

3.31 Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

3.32 Health Surveillance

Health surveillance and the recording of exposure levels for employees (and where applicable, ensuring this information is provided to the licence holder who supplied the labour) for the maintenance of health surveillance records in accordance with HSG247.

In addition, all employees of Nichol Associates are encouraged to carry out and record weekly personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should Nichol Associates have any concerns regarding the well-being of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues Nichol Associates Ltd. will pay for conducting relevant medical surveillance were appropriate.

3.33 Environmental Waste Management & Pollution Control

Nichol Associates hold the HSE Licence to work with Asbestos and is accredited ISO14001:2015 for Environmental Management so recognises the importance of meeting our legal requirements to manage waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible.

Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:-

- Asbestos (removed in accordance with HSG247);
- Building and demolition materials (whether asbestos containing or not);
- Substances/chemicals (toxic or otherwise);
- Discarded or broken utensils or equipment;
- Contaminated soil, materials, plant, etc;.

Nichol Associates management shall identify potential waste disposal requirements of a project and make adequate provision to ensure its suitably managed disposal in accordance with The Controlled Waste Regulations 1992, The Hazardous Waste Regulations 2005.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed.

Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998) Where contract carriers, are to be engaged

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to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

Nichol Associates shall:-

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To co-ordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site
- Provide appropriate training for staff, on waste management issues.
- Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.

3.34 Purchasing Policy

The Health and Safety at Work Act 1974 imposes duties upon Nichol Associates and those providing goods and services to the company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the purchase of new or hired equipment, maintenance services and goods, but is not limited to such legislation as The Supply of Machinery (Safety) Regulations (amended in 2011), the Provision and Use of Work Equipment Regulations (PUWER) 1998 and The Control of Substances Hazardous to Health Regulations.

When purchasing or hiring machinery/equipment Nichol Associates Limited will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained and will be selected from an approved supplier list. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked, it will be maintained in line with current legal requirements, manufactures/supplier's guidance or ACOPS ruling at the time of use.

3.35 Members of Public.

Working in tenant's homes may involve meeting vulnerable people including children, the elderly, disabled persons and those with special needs. This will also apply when working in premises such as schools, hospitals, care-homes and sheltered accommodation, etc. Nichol Associates Limited provides training to all of our surveying and abatement staff to ensure that they take special care when working in people's homes emphasising the need to spend time with the occupants to explain what the work involves, the care taken in preparing site-specific Risk Assessments and the Method Statements upon which the safety precautions we take are based to ensure that no harm can come to the tenants or members of the general public.

Where asbestos removal works are to be carried out in domestic premises the tenant and residents shall be removed from the affected premises, where necessary decanted to a place of safety. [HSAWA 1974](#), [MHSA 1985](#)

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3.36 Sharps.

Nichol Associates Limited recognises the danger of sharp objects that may be present in and around any home or premises being surveyed. There may be syringes, pins, needles, razors, broken-glass, tools and other implements that may present a danger of cuts.

Sharps training and tool-box talks shall be provided to all employees working away from Company Premises. [HSAWA 1974](#), [MHSA 1999](#), [COSHH 2002](#), [RIDDOR 2013](#)

3.37 Stress.

Nichol Associates Limited is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. The Nichol Associates Limited POL Anti-Stress Policy applies to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources. [HSAWA 1974](#), [MHSA 1999](#)