

INTRODUCTION

In adopting this Health & Safety Policy, Quadratek declares its intention to achieve and maintain a safe and healthy environment for all who may be affected by the operations of Quadratek; and to adhere to the provisions of the Health & Safety at Work Act 1974 and associated legislation. Quadratek has an integrated Information Management System accredited to OHSAS 18001:2007 & shall maintain and improve a good record of safe, responsible activity by careful planning, organisation, monitoring, control, training and application of best practice and codes of conduct.

The risks to employees and others who may be affected by the activities of Quadratek shall be regularly assessed, reviewed as required, and arrangements made to eliminate or control such risks. This will be achieved by:

- Project Managers carrying out Risk Assessments and Method Statements (RAMS) for each piece of work prior to starting and, where necessary, during
- Ensuring staff, visitors and contractors are advised clearly on their responsibilities concerning health and safety, through adequate information, instruction and supervision
- Ensuring staff, when on customer sites, adhere to the Health & Safety policy as required by the Site Manager or as the task requires
- Providing adequate control of the risks to health and safety arising from work activity
- Providing appropriate Personal Protective Equipment (PPE) for the task(s) at hand
- Providing and maintaining suitable plant and equipment, as well as safe storage, handling and use of substances
- Ensuring all employees and contractors are competent to carry out their duties and provide adequate training (for employees) including having regard to their capabilities
- Preventing, as far as is reasonably practicable, accidents and cases of work related illness
- Maintaining the premises and environment where work is carried out to ensure healthy and safe working conditions including welfare arrangements are in place
- Allocating adequate resources to control health and safety and arranging for competent health and safety advice as required.

Notwithstanding that Quadratek has a duty of care to provide a safe working environment for all its employees, visitors and contractors; Quadratek requires and expects all relevant persons to acknowledge and accept that they have a general duty of care to themselves and to others and that they shall co-operate with and conform to this policy. This policy will be regularly reviewed and revised as required to meet the changing needs of Quadratek, technical innovation and legislative developments.

CUSTOMER SITE

Prior to the commencement of work on a customer site, all engineers will be instructed by the Site Manager to ensure they are conversant with the site layout, welfare provisions and emergency procedures.

When working on a customer site, Quadrated will work in accordance with the customer/prime contractor site health & safety rules. Quadrated engineers will be fully briefed on the site health and safety requirements having completed the customer/prime contractor Health & Safety induction course, read and signed the Risk Assessment and Method Statement (RAMS). All work will be carried out in accordance with Quadrated's and the site's (customer or prime contractors) Health & Safety policy, Method Statement and Risk Assessments (RAMS) relevant to the job/task(s).

Quadrated engineers are to carry out the specified works in a manner that is satisfactory to the customer/prime contractor and are to observe all reasonable requests and directions relating to site working.

APPOINTED PERSONS

Simon Randall is the named Director ultimately responsible for safety within Quadrated. However, it is Quadrated's decision to make Human Resources responsible for overseeing the various tasks and responsibilities, management and operation of this policy and the health & safety within Quadrated. For works carried out away from Quadrated premises, (e.g. customer site) Quadrated has assigned responsibility to our Infrastructure Project Managers or designated person. Individual tasks and duties may be devolved from time to time to other employees as appropriate giving due regard to the individual skills and expertise of the employee concerned and include (but not exclusively so):

- communication and implementation of the policy, through consultation with employees
- day to day safety supervision
- identifying training needs and arranging, including induction training
- general and task specific Risk Assessments & Method Statements (RAMS), and fire risk assessments
- recording, reporting and investigating accidents
- emergency and evacuation procedures including communication & training

RESPONSIBILITIES

The person in charge of each team will have the following responsibilities, although some of these may be dealt with at a company level rather than team level, without absolving the Manager from their responsibility to ensure each is complied with:

- Implementation of this policy in his or her own team and bringing it to the attention of all employees
- Conducting of Risk Assessments & Method Statements (RAMS) regularly and as required
- Compliance with safety precautions that apply to his or her department, including the regulating of contractors
- Ensuring all new entrants are properly inducted into Quadrated, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures
- Ensuring no person is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed and has the appropriate Personal Protective Equipment (PPE)

- Ensuring all staff are aware of the location of all fire-fighting equipment and alarm call points and are conversant with its use
- Ensuring any legal requirements relating to the operation are fully complied with, including (but not limited to);
 - Inspection of all fire-fighting equipment
 - Safe use of electrical switches and circuits
 - Maintenance of all appropriate registers
 - Necessary safety training
 - Statutory inspections of plant and equipment
 - Provision of first aid equipment
 - Accident investigation
 - Arrangements for cleaning
- Ensuring any responsibilities delegated to subordinate staff are clearly identified
- Ensuring access to the premises by the customers or other members of the general public is strictly limited to safe areas
- Ensuring suitable arrangements are in place to safeguard the premises against intruders
- Investigate all accidents and dangerous occurrences in conjunction with the staff and the Director
- Develop and implement procedures to reduce as far as is reasonably practicable the likelihood of re-occurrence
- Liaise with contractors and self-employed staff engaged by Quadratek and ensure that if they are not known by previous activity that references are taken up
- Actively monitor the workplace and record inspections (including any actions required) periodically. Ensure that contractors appointed to carry out construction or maintenance work have suitable procedures for them to monitor and control their own health and safety
- Maintain first aid provision to a level appropriate to the operation
- Identify and clearly mark hazardous areas including signage and take the necessary steps to prevent unauthorised access
- Set a personal example in all matters relating to Health and Safety

RISK ASSESSMENT & MONITORING

Where appropriate, and at regular intervals (these being determined as appropriate to the nature of work being carried out) the conducting of Risk Assessments shall take place.

Such assessments shall be monitored and determined by the relevant member of staff; for non 'infrastructure' work Human Resources will carry out the assessment. For infrastructure specific work, the assessment will be carried out by a Project Manager or Senior Engineer, although these may be carried out by individuals in the area of their work, in conjunction with a Method Statement. Formal written assessments should be conducted where appropriate, however this should not be the only method of assessment of risk, as observation, and the

application of common sense interventions can be very effective by all relevant persons to reduce any potential risk.

MONITORING

Where a Risk Assessment has been conducted and a procedure or process implemented and communicated to relevant persons, daily monitoring shall take place to ensure compliance (keeping eyes and ears open may be adequate). However, this does not mean regular written assessments are no longer required and these should be conducted in accordance with the relevant task being carried out i.e. quarterly or annually.

TRAINING

Human Resources, in conjunction with Project Managers/Senior Engineers, will assess training requirements and make arrangements for these to be met. Training relevant to Quadratek and individual roles will be carried out as required. This will include some or all of the following, but the list may need to be extended as hazards become apparent or circumstances change:

- Induction training
- Emergency procedures
- Use of equipment
- Use of substances
- Manual handling
- First aid, appointed person (nominated staff only)
- Fire extinguisher and fire warden (nominated staff only)

Training requirements and suggestions should be brought to the attention of a Manager by any member of staff. On joining the business, Induction Safety Training will be carried out by Quadratek and a record that this has taken place made. Hazard identification, preventative and protective measures, evacuation procedures, emergency plan, first aid provision etc., are subjects to be covered.

Quadratek believes continual training is essential for the reduction of accident/incident rates and the occurrence of ill health and environmental damage in our workplaces. Therefore, informal weekly ToolBox Talks will be employed to raise any new issues pertaining to safety matters and best practise matters. The ToolBox Talk will be conducted by the Senior Engineer and will cover a broad range of subjects, relevant to the job/task. Or will be sent electronically and signed by the worker

The details of each specific ToolBox Talk will be recorded within a site held register and will be signed by each operative to confirm they understand the subject matter.

HAZARD SPECIFIC REQUIREMENTS

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), places a legal requirement and duty on employers; self-employed people; and people in control of premises to report work-related deaths, major injuries or over-seven-day injuries, work related diseases, and dangerous occurrences (near miss accidents).

REPORTING ACCIDENTS, INJURIES AND INCIDENTS

Any employee who is taken ill or is injured, or who has knowledge of any dangerous occurrence must report the facts to their Manager without delay. In the absence of the Manager, then the Person-in-Charge at that time will, in cases of death, serious injury and reportable dangerous occurrence as specified in the Regulations, immediately inform the most senior person available. The Manager will also report the occurrence by the quickest available means to the enforcing authority. This is done by contacting the Incident Contact Centre, Caerphilly CF83 3GG (Tel: 0345 300 9923). Following any reportable accident or incident an online form F2508 will need to be completed. If there is no website access, the reportable incident can be phoned in and completed by the operator.

Prior to work starting on customer site, all engineers will be made aware of the nearest hospital with an A&E department.

In the event of serious injury or illness whilst working on customer site, the supervising engineer will telephone the emergency services.

REPORTABLE ACCIDENTS

Where any person whilst at work or as a work-related incident suffers:

- Any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes
- Any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
- Any burn injury (including scalding) which
 - Covers more than 10% of the whole body's total surface area (1 hand is approx. 1%)
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours

The responsible person must follow the reporting procedures as stated above where any person is incapacitated for routine work for more than seven consecutive days (excluding the day of the accident) as a result of an injury resulting from an accident arising out of or in connection with that work.

DANGEROUS OCCURRENCES

A dangerous occurrence is an unplanned and undesired occurrence (incident) which has the potential to cause injury and which may or may not cause damage to property, equipment or the environment.

In relation to Schedule 2 of the RIDDOR regulations examples of dangerous occurrences can be

- The collapse, overturning or failure of any load bearing part of lifting equipment
- The failure of any associated pipework forming part of a pressure system
- Any plant or equipment unintentionally coming into contact with overhead electrical lines or close proximity that caused a discharge of electric current
- Any explosion, fire or ignition at a site where the manufacturer or storage of explosives
- Any accident or incident which results, or could have resulted in, the release of a biological agent likely to cause severe human infection or illness
- The malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography
- The malfunction of breathing apparatus that causes significant risk of personal injury to the user or during testing immediately prior to use
- The complete or partial collapse of a substantial part of scaffolding more than 5 metres high any supporting part of any slung or suspended scaffold which causes a work platform to fall

NEAR MISS

A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near.

OCCUPATIONAL DISEASES

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent

ACCIDENT REPORTING

A report form will be electronically accessible and all accidents no matter how minor must be entered. All entries (no matter how trivial) will be reported to the Manager and Human Resources who will instigate any investigation or other action required and highlight any recurring problems, recommending, after any necessary consultation with the staff, corrective action.

All accidents that occur on customer site will be reported and recorded following the customer/prime contractor accident reporting process at the earliest convenience. A copy of which should be sent to Human Resource and the Manager for follow up.

SIGNAGE

Quadratek shall ensure that the appropriate signs are displayed indicating emergency escape routes; firefighting equipment; health and safety law poster; employer's liability insurance and the location of any first aid equipment.

HOUSEKEEPING

All work places and access ways must be kept clear of debris and obstructions and must be adequately illuminated. Particular attention should be given to fire escape routes and where vehicles operate. Materials must be stored in a safe manner. Workplaces must be maintained in good order at all times (including spillages and breakages). Quadratek shall ensure that only suitable and trustworthy trades people capable and available to carry out emergency works, e.g. glazing, plumbing, gas and electrical work shall be permitted to carry out work on Quadratek premises.

SLIPS, TRIPS AND FALLS

At all times work places within Quadratek premises shall be maintained in a tidy manner with no obstructions being allowed in any pedestrian or vehicle areas. In any workplace spillages, breakages or trip hazards must be cleared away immediately or cordoned off until such time as cleaning or removal can be carried out. Warning signs will be displayed. This includes obstructions caused by deliveries.

AUDITS, INSPECTIONS AND REVIEW

A Company Director will arrange for or carry out audits/inspections of each workplace in order to fully assess and identify potential hazards to employees, workers and visitors. This will include reviews of the fire risk assessment and risk/COSHH assessments.

On an annual basis, the health and safety policy will be reviewed and re-issued as a minimum. Interim amendments will be made if significant changes in legislation occur.

CONTRACTORS & SELF-EMPLOYED PERSONS

When contractors and self-employed persons are engaged to carry out any work they shall be suitably experienced and competent. In addition, they will show adherence to a suitable standard of safety and adhere to ensuring no persons are placed at risk due to their activities. Quadrated shall take up suitable references to ensure this if necessary.

Quadrated is required to provide proper first aid equipment to enable first aid to be given to any employees who are injured or become ill at work. As part of your site induction you should be advised who the first aiders are & where the first aid station is (consisting of an accident book and first aid kit). Check on the site notice boards for locations and first aiders if you can't recall who/location!

FIRST AID PROVISION

An assessment of first aid needs to be appropriate to the circumstances of the workplace and shall be conducted on a regular basis to determine first aid requirements, such as levels of qualified persons required. Quadrated shall ensure there are adequate trained persons in the workplace and that all employees are aware of who they are and how to contact them in the event of an emergency. Additionally, Quadrated shall ensure there is adequate first aid equipment available associated to the risks.

FIRST AID PROVISION ON CUSTOMER SITE

Adequate First aid provision on site will be documented in the risk assessment and confirmed as being suitable by the Manager or Senior Engineer. Any qualified first aiders in the Quadrated workforce will be identified by the Manager or Senior Engineer on arrival at site.

Engineers will, at the earliest opportunity, report a minor injury or illness to the senior engineer who will ensure the person concerned reports to the First-Aider/Appointed Person on duty. In their absence, the senior engineer will arrange for the person to go to their own doctor or to attend hospital for treatment

Check on the site notice boards for locations and first aiders if you can't recall who/location!

FIRE PRECAUTIONS AND ASSESSMENTS

Quadrated shall ensure that a fire risk assessment is carried out in compliance with Regulations for all premises. These steps will include ensuring that:

- a written emergency evacuation procedure is available and practised at least every six months
- there are adequate means of employees being made aware of a fire
- there is an adequate means of escape in the event of a fire
- escape routes are kept clear
- escape routes to have correct signs and adequate lighting
- sufficient firefighting appliances are available and properly maintained annually

- fire alarms and emergency lighting (where fitted) must be user checked weekly and by a competent person annually

FIRE PROVISION ON CUSTOMER SITE

Having received the site induction, all engineers will be aware of the fire regulations of the customer site. In the event of a fire, the alarm will be raised by using the building fire alarm system and the fire brigade will be called using the national 999 emergency number or the site emergency number. Small fires should be put out using a site extinguisher if safe to do so.

Upon hearing the fire alarm, all engineers should evacuate the site immediately, without collecting their possessions, and go to the site assembly point.

WORKING AT HEIGHTS

The Manager must identify situations where work is to be carried out on or near fragile surfaces, roofs or adjacent to unprotected edges, or at height (ladders, podiums, scaffolding, cherry pickers). Where work is sub-contracted an experienced contractor in this type of work shall be employed. Crawling ladders/boards and edge protection is always required on fragile materials and roofs and must be treated as an absolute minimum.

MANUAL HANDLING

When employees and workers are undertaking tasks, which pose a risk of injury through manual handling, the person immediately in charge of the operation will be responsible for carrying out an assessment of the risk. This may include the employee who is moving a box or crate and they should assess the risk to lifting items that are bulky or heavy, such as furniture and stationery. If aids are available, use them. Aids could include equipment such as cranes, forklift trucks, sack trucks, elevating platforms, etc. However, be aware, aids may not always be used because they are unsuitable.

The following factors/questions should be considered:

TASKS

- Is the load held or manipulated at a distance from the body?
- Does the task involve twisting the body?
- Does the task involve stooping?
- Does the task involve reaching upwards?
- Does the task involve excessive lifting or lowering distances?
- Does the task involve excessive carrying distances?
- Does the task involve excessive pushing or pulling of the load?
- Does the task involve a risk of sudden movement of the load?
- Does the task involve frequent or prolonged physical effort?
- Does the task involve insufficient rest or recovery periods?
- Does the task involve a rate of work imposed by a process?

- Additional information
 - Handling while seated
 - Team handling

LOAD

- Is the load heavy?
- Is the load bulky or unwieldy?
- Is the load difficult to grasp?
- Is the load unstable, or are its contents likely to shift?
- Is the load sharp, hot or otherwise potentially damaging?

WORKING ENVIRONMENT

- Are there space constraints preventing good posture?
- Are there uneven, slippery or unstable floors?
- Are there variations in level of floors or work surfaces?
- Are there extremes of temperature or humidity?
- Are there ventilation problems or gusts of wind?
- Are there poor lighting conditions?

INDIVIDUAL CAPABILITY

- Does the task require unusual strength, height, etc.?
- Does the job put at risk those who might reasonably be considered to have a health problem?
- Does the task require special information or training for its safe performance?

OTHER FACTORS

- Is Personal protective equipment or other clothing required

WORKING WITH HAND TOOLS

Many accidents occur when hand tools fall from heights, are tripped over, or placed in such a position that the cutting edges cause injury.

Many of these accidents would be prevented if every person who uses hand tools would remember and follow just four simple rules:

- Select the proper tools for the job
- Make sure they are in good condition
- Use them correctly
- Return tools to the ToolBox or stores at the end of each shift.

Once you have selected the proper tool for the job check it over:

- Is it in good shape?
- Is the handle secure and free of splinters?
- Is the cold chisel burred?
- Is the hand saw sharp?
- Keep your own tools in good shape, and also keep the tools provided by your employer in good condition. Quadrated employees should report all defective tools to their Manager.
- When not in use, make sure any hand tools are stored in a manner unlikely to be hazardous to others. Use boxes or other suitable containers.
- Make sure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected.
- Do not lay tools down so that they can fall, roll or be knocked over.
- Do not leave tools lying in walkways or any place where they could be tripped over

WORKING WITH POWER TOOLS & EQUIPMENT

- The continuing efficiency of all portable powered tools, like all other mechanical equipment, depends on regular care and maintenance. Tools should be regularly checked on issue from, and return to, the stores
- All tools which have exposed cutters should be switched off and held until they have stopped moving before being set down
- Operators should not wear any items of loose clothing which could become caught in moving parts of power tools
- Only 110-volt electrical powered tools are allowed on site. All equipment will be inspected before use. All power tools will have been PAT Tested and labelled accordingly. A copy of the Quadrated PAT register will be available for inspection at all times
- The efficient and safe use of all powered tools can come only through proper training, proper maintenance and from adequate supervision on site. Too many accidents have occurred through the use of these tools by untrained, unskilled labour. No-one should use a power tool unless he/she has been given instruction on it.
- If machines are designed to be used with guards, never start the machines unless the guards are firmly in place.

WORKING IN CONFINED SPACES

Many accidents can be avoided if supervising staff and operatives are properly trained and the work carried out on a Permit-to-Work system. People engaged on such operations must be physically and mentally suitable and properly trained for the job.

The following checklist is a reminder:

- Dangerous atmospheres can arise when there is a lack of oxygen or when toxic or flammable gases are present

- In no circumstances should you enter a confined space (trench, manhole, tank, bored pile, foul sewer) without instructions from the supervisor
- Equipment for testing the atmosphere before you enter and at regular intervals must be provided and used by a competent person. You must not enter the confined space until he is satisfied that entry is safe. Testing must continue while you are working inside, and you must leave immediately if told to do so
- Adequate fresh air ventilation must be provided in appropriate circumstances
- All necessary safety and rescue equipment must be available on site at the actual location
- Make sure that you have been trained in the use of the safety and rescue equipment by a competent person
- Wear the protective clothing provided
- Do not eat, drink or smoke
- Wash your hands at the end of each shift

DRIVING

Drivers of any vehicle whilst conducting business on behalf of Quadrated should not drive whilst under the influence of drink or drugs or whilst significantly tired. Drivers should monitor the condition of vehicles used for business purposes particularly tyres, brakes and any other item that will affect the safety of the vehicle. Drivers are responsible for checking the vehicle is not overloaded.

NOTE: On no account must a driver use a hand-held phone when driving.

Compliance with Quadrated requirements in respect of age of vehicle and roadworthiness, adequate and sufficient insurance and where appropriate a current MOT, must be complied with; as should their licence defining capability and authorisation to drive the type of vehicle in question. Drivers must report potential prosecutions, convictions and endorsements to their Manager both at the time of offence and on conviction.

HAZARDOUS SUBSTANCES (COSHH)

All Managers should identify any substances hazardous to health within their area of supervision and ensure a COSHH assessment is carried out. Hazardous substances have information regarding their contents, emergency procedures, and type of hazard on their labels. Manufacturers also issue Product Safety Data Sheets which can be requested if they are not delivered with the product. These should form a basis for the COSHH assessment.

ASBESTOS MANAGEMENT

Quadrated shall ensure it complies with the "Control of Asbestos at Work Regulations 2012" in respect of any premises it controls. This will include developing a plan to manage any asbestos present and to make any found safe i.e. render it such that it will not present risk to employees or others who may visit the premises. This does not always mean removal, it is often possible to treat it/seal it in-situ or simply monitor its condition. Where appropriate, Quadrated shall comply with its obligations in respect of premises owned by Quadrated in respect of the appointment of specialist asbestos surveyors and implementation of any recommendations. Where Quadrated

is based in premises owned by another person such as a landlord and the presence of asbestos is suspected, the person responsible for the premises shall be notified by Human Resources at the earliest opportunity.

A number of engineers are Asbestos awareness trained.

PERSONAL PROTECTIVE EQUIPMENT

Quadratek shall ensure that suitable personal protective equipment (PPE) will be provided for all persons who may be exposed to risks to their health or safety, except where the risk has been adequately controlled by other means. An assessment of the PPE required shall be made as appropriate.

Please refer to our 'Personal Protection Policy' for more detail

EMPLOYMENT

Quadratek is committed to ensuring that the premises are safe for employees and workers and in particular:

- Young persons (i.e. those under 18 years of age) will only be employed where circumstances allow adequate supervision, and only after an assessment has been made of the risks involved in the type of work for which they are employed. Where plant, machinery or work equipment is to be used, the young person will be trained by a competent person and be under constant supervision
- Expectant mothers could be affected by hazards to a greater extent than other employees
- Employees who become pregnant should advise their Manager as soon as this becomes confirmed on confidential basis so that a risk assessment of their duties can be carried out. Where there is an unacceptable risk, Quadratek shall seek alternative roles within Quadratek
- In accordance with the Disability Discrimination Act 1997 (as amended 2005), a suitable and sufficient assessment will be made prior to the employment or placement of persons falling within the scope of the Act, and of the facilities and access arrangements. Very careful consideration will be given to ensure the Health, Safety and Welfare of such persons especially the procedures dealing with emergencies and where necessary the evacuation of sites or premises
- No-one shall knowingly be permitted or required to work while his or his ability or alertness is so impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury