

## Health and Safety at Work Policy



**Michael Lonsdale Group**

Unit 1 Langley  
Quay  
Waterside Drive  
Langley, Slough, Berkshire. SL3 6EY

Tel: 01753 588750 Fax: 01753 549085

e-mail: [slough@michaellonsdale.com](mailto:slough@michaellonsdale.com)



## CONTENTS

Company Policy Statement	1.0
Organisation	2.0
Board of Directors	2.1
Health, Safety & Environmental Manager	2.2
HSE Managers/Advisors/Co-ordinators	2.2a
Project Engineers, Engineers, Supervisors, Foremen and Chargehands	2.3
All Employees	2.4
<b>Arrangements</b>	<b>3.0</b>
Housekeeping	3.1
Fire Prevention & Fire Safety	3.2
Occupational Health	3.3
First Aid	3.4
Welfare	3.5
COSHH Regulations	3.6
The Installation, Inspection and Maintenance of Plant Machinery, Buildings etc	3.7
Instruction and Training	3.8
Construction Site and Installation Work	3.9
PPE (Personal Protective Equipment)	3.10
Accident Reporting Procedure	3.11
Accident Investigation Procedure	3.12
Manual Handling Communication	3.13
Electrical Equipment	3.14
Work at Height	3.15
Review, Audit & Monitoring	3.16
Sub-contractor Competence	3.17
Risk Assessment Process Display	3.18
Screen Equipment	3.19
List of Statutory and other Requirements	3.20
Health & Safety Training	3.21
	3.22
Michael J Lonsdale health and safety reporting structure	



## Section 1.0

### Health and Safety at Work Policy Statement

The Health and Safety at Work etc Act 1974, imposes statutory duties on employers and employees and to enable these statutory duties to be carried out it is the policy of this organisation, so far as reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels of our organisation and that all practicable steps are taken to safeguard the health, safety and welfare of all employees and visitors to the premises or operations under our control.

The company is committed to consistently improving its health and safety performance. It is the intention of our organisation, as far as reasonably practicable to:

- Set and maintain high standards of safety and provide for a healthy working environment for all employees.
- That Health and Safety should never be compromised for other objectives.
- Provide the means for discussion and review of up-to-date information on all aspects of health and safety.
- Set aside the necessary resources (organisational & monetary) for all health & safety requirements.
- Provide all employees with up-to-date information to enable them to fulfil their responsibilities competently and enable two-way consultation and participation in Company activities.
- Ensure arrangements for the use, handling, storage, and transport of articles and substances for use at work are safe and are without risk to health.
- Comply with all relevant statutory requirements under The Health and Safety at Work etc Act 1974, The Construction (Design and Management) Regulations 2015 and other relevant third party/client requirements and to ensure all staff is aware of these requirements.
- Ensure that this policy statement and all supporting documentation are regularly reviewed in the light of changes in operational and statutory requirements.

It shall be the duty of all employees at work:

- To take reasonable steps for health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- As regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory duties to co-operate with the organisation so far as is necessary to enable that duty or requirement to be performed or complied with.

Signed



For and on behalf of the  
Michael Lonsdale Group Board of Directors  
(Michael J Lonsdale Limited)

Name Gary Herbert  
Position Managing Director  
Date 13/06/2019

## Section 2.0 Organisation

It must be made clear to all individuals that the safety legislation demands a clear definition of responsibility of each person within the organisation, coupled with adequate level of supervision.

Failure to comply with these statutory requirements can result in legal liabilities being imposed upon individuals at any level within the company, from operatives to directors.

Periodic review of the policy statement of the Michael Lonsdale Group will be implemented, in particular the organisation and arrangements for ensuring the health and safety of the employees and others likely to be affected by its activities.

### 2.1 Board of Directors

It is the responsibility of the board of directors, so far as reasonably practicable to:

- Administer the organisation set up to implement the requirements of The Health and Safety at Work etc Act 1974 (as amended) in accordance with the groups Safety Policy.
- Ensure that they are aware of the regulations and procedures applying to their activities under their control and are required to comply with The Health and Safety at Work etc Act 1974, together with any other legislation, and to ensure that all employees under their control are fully aware of their own responsibilities.
- Ensure that all employees under their control received adequate training and supervision as necessary to secure their health and safety and compliance with any relevant legislation.
- Ensure full liaison at all levels of management and supervision is maintained with the Director responsible for Safety to ensure effective administration and implementation of the Safety Policy.
- Ensure that provision is made to take such action necessary against any employee within their jurisdiction, who contravenes any part of The Health and Safety at Work etc Act 1974, or any other legislation, or who disobeys safety practices.

### 2.2 Group Health, Safety & Environmental Director

It is the duty of the Group HSE Director, as far as reasonably practicable, to be:

- Responsible to the board for the administration and implementation of the company's Safety Policy in accordance with The Health and Safety at Work etc Act 1974.
- Responsible, in conjunction with directors, managers and supervisors, for ensuring compliance with The Health and Safety at Work etc Act 1974 and any other relevant legislation for all the group activities.
- To ensure that the Michael Lonsdale Group Safety Policy is constantly monitored, reviewed and updated to ensure the highest possible standard of safety and awareness is achieved.
- Maintain health & safety records and accident reports, records, documentation and project specific health and safety information
- Obtaining health & safety information from Subcontractors.
- Maintaining the Company accident book and reporting to the HSE when required.
- Prepare and maintain office health & safety records, work station assessments and check lists
- Investigating and reporting all major injuries and dangerous occurrences.

- Co-operating with and taking immediate action with regard to any requirement of the Health & Safety Executive or the Company's appointed independent Safety Inspectors.
- Monitoring the performance of employees, Sub-Contractors and the self-employed in regard to compliance with the Company Health & Safety Policy.
- Implement and maintain the integrated safety environmental management system, and to advise the company on any significant changes thereof.
- Ensure that reports on the performance of the integrated management system are presented to top management for review and used as a basis for improvement of the integrated management system.

## 2.2a Safety Managers / Advisors

- Promote the principles of continuous improvement of SHE performance as communicated within the Managing Directors Policy Statements; Demonstrate strong leadership to reinforce a positive Company "Safety Health and Environmental" culture.
- Communicate SHE Company objectives to all levels throughout the Company and support the SHE Action Plan.
- Ensure compliance with the Company SHE management system procedures with particular emphasis on risk assessment, method statements, site safety checks, tool box talks and sub-contractor management.
- Advise and support operations management on the following:
  - Site set-up documentation and arrangements
  - Subcontractor "Kick Off" Meetings
  - Prevention of injury to personnel and damage to plant and equipment
  - Transfer of best practice improvements in working methods / safe systems of work
  - Legal requirements affecting health, safety and welfare and the adequacy of the facilities provided.
  - Provision and use of personal protective equipment and clothing
  - Suitability of plant, equipment and materials from a SHE view point
  - Potential hazards and associated control measures to achieve safe systems of work / safe place of Work.
  - Improvement of subcontractors SHE performance
  - Presentation of tool box talks.
- Carryout formal site safety inspections on sites.
- Provide assistance in developing the SHE training program with responsibility of presenting in-house training.
- Ensure that in conjunction with the Safety Co-ordinator the SHE documentation system is appropriate and effective.
- Ensure compliance with the Company accident reporting, recording and investigation procedures.

- Report to the Group SHE Manager concerning overall performance in order to agree improvement measures required.
- Represent Company at SHE meetings with clients / Principal Contractors where required.
- Keep up to date with SHE legislation, codes of practice and revisions to the SHE Management System.
- Provide a consultation channel to all employees in respect of SHE matters.

---

#### Safety Co-ordinator

- Distribution of appropriate SHE management system documentation.
- Provision of SHE Site Documentation Record System at site set-up.
- Support the SHE prequalification process (tender enquiries) where agreed with Divisional Management

#### **2.3 Project Engineers, Engineers, Supervisors, Foremen and Chargehands**

It is the responsibility of every Project Engineer, Engineer, Supervisor, Foreman and Chargehand, as far as is reasonably practicable to:

- Be acquainted with the relevant safety regulations (these may have been instigated by the company, but could equally have been imposed by a Principal Contractor or requested by a Sub-Contractor) that are applicable to that site, and ensure all employees and sub-contractors in their charge are also aware of the requirements.
- Take all practicable steps to ensure that they, and all employees and sub-contractors in their charge, comply with these regulations.
- Take all practicable steps to safeguard themselves, other persons employed in their vicinity, together with any member of the public in the vicinity of the site, from any possible hazard that could be the result of the site work activities under their control.
- Ensure that all plant, machinery, tools and equipment in use on the site, and under their control, is in a safe and serviceable condition, and that safety rules, regulations and working instructions applicable to each item are complied with, including the correct use of appropriate personal protective equipment relevant to each situation.
- It is the responsibility of the Project Engineers/Supervisors to make sure that the persons operating any work equipment are competent to do so. Examples of where specific training may be required are: abrasive wheels, arc welding equipment, oxy/acetylene burning gear, slinging of loads. Please refer to health & safety manager for further information.

- Regularly inspect the work area in their charge to maintain safe and healthy conditions, and safe working practices.
- Deal immediately with safety hazards or breaches of safety regulations encountered or reported to them, and to similarly report such incidents and occurrences to their immediate superior, or to another responsible person at the workplace for immediate remedial action.
- Properly record all accidents and dangerous occurrences in accordance with the Michael Lonsdale Group Safety Policy, informing the Director responsible for safety of the circumstances.
- Ensure, in collaboration with site management, all statutory registers prescribed by the construction regulations and / or other relevant legislation, and as required in connection with the activities of the site, are available, properly completed and maintained.
- Use and properly display in conspicuous places all safety propaganda and advertisement materials issued by the company from time to time, also ensuring that the materials remain on display.

---

#### **2.4 All Employees.**

In accordance with The Health and Safety at Work etc Act 1974, it is the responsibility, as far as is reasonably practicable, of every employee to:

- Take reasonable care for the health and safety of themselves and that of other persons who may be affected by their actions.
- Co-operate with their employer to ensure, any duty or requirement imposed on the employer or any other person under any of the relevant statutory provisions, can be performed or complied with.
- Comply with the Michael Lonsdale Group Safety Policy and co-operate with the group management and supervision to prevent accidents or health risks to themselves, other employees or contractors, members of the public or visitors.
- Co-operate with the Michael Lonsdale Group by making themselves acquainted and to comply with the groups Health and Safety Policy and The Health and Safety at Work etc Act 1974 regulations and procedures.
- Wear Personal Protective Equipment (PPE) at all times when circumstances require its use, whether instructed to do so or not, e.g. safety helmets will be worn on all sites at all times, appropriate eye protection will be worn when welding, grinding, drilling etc.
- Take care of Personal Protective Equipment (PPE) and all other Michael Lonsdale Group property and to report to their immediate superior, or other responsible person, any defects, damage or loss.
- Ensure that all items of plant, machinery, tools and equipment they use are in a safe and serviceable condition before, during and after use, and that any safety rules, regulations and working instructions are complied with at all times.
- Inform their immediate superior, or any other responsible person, of any hazards, unsafe conditions or unsafe working practice coming to their attention within their working environment.
- Report all accidents (both injury and property damage) and dangerous occurrences in accordance with the Michael

Lonsdale Group procedures.

In accordance with Section 8 of The Health and Safety at Work etc Act 1974, no employee shall intentionally or recklessly interfere or misuse any plant or equipment provided in the interest of health and safety.

No employee shall undertake any works that they feel are unsafe. If the employee is put to work in this regard then they shall cease immediately and report this to the site manager. If the site manager proves uncooperative, the employee shall contact the H&S department (anonymously if required) on this number: 0845 241 6622.

### **Section 3 Arrangements**

#### **3.1 Housekeeping.**

Good housekeeping is vital and everyone must play a positive part in maintaining cleanliness and order.

To this end, the Michael Lonsdale Group provides, for example, proper storage arrangements for waste and materials and, under certain circumstances, arrangements for the storage of clothing, tools and equipment. Where provided, these facilities must be used.

Constant care must be exercised to ensure fire exits, firefighting equipment, fire escape routes, stairways, gangways and electrical switchgear are maintained free from obstruction at all times.

---

#### **3.2 Fire Prevention and Fire Safety**

Fire arrangements will be observed at all times. These will include for example:

- The display of appropriate fire instructions, relevant to the particular establishment, at strategic points.
- The provision of adequate and suitable first aid fire equipment that is properly maintained and sensibly located.
- The provision and maintenance of fire escape routes and fire related signs.
- The regular testing of fire alarm systems.
- From time to time, practice the procedures for evacuating the building in the event of a fire, bomb scare or other threat.
- Regular inspections of these fire safety provisions will be carried out.
- Arrangements for fire evacuations etc on site shall be controlled by the Principal Contractor, and MJL will adhere to all reasonable requirements.

#### **3.3 Occupational Health**

Every effort is made to ensure that adequate precautions are taken to protect employees from exposure to any health hazards that may arise from the Michael Lonsdale Group's work related activities. Where specific hazards are the subject of statutory requirement, the Michael Lonsdale Group undertakes to ensure any legal set exposure levels to be the minimum standard, and will endeavour where possible to achieve better.

When required, expert advice will be sought for specific assessment and monitoring problems falling beyond the levels of expertise existing within the Michael Lonsdale Group.





### **3.4 First Aid**

The Michael Lonsdale Group undertakes to ensure that adequate provision is made to achieve compliance with the requirements of The Health and Safety (First Aid) Regulations 2013.

First aid arrangements, relevant to the main office buildings, are displayed on the main notice boards, and will detail the locations of first aid kits and the names and locations of the appointed first aid representatives.

First aid arrangements, appropriate to particular construction sites, will be established dependent on the scale of the operation. A shared health and welfare facility agreement may be entered into with Principal Contractors. Under these circumstances, a copy of any certificate issued by the Principal Contractor will be available on site detailing the arrangements.

It is the responsibility of the Office Manager from each office to ensure that each first aid box is checked and replenished as required. An inventory of what is contained in each box is held inside the first aid kit.

### **3.5 Welfare**

Adequate welfare facilities are an integral part of the Michael Lonsdale Group's policy. Attention will be paid to ensuring adequate and acceptable facilities are provided, or are available for use, on construction sites. This must include arrangements for accommodation, drying of clothing, and toilet and washing facilities.

Combined with first aid, these facilities may form part of a shared health and welfare agreement. Such agreements must be approved and set up by the Contracts Manager, upon advice of the Director responsible for Health and Safety, before any site work is commenced.

### **3.6 C.O.S.H.H. Regulations**

The regulations for the Control of Substances Hazardous to Health (C.O.S.H.H.) are designed to amplify the general requirements defined in The Health and Safety at Work etc Act 1974.

---

The Michael Lonsdale Group will collect up-to-date information on the toxicity and potential hazards of all substances used in the execution of its activities and make this available to those employees with a legitimate need for that information. The Michael Lonsdale Group will limit exposure to and, where necessary, monitor the use of substances hazardous to health as an ongoing exercise.

Before any hazardous substance is used, a relevant COSHH assessment must be in place. It is the responsibility of the Project Engineer & Supervisors to ensure this is adhered to.

The HSE Director shall be responsible for issuing the relevant COSHH assessments for the duration of each project.

### **3.7 The Installation, Inspection and Maintenance of Plant Machinery, Buildings etc**

It is the responsibility of the relevant senior member of staff, either Manager, Contracts Manager or other senior responsible employee of the Michael Lonsdale Group, to ensure arrangements are made whereby all new plant, machinery and equipment is inspected and properly installed, and all appropriate precautions are taken before being put into use.

Similarly, the maintenance and upkeep of plant, machinery, equipment and buildings under his control.

### **3.8 Instruction and Training**

Arrangements for the induction of new employees are the responsibility of the Department Manager. Managers are required to ensure personnel receive such additional induction as is considered necessary to secure the employees' health and safety.

The instruction of people in safe working methods and the maintenance of these procedures are part of the duties of all supervisory personnel. They must also initiate any steps necessary to secure such additional training as they know to be essential or a statutory requirement.

### **3.9 Construction Site and Installation Work**

Where employees work at locations beyond the direct control of the Michael Lonsdale Group, local safety and health regulations will apply, but if these are in any way less likely to ensure the well-being of all personnel, the Michael Lonsdale Group procedures and rules will pertain.

### **3.10 Personal Protective Equipment (PPE)**

Every effort is made to select the most suitable type of Personal Protective Equipment (PPE) for the full range of activities carried out within the Michael Lonsdale Group.

Supervisory personnel will inform employees of jobs, activities, or areas where certain protection is required and appropriate equipment will be issued to all those exposed to that particular risk. In addition, and at the Michael Lonsdale Group's discretion, equipment may be issued on a more permanent basis to the employees, to be retained in their possession and so be available for their personal protection at all times, particularly where there may be an intermittent but frequently occurring risk.

Employees must take care of any Personal Protective Equipment (PPE) issued to them and must report any defect, damage or loss to their supervisor immediately.

Employees who are required to use appropriate Personal Protective Equipment (PPE) must be adequately supervised and trained in the correct use of the equipment.

The wearing of Personal Protective Equipment (PPE) is a legal requirement.

### **3.11 Accident Reporting Procedure**

In the event of an accident, the procedure set out in the MJL document MJL IMS013 Accident & incident reporting shall be followed.

---

The Project Engineer shall complete an entry into the site accident book.

The completed accident book entry sheet shall be forwarded by fax / post to head office for the attention of the HSE Director. The Project Engineer shall telephone the HSE Director to confirm of the documentation issue.

The Project Engineer shall issue the following information to the Principal Contractor as summary notification of an accident on site:

- Name of person injured / affected.
- Injured / affected person's employer / trade.
- Date and time of incident.
- Location on site of incident.
- Type of injury sustained.
- Confirm if injured / affected person has left site to attend hospital / GP.
- Time the injured / affected person left site.

The Project Engineer shall forward a copy of the summary notification to the HSE Director

In the event of an accident / near miss the Project Engineer shall investigate the incident. The investigation shall follow the general format as detailed within document HSG 245 Investigating Accidents and Incidents.



The Health and Safety Director shall collate copies of the following documentation and formally issue copies to the Principal Contractor under covering letter:

- Summary notification to the Principal Contractor.
- Completed HSE Form F2508 if applicable.
- Investigation report if applicable.

### **3.12 Accident Investigation Procedure**

The Project Engineer shall visit the location of the accident / near hit to ascertain the site and environmental conditions.

The Project Engineer shall isolate the area if required in association and agreement with the Principal Contractor.

The Project Engineer shall where possible take photographic evidence of the scene and make preliminary notes.

The Project Engineer shall obtain written statements from the injured / affected person and any witnesses to the incident.

The Project Engineer shall complete the Michael Lonsdale Group's Investigation Report form. This form follows the suggested content detailed within HSE Guidance Document reference HSG245 – Investigating Accidents and Incidents.

The Project Engineer shall assess the report and prepare suggested reviews of arrangements if applicable i.e. method statements, risk assessments, training, tool box talks, site instruction and supervision etc.

The Project Engineer shall issue the completed Investigation Report to the HSE Director. The Project Engineer shall telephone the HSE Director to confirm the documentation issue.

The HSE Director shall collate copies of the following documentation and formally issue copies to the Principal Contractor under covering letter:

- Completed Investigation Report.
  - Written statements.
  - Applicable certification of training where required.
-

The Project Engineer shall arrange a meeting on site with the Principal Contractor to discuss and review the report with the view to undertaking remedial actions / recommendations where necessary.

Accident investigations shall be undertaken by the Project Engineer following assessment of the severity of the incident / injury i.e. Accident investigations shall be undertaken for major injuries as defined within the RIDDOR regulations explanatory notes, not for minor accidents such as minor cuts, abrasions, strains, sprains etc.

### **3.13 Manual Handling**

Manual handling is defined as any transportation or supporting of a load (including the lifting, putting down, pushing, pulling or carrying / moving) by hand or bodily force.

It is the aim of the Michael Lonsdale Group to eliminate the need for employees to undertake any hazardous manual handling tasks so far as reasonably practicable, in accordance with current legislation and to promote best practice with regard to manual handling tasks.

The Michael Lonsdale Group is committed to providing a safer working environment to its employees and persons that may be affected by the company's activities. This will be undertaken through the provision of information, training, supervision and mechanical aids / equipment that is required to enable employees to undertake their duties in a safe manner.

Activities involving the manual handling of loads shall be eliminated wherever possible. Where it is not reasonably practicable to eliminate manual handling, assessments will be made and arrangements made to reduce the risk to the lowest level possible. Measures to achieve this will include ergonomic arrangement of the workplace, operational procedures (planning deliveries and size of packages, method statements and risk assessments), training (outside courses and internal tool box talks), the provision of mechanical aids (trolley's, barrows, skids etc).

The Michael Lonsdale Group shall take all reasonable steps to ensure information is communicated to its employees and shall remind them to make full and proper use of services provided.

### **3.14 Communication**

It is the policy of the Michael Lonsdale Group to encourage open communication between personnel at all levels. Generally this shall be achieved by operating an 'open door' arrangement where personnel can hold face to face discussions on health and safety issues with immediate line managers and / or directors at any time.

Site operatives are requested to bring to the attention of the Project Engineers or Labour Manager any matters that may affect the health and welfare of themselves or persons who may be affected by their activities. Informal engineers meetings shall be held at regular intervals where such issues can be discussed and addressed. Informal notes shall be made by individuals on matters discussed for personal record.

General health and safety information shall be forwarded to all personnel through internal memorandum and formal issue of safety alerts.

Site operatives shall attend a series of tool box talks on each project to communicate both site specific procedures and general arrangements. These shall be carried out on a weekly basis on topics appropriate to the works being undertaken. Personnel attending tool box talks shall sign a record of attendance for each talk. Sub-contractors employed by the Michael Lonsdale Group shall be required to undertake individual company tool box talks or attend those held by the Michael Lonsdale Group.

Informal and formal meetings shall be held with sub-contractors managers at regular intervals. The purpose of the meetings shall be to generally review site progress, co-ordinate activities, plan forthcoming works and address health and safety issues. Should there be a need for more urgent communication then telephones and face-to-face meetings shall be used.

It shall be the responsibility of the Project Engineer and Site Supervisors / Foremen to attend formal meetings held on site by Principal Contractor. Generally, these meetings are held at monthly intervals. Formal minutes are taken and produced by the Principal Contractor. Copies of all minutes of meetings issued by the Principal Contractor shall be placed on file and held on site. It shall be the responsibility of the Project Engineer to ensure any matters raised and noted are responded to in a timely manner and actions taken.

### **3.15 Electrical Equipment**

As per the requirements of the Electricity at Work Act (1989), all portable electrical equipment used by the MJL Group shall be tested routinely. It is the responsibility of the Health & Safety Manager to arrange testing of these appliances for all the office environments and to ensure suitable records are kept.

On site, it is the responsibility of the Project Manager to ensure all portable electrical equipment is inspected and tested, and guidance is given in the document. Electrical standards and approved codes of practice. HSE Web site.

### **3.16 Work at Height**

The company shall endeavour, so far as is reasonably practicable, to limit work at height. Where it is not possible to do this, all work at height carried out on behalf of the Company will comply with the Work at Height Regulations 2005. Where necessary the appropriate safety equipment and/or plant will be provided to ensure safe systems of work at height are applied.

### **3.17 Review, Audit & Monitoring**

The company's policies and procedures shall be reviewed, audited and monitored on a frequent basis. In addition to its own in-house staff, the company shall utilise the services of external health and safety professionals to complete a yearly audit of its processes, policies and procedures. Actions as a result of these audits shall be studied and implemented where appropriate.

The company's activities on site are subject to fortnightly inspections from both our in-house health and safety advisors and external consultants. Each report is signed and submitted to the Principal Contractor, as well as to our Project Management team, who will action any improvements that require to be made.

### **3.18 Sub-contractor Competence**

Prior to any sub-contractor working for MJL, they will each pass the company's health and safety pre-qualification process. A questionnaire will be issued (Trade contractor health and safety competency questionnaire) by our HSE Manager and scored by him upon its return using our standard scoring matrix.

Companies who score satisfactorily will be added to the approved contractor list, subject to fulfilling any outstanding issues that may be picked up as a result of the scoring process. The buying/procurement team will be notified upon successful application.

### **3.19 Risk Assessment Process**

Formal written Safety Method Statements and risk assessments will be provided for all Company work activities and where necessary or for other unusual issues i.e. emergency planning etc. Subcontractors will provide Safety Method Statements and risk assessments on request, and/or adhere to Safety Method Statements issued by the Company. Where applicable, young person's risk assessments are to be produced and provided to the relevant parties.

The Project & Contract Managers are responsible for the planning and preparation of risk assessments and applicable control measures for all works that occur on their respective projects. Instruction will be given by the HSE Director, where necessary, to staff who require information as to the correct method of compiling the company's risk assessments (MJL.016). Where necessary, training will be arranged for those members of staff who require it.

### **3.20 Display Screen Equipment (DSE)**

In order to assess the efficacy of the DSE equipment used by employees of the company, a self- assessment form is issued to all members of staff (MJL.125) by the HSE Director. Upon completion the

HSE Director (or someone competent appointed by him) shall carry out an individual inspection based upon the results of the assessment. Actions arising shall be implemented where appropriate.

### **3.21 List of Statutory and other Requirements.**

The Michael Lonsdale Group expects its employees and sub-contractors to comply fully with all relevant statutory and other safety related requirements applicable to both their own work related activities and any special locally or site specified imposed restrictions, at all times they are present on site or acting on behalf of the company.

A list of legislation is maintained and regular reviewed by the team

### **3.22 Health and Safety Training**

#### Policy Statement

It is the policy of the Michael Lonsdale Group to ensure that all operatives are competent and trained in all Health and Safety aspects relating to the works being undertaken. To this end, all engineers, supervisors and site operatives have been required to attend relevant seminars and courses relating to Health and Safety within the industry.

Typical topics covered are as follows:

- First Aid at Work (3 day).
- Correct use of plant and equipment i.e. Portable threading machines, cut-off saws.
- Safe Handling, Storage and Usage of Reinforced Cutting and Grinding Abrasive Wheels.
- PASMA Mobile Tower Scaffolds (Safe Use and Erection).
- Fall Protection Awareness & Practical Applications / Safe Use and Inspection of Safety Harnesses.
- Correct use of personal protective equipment.
- Instructional Course for Fire Wardens, General Safety Awareness & the Safe Use of Fire Extinguishers.
- CITB Accredited Certification Scheme (ACS – GAS)
- International Powered Access Federation (IPAF) – Powered Access Licence for Scissor Lift, Self- Propelled Boom Platform Operator.

In addition to the ongoing formal training courses and seminars, series of 'Tool Box Talks' are held on site to advise and refresh operatives on safe working practices. The Tool Box Talks are given by the site supervisor or site foreman directly to the personnel under their control.

## Michael J Lonsdale Ltd Health & Safety reporting structure

