

Phoenix Network Communications Ltd

HEALTH AND SAFETY POLICY

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Phoenix Network Communications Ltd

HEALTH AND SAFETY POLICY

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Phoenix Network Communications Ltd

HEALTH AND SAFETY POLICY

Statement of General Policy

It is the policy of Phoenix Network Communications Ltd to give prime importance to the health, safety and welfare of its employees whilst at work. This is considered to be a responsibility equal to that of any other function. As well as recognising that in order to achieve and maintain the high standard required, all employees must be aware of, and accept their respective responsibilities. Phoenix Network Communications Ltd are committed to continual improvement.

To comply with the Health and Safety at Work etc. Act 1974 and its associated legislation, the Company will, through its organisational arrangements, take all reasonable practicable steps to ensure the health, safety and welfare at work of its employees and all persons likely to be affected by its operations, including contractors, visitors and the public where appropriate by the provision of:

- safe systems of work to ensure the working environment is safe and healthy;
- plant and equipment which is maintained in a safe condition;
- adequate information, instruction, training and competent supervision for employees;
- procedures to ensure all materials and substances are used in a safe manner;
- appropriate emergency treatment of any injuries which occur at work;
- notices and procedures for the safe evacuation in the event of fire or other emergency;
- suitable personal protective equipment;

The Company will ensure that there exists adequate facilities for effective consultation between management and employees representatives on matters of health, safety and welfare.

This Policy will be reviewed as appropriate to reflect the continuing commitment in promoting high standards of health, safety and welfare within the structure of Phoenix Network Communications Ltd.

Signed Date

Managing Director

Phoenix Network Communications Ltd.

Phoenix Network Communications Ltd

HEALTH AND SAFETY POLICY

Statement of Environmental Policy

Phoenix Network Communications Ltd recognises that it has a legal and moral responsibility to manage its activities in such a way so as to reduce the detrimental impact on the environment.

To this end Phoenix Network Communications Ltd will adopt a philosophy of “beyond minimum compliance” at all levels of its operations to ensure that the impact of pollution and environmental disruption is reduced as much as possible.

This will involve:

- compliance with environmental legislation;
- promoting a waste reduction and recycling philosophy within the company;
- planning, and designing, work systems and practices so as to give due consideration to their potential environmental impact;
- so far as is possible preventing the illegal deposit, disposal or treatment of controlled waste by any person where that waste is under the control of the company;
- using only licensed and authorised waste carriers;
- ensuring considered use of resources of all kinds, including the promotion of recycled and recyclable materials wherever possible;
- establishing company procedures to ensure that waste is managed in line with legislation and that all parties involved in the waste production, transportation, transfer and disposal process comply with their Duty of Care regarding waste control;
- periodically reviewing environmental legislation to which the organisation’s activities are subject to ensure continued compliance with both the letter and spirit of legislation.

Protecting the environment not only makes good commercial sense but is also an investment in our future, both short term and long term. Phoenix Network Communications Ltd are therefore firmly committed to adopting this Policy as a means to achieving this.

Signed Date

Managing Director
Phoenix Network Communications Ltd.

Phoenix Network Communications Ltd

HEALTH AND SAFETY POLICY

Part One

Organisation and Responsibilities

This policy sets out the obligations of Phoenix Network Communications Ltd, both legally and morally, under the provisions laid down by the Health and Safety at Work etc. Act 1974 in so far as it is reasonably practicable to:

- provide and maintain plant, equipment and systems of work, that are safe and without risk to health;
- make arrangements to ensure safety and the absence of risk to health in connection with the use, handling, storage and transportation of articles and substances;
- provide information, instruction, supervision and training to ensure the health and safety of employees;
- provide and maintain means of access and egress to the workplace, which is safe and without risk to health;
- provide and maintain a working environment which is safe and without risk to health, together with the provision of adequate welfare facilities for employees;
- recognise its duty and responsibility, not only to its employees, but for other people (visitors, trespassers, etc.) in connection with its activities at work.

The organisation and allocation of responsibilities and duties for the implementation of this Policy are set out below.

ORGANISATION

- 1.1 In order to effectively operate the Company Health and Safety Policy it is essential for all employees to be aware of, and understand, the Policy and to know the organisation which exists to deal with matters relating to health and safety.
- 1.2 Health and safety is an integral part of employees' duties and must be regarded as such and not as a separate function. Therefore, the normal channels of communication should be used for all matters relating to health and safety, from senior management to operative and vice versa. See Organisation Chart at Appendix 1.
- 1.3 To supplement the normal channels of communication, a Health and Safety Consultant has been appointed to provide advice, when requested, on the health and safety performance of the Company's activities, and to make recommendations to the management and employees on health and safety matters.

1.4 Health and Safety Consultants.

- a. The Health and Safety Consultants appointed to assist the Company are:

**Derwent Safety Centre Ltd
Chester Court
Alfreton Road
Derby
DE21 4AB**

**Tel: 01332 204144
Fax:01332 200344
Email: info@derwentsafetycentre.co.uk**

- b. **Derwent Safety Centre**, will, when requested:
- i. undertake site inspections, and provide a written report on the findings to the Directors for action/advice;
 - ii. Investigate any incident or accident resulting in major injury to employees or others;
 - iii. provide advice and guidance, and assist with the preparation of risk or COSHH assessments, etc. as instructed;
 - iv. endeavour to check during any site visit that all operations, substances, plant, tools and equipment are used in accordance with current regulations, codes of practice or guidance and report on changes in current practices;
 - v. promote high standards of health and safety compliance.

RESPONSIBILITIES

- 1.5 **Managing Director.** The Managing Director has ultimate responsibility to ensure, in so far as is reasonably practicable, that procedures and systems are allocated suitable and sufficient resources to enable other employees to deliver the policy objectives. The specific areas of responsibility for the Managing Director is to:
- a. be familiar with the broad requirements of the Health & Safety at Work etc. Act 1974 and other relevant codes of practice and safety legislation applicable to the Company's operations;
 - b. ensure the Company's Health and Safety Policy is reviewed and updated regularly and communicated to all employees;
 - c. ensure that consultation is entered into with staff in order to ensure compliance with the Policy and Company procedures;

- d. ensure that the Company's premises meet the necessary safety requirements, especially with respect to means of access and egress, welfare and evacuation in the event of an emergency;
- e. ensure that a fire risk assessment is undertaken by a competent person for the premises, that adequate fire fighting equipment is provided and maintained, that fire drills are instigated and tests recorded in a fire log, and that all statutory notices are properly displayed and escape routes clearly marked;
- f. arrange for specific assessments and appropriate procedures to control the risks relating to work activities likely to increase the likelihood of work related stress;
- g. ensure when budgeting for the Company and in tendering for and the planning of contracts, suitable account is taken and adequate resources allocated for the creation of a safe and healthy working environment;
- h. arrange all necessary insurances and ensure procedures to investigate and report on incidents and accidents are put in place, whether or not they result in injury or damage.
- i. The Managing Director may delegate the day to day operational duties to the Director/Project Manager but will ensure:
 - i. suitable account is taken and adequate resources allocated for the creation of safe working conditions, systems, employee training and appropriate equipment;
 - ii. high standards with regard to health and safety matters are demonstrated by senior personnel.

1.6 **Director/Project Manager.** The Director/Project Manager has delegated day to day responsibilities, under the direction of the Managing Director, for implementing the Company's Health and Safety Policy. It is therefore the duty of the Director/Project Manager to understand and work in accordance with the Company's Health and Safety Policy and to:

- a. be familiar with the broad requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations, the Regulatory Reform Order (Fire Safety) Regulations, the Workplace (Health, Safety and Welfare) Regulations, the Construction (Design & Management) Regulations, the Work at Height Regulations, the Electricity at Work Regulations, relevant Environmental legislation, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and other relevant codes of practice and safety legislation applicable to the Company's operations;
- b. liaise and consult with the Managing Director/other Managers to determine appropriate administration and procedures for the implementation of the Company's Health and Safety Policy;
- c. ensure company vehicles and plant used is maintained in a road worthy and safe condition with appropriate insurance, operator/driver licenses and appropriate authorisation;

- d. provide staff, especially new employees, apprentices and other young persons with suitable and adequate information, training and supervision for all their operations/activities and where necessary ensure young persons and expectant mothers are not exposed to hazardous substances or required to undertake tasks likely to cause risk as a consequence of their activities or age;
- e. ensure that suitable and sufficient risk assessments are undertaken for Company work activities and that the appropriate preventative and protective measures are implemented to protect employees and others at work, and in addition arrange for the necessary assessments, and appropriate procedures to control any risks relating to the following:
 - i. significant manual handling operations;
 - ii. work-related driving activities;
 - iii. use of equipment to reduce vibrating injuries;
 - iv. high noise levels;and ensure clear and concise information relative to the necessary control procedures are communicated to the appropriate employees;
- f. prepare, or arrange for, suitable method statements/safe systems to be implemented;
- g. consult with the appointed Health and Safety Consultants, where appropriate, in the preparation of any Health and Safety Plan required under the Construction (Design and Management) Regulations and determine at the planning stage, suitable and appropriate systems and methods of working on sites, in order that the work may be carried out in safe conditions, and that the requirements of the relevant safety legislation can be observed;
- h. give regard to health and safety when preparing any design, in so far as:
 - i. ensuring that the design includes adequate information about any aspect of the work or materials (including articles or substances) which might affect the health or safety of any person at work;
 - ii. combatting risks at source and giving priority to control measures which protect the whole workforce rather than individuals;
 - iii. co-operating with the CDM Co-ordinator and with any designer in connection with the same project to enable them to comply with their duties under relevant legislation;
 - iv. identifying the likely environmental impact and requirements to control hazardous and other wastes;
 - v. avoiding the need for persons to work at height;
 - vi. consideration of any fire prevention and emergency procedures to suit;

- i. obtain hazard data sheets from suppliers or manufacturers relating to hazardous substances or materials and arrange for COSHH (Control of Substances Hazardous to Health) assessments to be written;
- j. ensure that any Contractors employed by the Company have their health and safety competence assessed before their appointment and that they comply with their own policy and procedures and those of the Company that apply to their work activities;
- k. ensure that rates negotiated for work carried out by any Contractors includes all necessary safety precautions;
- l. ensure that first aid provisions and a competent first aider or an appointed person with appropriate first aid training is available to render first aid to employees;
- m. ensure procedures to investigate and report to the Managing Director all incidents, accidents and 'near misses, are put in place, whether or not they result in injury or damage, and that any such incident, accident or near miss, is investigated to prevent recurrences where reasonably practicable;
- n. ensure the appropriate enforcing authority are advised of any reportable injury, disease or dangerous occurrence [within the context of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)], as soon as it is practical to do so, and ensure that a thorough and effective investigation is carried out;
- o. demonstrate high personal standards in relation to health and safety matters.

1.7 **Installation Manager.** The Installation Manager has delegated responsibilities under the direction of the Directors for implementing the Company's Health and Safety Policy. It is therefore the duty of the Installation Manager to understand and work in accordance with the Company's Health and Safety Policy and to:

- a. be familiar with the broad requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations, the Construction (Design & Management) Regulations, the Work at Height Regulations, the Electricity at Work Regulations, the Control of Substances Hazardous to Health Regulations and other relevant codes of practice and safety legislation applicable to the Company's operations;
- b. ensure that staff, especially new employees and apprentices receive suitable and adequate training for all their operations/activities and they are aware of the emergency procedures and their respective responsibilities;
- c. provide adequate instruction to all personnel under his control on safety procedures relating to the use of a hazardous substance or any other safe system/method of work to be implemented;
- d. co-operate, so far as is reasonable, with other Contractors / Clients on site to create and maintain safe working conditions and adequate emergency procedures, and ensure suitable welfare facilities are in place;

- e. arrange or issue Permits to Work for hazardous operations, when necessary;
- f. arrange for systematic inspections of tools, plant and equipment by a competent person to ensure that only properly maintained and safe work equipment is used, and records are made in the appropriate register(s);
- g. ensure that employees in his charge are aware of the nature and location of first aid provisions, fire precautions and other emergency procedures on any site whilst engaged on the Company's business;
- h. ensure that the Director/Project Manager is advised of all accidents, reportable injuries, diseases or dangerous occurrence [within the context of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)], as soon as it is practical to do so and to assist in ensuring that a thorough and effective investigation is carried out;
- i. advise on the suitability of Personal Protective Equipment (PPE) selection, training and information required by operatives, and ensure that adequate PPE is available, provided to employees and used wherever appropriate;
- j. reprimand any member of staff for failing to discharge safety responsibilities satisfactorily and when necessary take appropriate action when notified of such disregard by supervisory staff or safety representatives/advisors;
- k. demonstrate high personal standards in relation to health and safety matters.

1.8 **Sales Manager.** The Sales Manager has delegated responsibilities under the direction of the Managing Director for implementing the Company's Health and Safety Policy. It is therefore the duty of the Sales Manager to understand and work in accordance with the Company's Health and Safety Policy and to:

- a. be familiar with the broad requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations, the Construction (Design and Management) Regulations, the Electricity at Work Regulations and other relevant codes of practice and safety legislation applicable to the Company's operations;
- b. liaise with the Director/Project Manager to determine suitable safety procedures/mechanisms are in place;
- c. ensure that employees in his charge report any accident, regardless of severity and that details are recorded in the Company's accident book and the Directors are advised accordingly as soon as is practical;
- d. ensure if costing and estimating work, suitable allowances are made for compliance with company health, safety and environmental procedures;
- e. discipline any employee under their control who fails to meet the Health and Safety requirements laid down by the Company and at all times demonstrate high personal standards in relation to Health and Safety matters.

- 1.9 **Office Manager.** The Office Manager has delegated responsibilities under the direction of the Managing Director for implementing the Company's Health and Safety Policy. It is therefore the duty of the Office Manager to understand and work in accordance with the Company's Health and Safety Policy and to:
- a. be familiar with the broad requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations, the Workplace (Health, Safety and Welfare) Regulations, the Display Screen Equipment Regulations and other relevant codes of practice and safety legislation applicable to the Company's operations;
 - b. ensure, where appropriate, that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer and that staff required to use office equipment or machinery are trained in its use and are not permitted to carry out any repairs unless competent and authorised;
 - c. arrange for the necessary assessments, and ensure appropriate procedures are put in place, to control the risks relating the use of display screen equipment within the Company's offices;
 - d. ensure that first aid provisions within the office are adequate and that details of all accidents are recorded in the Accident Book and the Directors are notified as soon as is practical;
 - e. ensure that office workstations and other furniture is set out and maintained to ensure both the safety of staff and visitors, that corridors, walkways etc. are kept clear and free from obstruction and work areas are equipped with adequate lighting and signage;
 - f. demonstrate by example, high standards in promoting the application and discipline required for effective Health and Safety practices.
- 1.10 **Engineers.** It is the duty of Engineers to work in accordance with the Company's Health and Safety Policy and also to :
- a. be familiar with the broad requirements of the Health and Safety at Work etc. Act 1974 and other relevant codes of practice and safety legislation applicable to the Company's operations;
 - b. only use/operate tools or equipment on which they have been trained and are competent and ensure that they are free from defect and only used for the purpose for which they were intended;
 - c. wear safety footwear at all times and use, where necessary all protective clothing and safety equipment provided, e.g., safety helmets, goggles, respirators etc. in accordance with site rules;
 - d. report to senior staff promptly, any defects in tools, plant or equipment or any potential unsafe activity or place;
 - e. co-operate with management in the correct use of personal protective equipment and not to misuse facilities and to report any defects or loss immediately;

- f. take steps to identify the location of any first aid provision, the fire precautions and any other emergency procedures on any site whilst engaged on Company business;
- g. not to take unnecessary risks. Be personally concerned for their own safety as well as of others, particularly new employees and apprentices and demonstrate by example high standards in promoting the application and discipline in health and safety practices, especially by using appropriate protective equipment;
- h. not play dangerous or practical jokes or engage in 'horseplay' or verbally abuse others on site;
- i. report any injury sustained by themselves, to site management, which results from an accident at work, even if the injury does not stop them from working;
- j. not to abuse or misuse welfare facilities that are provided for their benefit and also to consider the needs of others required to use the same facilities;
- k. ensure details of any accident is recorded/reported promptly to the Installation Manager and/or the Director/Project Manager ;
- l. suggest to Management ways to eliminate hazards or improve safe working methods.

1.11 **Administrative/Office Staff.** (The term Administrative Staff refers to and includes Accounts personnel and other personnel employed by the company, unless specifically mentioned elsewhere within this Policy.) It is the duty of all Administrative Employees to work in accordance with the Company's Health and Safety Policy and procedures and to:

- a. familiarise themselves in principle, with the broad requirements of Health and Safety and other applicable safety, health and environmental procedures contained/noted on the HSE "What You Need To Know (2009) Poster";
- b. co-operate and give consideration to and with others in creating a safe and harmonious working environment;
- c. report promptly any unsafe working practices, faulty equipment/machinery or potential hazards likely to endanger the health and safety of themselves or others;
- d. advise the appropriate Manager of any ergonomic (postural) concerns or problems encountered when using display screen equipment;
- e. ensure that clothing, and particularly footwear, worn at work, is suitable for the working environment;
- f. record/report any injury/accident in the Company's Accident Book;
- g. not to try to use, repair or maintain any office equipment or machinery, or carry out any work activity which may be hazardous to health and safety, or for which full instructions or training has not been provided;

- h. ensure that office floors, doorways, etc. are kept clear and free from obstruction, trailing wires, open desk or filing cabinet drawers or doors;
- i. remember that safety is a priority with Phoenix Network Communication Ltd and to always act accordingly.

1.12 **Contractors.** Any sub-contracted company engaged by Phoenix Network Communications Ltd will be required to:

- a. be demonstrably familiar with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety Regulations, and other relevant codes of practice and safety legislation applicable to their operations;
- b. comply with Phoenix Network Communications Ltd's Health and Safety Policy and ensure that their own company policy and procedures are made available on site whilst work is carried out, along with any relevant general health and safety method statements and risk assessments;
- c. provide site specific method statements prior to commencing any high risk activities. The method statement must be agreed with Phoenix Network Communications Ltd before work begins and information made available to persons concerned;
- d. ensure their work is carried out in accordance with the relevant statutory provisions, taking into account the safety of others on the site and the general public;
- e. ensure that their own operatives, contractors, visitors, etc. comply with all applicable site rules where work is being undertaken, for the purposes of compliance with health , safety and environmental procedures;
- f. ensure that all plant or equipment brought onto site by their employees is safe and in good working condition, fitted with any necessary guards and safety devices, together with any necessary certificates and/or an in-date copy of the 'Certificate of Last Thorough Inspection' for any lifting appliance before work commences;
- g. ensure that no power tools or electrical equipment of greater voltage than 110 volts are brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and be in good condition;
- h. not permit their employees to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless specifically authorised;
- i. report immediately to Phoenix Network Communications Ltd, any injury sustained or damage caused by their employees or persons under their control;
- j. ensure that their employees comply with any safety instructions given by Phoenix Network Communications Ltd or their nominated Health and Safety Advisor;
- k. ensure that suitable welfare facilities and first aid arrangements are available for their employees in accordance with Regulations unless arrangements have been made for their employees to use Phoenix Network Communications Ltd's facilities;

- l. ensure that any material or substance brought onto site which has health, fire or explosion risks is used and stored in accordance with Regulations and current guidance and that information is provided to any other person who may be affected on site. An assessment of risk associated with any substance or process hazardous to health which will be used on the site must be provided to Phoenix Network Communications Ltd before work commences;
- m. ensure that workplaces are kept tidy and all debris, waste materials, etc. cleared as work proceeds.

1.13 **Company Transport.** It is the duty of all drivers when using a vehicle on Company business, [this will also apply when driving a privately owned vehicle] to comply with the requirements of Road Traffic Act and other relevant guidance or regulations and to:-

- a. make regular inspections of their vehicle for obvious defects and ensure that any defect in their vehicle is reported immediately to the Director/Project Manager and is attended to;
- b. drive in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving long distances to ensure regular breaks are taken to prevent the onset of fatigue;
- c. ensure when driving on sites that consideration is given to the conditions of temporary access road or roads that are under construction and being used for access purposes;
- d. report all accidents or damage, however minor, to the Director/Project Manager;
- e. ensure any traffic violations which may result in prosecution are reported to the Director/Project Manager ;
- f. ensure the vehicle is serviced in accordance with the manufacturer's requirements;
- g. check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. before each journey;
- h. not drink alcohol or take medication which could affect one's driving ability before driving a vehicle;
- i. not smoke in work vehicles at any time unless used by the same person and passengers are never carried;
- j. ensure, before reversing, that there are no obstructions or people behind the vehicle. The use of a banksman whilst on sites should be considered;
- k. Only use mobile telephones in an emergency whilst driving, and then only if the vehicle has a fully fitted hands free version;

1. The drivers of vehicles attending site will, in addition:
 - i. wear correct safety footwear and protective clothing as they are exposed to the same hazards as others on site when not in their vehicle;
 - ii. always report to the Site Office or Site Foreman before travelling around any site.

MONITORING THE EFFECTIVENESS OF THE POLICY

- 1.14 To demonstrate the Company's commitment to continually improve and to promote high standards of health and safety throughout the organisation the following arrangements are considered to be essential elements to ensure suitable safety standards are maintained:
- a. regular and systematic inspections of workplaces and methods of work will be carried out by the Directors, with, if necessary, the assistance of the appointed Health and Safety Consultants when requested;
 - b. where inspections by designated staff reveal trends that may carry a risk to health and safety, the Directors and, where necessary, the Health and Safety Consultants will liaise to develop and implement remedial programmes;
 - c. the training needs of all employees will be determined, with special regard to new starters and young persons, (i.e. induction training etc.), considering any changes of work activity and / or exposure to new work equipment, substances and systems, to enable them to carry out their work without undue risk to their health and safety.

Phoenix Network Communications Ltd

HEALTH AND SAFETY POLICY

Part Two

Arrangements

CONSULTATION

- 2.1 It is the intention of the Company to consult with employees on health and safety matters to motivate staff and make them aware of health and safety issues. Consultation with staff will include:
- a. the right of a trade union to appoint a safety representative where particular circumstances legally permit such an appointment, and will reasonably co-operate with the prescribed function of each safety representative.
 - b. any change which may substantially affect their health and safety at work, for example in procedures, equipment or methods of working;
 - c. the arrangements for competent people to assist the Company in implementing health and safety legislation;
 - d. the information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or remove these risks and what they should do if they have to deal with a risk or danger;
 - e. the planning and future needs for health and safety training;
 - f. any health and safety consequences of introducing new technology.

MANAGEMENT OF CONTRACTORS

- 2.2 The Company will plan, co-ordinate, control and monitor the activities of contract companies to effectively minimise the risks presented to employees, other persons on site and the public.
- 2.3 The Company shares its duty of care with Contractors to ensure that all reasonably practicable precautions are taken to safeguard their own employees, other persons on site and the public. Contractors who are self-employed carry the same responsibilities as an employer to make proper provision for health, safety and welfare during their activities on site.
- 2.4 Contractors have duties under the Health and Safety at Work etc. Act to take all reasonably practicable steps to supply, erect and install plant and equipment and to use substances which will be safe and without risk to health when being set, used, cleaned and maintained by any persons at work.
- 2.5 All materials, tools and equipment must comply with current legislation and be safely stored.

- 2.6 Prior to the commencement of work, the responsibilities of the main Contractor and any sub-contractor will be defined in writing. Where work with any foreseeable high hazard is to be undertaken the Contractor will produce a method statement, indicating safe systems of work. In particular, a method statement will be required for work involving:-
- a. the use of substances likely to create an explosive atmosphere;
 - b. lifting operations;
 - c. potential fire risks;
 - d. electrical work;
 - e. toxic and other harmful substances;
 - f. excavations/demolition;
 - g. removal of materials containing asbestos.
- 2.7 Contractors must adhere to the following:
- a. report all accidents and dangerous occurrences to the occupier without delay;
 - b. follow systems of work, including permits to work, as advised by the occupier/client;
 - c. adequately guard and appropriately use plant and machinery;
 - d. all electrical equipment and electrical work must comply and be maintained in accordance with the Electricity at Work Regulations 1989 and the HSE 'Electricity at Work - Safe Working Practices' publication;
 - e. minimise noise from equipment and provide and use ear protection where the first action level or peak action level is exceeded;
 - f. familiarise themselves with the fire and hot work procedures;
 - g. ensure that hazardous and dangerous substances are used, stored and disposed of safely, in accordance with the relevant legislation;
 - h. supply employees with appropriate personal protective equipment where required;
 - i. ensure vehicles are in good working order, and parked within the requirements of the occupier's rules;
 - j. all unwanted materials must be removed and the work area left clean and tidy on completion of each days work.

VISITORS

- 2.8 Visitors to any of the Company's premises are required to report to the Reception Office on arrival. Visitors will receive a brief health and safety induction and are expected to conform to the rules and regulations during the time they are on the Company premises.

FIRE AND EVACUATION PROCEDURES

- 2.9 A fire risk assessment will be carried out at all company premises by the responsible person following which the necessary provisions will be made:
- a. a fire drill and emergency evacuation procedure will be provided at each work site/office. Appropriate written procedures will be displayed (to include other contractors' employees, where appropriate, and the Company's employees) on sites deemed necessary by the number of persons or situations;
 - b. fire detection and suitable extinguishers will be provided and regularly maintained, at least annually;
 - c. fire exit doors and escape routes will be identified and maintained free from obstructions. All displayed signs will be in accordance with the colours and pictograms set out in the Health and Safety (Safety Signs and Signals) Regulations;
 - d. employees will be provided with sufficient information, instructions and training on the appropriate precautions and actions to be taken in order to enable them, and other relevant persons, to get to a place of safety;
 - e. a fire log book will be provided at each office/work site and kept up to date, recording at prescribed intervals details of fire drills, instruction, equipment checks and testing (depending on the size of the contract or number of employees).

ACCIDENT AND ILL HEALTH PREVENTION

- 2.10 It is the intention of the Company to ensure that reasonable measures are taken to prevent accidents or any ill health conditions arising out of or in connection with a work activity. The Company considers that the prevention of accidents and ill health can only be successful with the co-operation of all employees with regard to:
- a. safe working practices and procedures, both written and verbal provided by the Company;
 - b. the correct use of plant and equipment, safety devices and personal protective equipment;
 - c. attendance and adherence to all relevant instruction and training;
 - d. assisting with the Company's policy of a pro-active approach to health and safety;
 - e. being aware that health and safety is an integral part of all work activities;

- f. working towards keeping accidents and lost time injuries to a minimum by eliminating any recurring personal injuries etc.

2.11 **First Aid and Reporting of Accidents.**

- a. The Company will provide adequate and appropriate first aid equipment and facilities for employees at work. In addition, suitable persons will be appointed to take responsibility for administering first aid, replenishing and maintaining the equipment and facilities provided.
- b. The Company will decide what is adequate and appropriate in relation to each work location giving regard to the number of employees, the nature of the work and the associated hazards, the location and distribution of the site and the proximity of the nearest hospital accident and emergency facilities. Travelling first-aid kits will be provided where remote or lone work is carried out.
- c. An accident book will be kept and completed on all Company premises or sites where the Company employs five or more people. On sites where the Company employs less than five people accidents will be recorded in the accident book held at the Company's head office.
- d. The Company will report certain injuries and dangerous occurrences associated with work, to the appropriate enforcement authority. Where the accident is of a type that is required to be reported, the initial report will be by the quickest means, ie telephone followed up by a written report on the Health and Safety Executive Form F2508 within ten days. In the case of a 'more than three day' accident, then the Company will submit a written report within ten days of becoming aware of the situation.

2.12 **Accident Investigation.**

- a. All accidents and incidents which are reportable to the Health and Safety Executive, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, will be investigated and a report of findings produced. The investigation and any resultant recommendations will focus on seeking and eliminating 'root causes' of such accidents / incidents.
- b. Other accidents / incidents will be investigated to the degree deemed appropriate by management and may or may not result in the production of a written report.

GENERAL SAFE WORKING PRACTICES

2.13 **Management of Health and Safety at Work.** The duties within the Management of Health and Safety at Work Regulations overlap with many existing regulations, therefore compliance with the duty in the more specific regulation will normally be sufficient to comply with the general duties imposed by the Management of Health and Safety at Work Regulations.

- a. The Company will therefore fulfill its general obligations to:
 - i. undertake an assessment of the risks to the health and safety of their employees and to other persons arising out of, or in connection with, their work;
 - ii. make appropriate arrangements for effective planning, organisation, control, monitoring and reviewing of the preventative and protective measures implemented;
 - iii. undertake such health surveillance as is appropriate in relation to the risk to employees' health and safety identified in the assessment;
 - iv. appoint one or more competent persons to assist in undertaking the above.
- b. The Company will, in more detail, address the following duties as far as is reasonably practicable:
- c. **Risk Assessment.**
 - i. The Company will undertake suitable and sufficient risk assessments, taking account of the 'principles of prevention', in accordance with contemporary risk assessment procedures.
 - ii. Risk assessments will take into account potential hazards which could be encountered by its employees and non-employees who may be affected by its undertaking. These hazards may be routine or those that may be encountered in an emergency, eg. fire.
 - iii. If the assessment determines that the risk is not suitably controlled, additional control measures will be introduced, as appropriate, to reduce the risk.
 - iv. When appropriate, safe working procedures will be developed and adhered to, as a means of controlling risk. All employees will be provided with the relevant information and instruction as to the risk(s) highlighting the necessary preventative and protective measures required.
- d. **Drugs and Alcohol.**
 - i. Employees reporting for work under the influence of drugs or alcohol will be prevented from working and appropriate further disciplinary action will be taken.
 - ii. Any illegal drugs found will be removed and passed on to the appropriate authorities.

- iii. Employees who are under the influence of drugs and alcohol are a potential risk to both themselves and others. The Company will encourage them to seek advice and help.
 - iv. The consumption of alcohol during work hours, including meal or other breaks, will be prohibited. Breach of this rule will be regarded as gross misconduct.
 - v. Drivers who are convicted of driving Company vehicles whilst under the influence of drugs or alcohol will be subject to the Company gross misconduct procedures.
- e. **Stress.** The Company recognises that excessive work pressures and demands may affect employees health and safety in numerous ways. Any employee who feels that their work is causing them an unacceptable level of stress is encouraged to discuss the matter with their managers who should seek to address the issues. Management will endeavour to recognise stress indicators in employees and equip themselves with the necessary skills to manage the issues and support their staff.
- f. **New and Expectant Mothers.** A suitable and sufficient risk assessment will be carried out for new and expectant mothers to ensure that their health and safety is not put at risk. The assessment will take into account their working conditions and hours of work, and any suitable preventative or protective measures will be discussed with the individual.
- g. **Young Persons.** Where young or inexperienced persons are employed, a risk assessment will be carried out to determine suitable preventative and protective measures to reduce risk to their health and safety. Such measures may include increased supervision and/or limiting working procedures until such employees have the experience and competence to work safely.
- h. **Work-Related Road Safety.** A suitable and sufficient risk assessment will be carried out for work-related driving activities undertaken in company time or on behalf of the company. It shall determine that risks are effectively managed to ensure the safety of employees and others. The assessment should ensure that:
- i. drivers hold appropriate licences and are competent and capable of doing their work in a way that is safe for them and other road users;
 - ii. drivers are sufficiently fit and healthy and are able to satisfy the eyesight requirements set out in the current Highway Code;
 - iii. the vehicle is maintained and fit for the purpose for which it was designed;
 - iv. work schedules are realistic and take sufficient account of rest periods and times when drivers are most likely to feel tired;
 - v. journey distances are planned to avoid fatigue caused by driving excessive distances without appropriate breaks.

- i. **Instruction, Information and Training.**
 - i. The Company will take into account the health and safety capabilities of all employees, and ensure that they are provided with adequate and comprehensive health and safety information, instruction and training upon starting their employment, and upon being exposed to new or increased risks due to a transfer of responsibilities, the introduction of new work equipment or technology.
 - ii. Refresher/additional training will be identified and repeated where appropriate, to take into account any new or additional safety procedure to adequately control the risks to the health and safety of employees.
- j. **Health Surveillance.** The company will assess the risks to the health and safety of employees and provide health surveillance as is appropriate to the risks identified by the assessment.
- k. **Blood Borne Viruses.**
 - i. An assessment of the risk of blood borne viruses will be undertaken for operatives who may be exposed to needles during operations. This assessment will consider the need for immunisation.
 - ii. All operatives who may be exposed to Blood Borne Viruses will be informed of the hazards, how to recognise them and the precautions to take to minimise risk. The precautions include covering exposed skin with waterproof dressings, gloves, the necessity of good hygiene procedures, avoidance of eating, drinking and smoking in the area and the importance of hand-washing where there is a risk of contamination.
 - iii. Needles must never be picked up by hand and must be disposed of in the sharps container and disposed of as chemical waste following the Company's procedure.
- l. **Lone Working.**
 - i. Arrangements will be maintained to ensure that management is aware of the location of all employees at work.
 - ii. All employees travelling alone in Company transport will have access to a mobile telephone and travelling first aid kits.
 - iii. Operatives called out outside normal working hours must advise the designated member of management (directly or by telephone message/answering service) of their destination, departure and return times.

2.14 Construction Design and Management, Health , Safety and Welfare

- a. These regulations apply to all “construction” work and are divided into five parts. The Company will, as necessary and when applicable, comply with the requirements laid out in Parts 2, 3 and 4.
 - i. Part 1 - deals with legal application and interpretations applied to the terminology used.
 - ii. Part 2 - covers general management duties which apply to all “construction” projects, including non notifiable projects.
 - iii. Part 3 - sets out additional management duties which apply to projects that are ‘notifiable’, i.e. those lasting longer than 30 days or 500 person days. It also covers the appointment of specific duty holders.
 - iv. Part 4 - applies to all construction work on all projects/sites regardless.
 - v. Part 5 - covers civil liability, fire enforcement duties, transitional provisions and other legal aspects.
- b. The company intends to embrace the philosophy and objectives of these regulations by ensuring suitable risk based systems are adopted and any work procured is on the basis that the company is competent in that role. As the regulations also stipulate various specific duties, dependant on the notification criteria (part 3), it is the intention of the company to address these as and when necessary. However, as a minimum the company will ensure:
 - i. only suitably competent individuals or contractors are appointed;
 - ii. procedures are in place to ensure clients are aware of their duties;
 - iii. the early development of the health and safety plan to facilitate adequate welfare before any construction work starts;
 - iv. due consideration is given to the removal of hazardous substances or unsafe conditions at the design stage where ‘design’ work is carried out;
 - v. they co-operate and consult with other designers, contractors and the CDM co-ordinator to allow the free passage of information pertinent to risk reduction practices;
 - vi. a procedure is in place to ensure all personnel on a “construction” site are aware of the rules, safe methods of working and any fire or other emergency requirements;
 - vii. the installation and maintenance of suitable security measures to prevent unauthorised access to any construction site;

- viii. checks on all construction workers to verify appropriate skills training has been received and where relevant suitable certification is recorded and available for inspection.
- c. Addition controls are required to control activities during any construction work and, where specific measures are not identified in any risk assessment or health and safety plan, the minimum provision is to ensure, where relevant and applicable, that the following is in place:
- i. clearly designated and segregated pedestrian and vehicular routes on and around the construction site;
 - ii. provision of suitable, safe, access and egress from every place, together with suitable lighting, fresh air and controls on temperature;
 - iii. the removal of waste and sharp protrusions (eg nails) and other hazards is enforced to enable work to be undertaken in a reasonably clean environment;
 - iv. adequate design and, if required, temporary supports to any part of a structure to enable it to withstand foreseeable loads and to prevent unintended movement, instability or collapse of the structure;
 - v. the installation of supports or other means to prevent earth works from being dislodged;
 - vi. the inspection of excavations and suitable provisions to prevent any person or plant/vehicle from falling into an excavation;
 - vii. the provision of suitable training, information and adequate supervision for the workforce;
 - viii. the appointment of competent people to inspect plant, scaffolding and other equipment;
 - ix. the erection of warning signs and barriers situated at designated distances to prevent or restrict movement near overhead electricity cables;
 - x. warning devices and facilities to ensure personnel can safely exit any building/structure in an emergency, including the provision, as necessary, of fire detection, extinguishers, emergency lighting and signage.
- d. Demolition, the use of explosives, work near water or the entry into confined spaces will require project/task specific procedures to be developed with direct input and guidance from the appointed health and safety consultant before any work commences.

2.15 Working at Height

- a. These regulations apply to all work being carried out at any place, including a place at or below ground level, from which a person or object is likely to fall. They require careful organisation and planning to avoid work at height where practical.
- b. Where work at height is assessed to be necessary and reasonably practicable, the identification and selection of suitable equipment shall include consideration of the duration and the likely activities to be undertaken. In addition they shall ensure:
 - i. a risk assessment is prepared that demonstrates risks are adequately controlled;
 - ii. persons involved in the planning, organisation and selection of work equipment are suitably trained and competent;
 - iii. precautions are in place to prevent falls during both the erection and dismantling of any work platform and during the work/task undertaken.
- c. Where fall prevention can not, for practical purposes, be fitted/used to minimise the consequence of a fall or the distance of a fall, work equipment will be selected on the basis that:
 - i. users are suitably trained;
 - ii. users are protected whilst equipment is installed/fitted; and
 - iii. rescue procedures and equipment are immediately available on site.

Personal Fall Protection systems shall comply with the requirements contained in the schedules to the Regulations and shall only be used by trained and competent persons.

- d. Should a working platform be constructed for the purpose of providing a suitable and safe place to work then the following minimum provisions shall include:
 - i. secured boards without holes or gaps with platform of sufficient width to allow safe passage of persons and any equipment and plant required;
 - ii. toe boards which can prevent a person or materials falling;
 - iii. guard rails (where required to prevent falls) securely fixed/ spaced so as no gap is greater than 470 mm and the top/main rail secured at least at a height of 950 mm from the platform;
 - iv. suitable wheel brakes if the structure is mobile;
 - v. 'brick guards', 'debris netting' or other protection devices to prevent materials falling.
- e. The inspection of work equipment shall be undertaken before each and every use, and where work platforms are higher than 2m be inspected in addition to before first use, every 7 days.

- f. Records of all inspections shall be maintained in appropriate registers and conform to the required subject headings listed in the supporting schedule to the Regulations.
- g. Ladders and steps shall only be used following an assessment of risk and where the duration and activities allow for their safe use. Activities from ladders and steps shall be kept to an absolute minimum and, if used, comply with the standards and requirements identified within the schedule to the Regulations. In particular to ensure the prevention from slipping and to maintain stability when in use.
- h. Scaffolding shall only be erected by trained and competent persons following the development of a plan to confirm that appropriate safety standards and specific requirements within the Regulations are met.

2.16 **Workplace Health, Safety and Welfare.**

- a. The workplace is defined as all premises where a work activity under the Company's control is undertaken (it does not include construction sites or construction site offices).
- b. All equipment, devices and systems within the workplace will be adequately maintained and controlled and any defect or potential hazard identified and remedied as soon as possible.
- c. The workplace will be provided with an effective and suitable means of ventilation, ambient temperature and adequate means of illumination, both natural and artificial.
- d. The Company will ensure that a workstation will be so arranged to provide adequate seating suitable for the person and work operation where appropriate.
- e. All floors and traffic routes shall be maintained in a safe and sound condition, free from obstruction and from any article or substances which may cause a trip or fall.
- f. Effective and adequate measures will be taken to prevent falls, including the provision of adequate and secure enclosures or fencing.
- g. Suitable and sufficient welfare arrangements will be provided, along with washing and sanitary conveniences, accommodation for clothing and facilities for resting and taking meals.

2.17 **Work Equipment.**

- a. This is clearly defined as any machine, tool, plant or apparatus. All such work equipment will be used only for the operation for which it was designed. All equipment provided by the Company will be appropriate and suitable for the work to be undertaken.
- b. Machinery, plant or equipment shall be fitted with the appropriate guards or safety devices in accordance with the manufacturers' instructions and legislation. No employee shall remove, modify or interfere in any way whatsoever with any safety device or guard.

- c. All machinery, plant or equipment installed and used by the Company's employees, will be periodically checked and tested in accordance with relevant legislation and records kept of such maintenance and testing. Where equipment is hired a certificate of inspection and testing shall be obtained and, where the hire exceeds seven days, arrangements made for inspections by a competent person. Work equipment moved from site to site will be accompanied by a copy of such records as evidence of when the equipment was last checked and tested.
- d. No employee shall use work equipment obtained from the undertaking of another person or company unless there is physical evidence that the last inspection required has been carried out (eg mobile alloy towers, portable electrical appliances etc.).
- e. No employee shall operate or use any machine, plant, equipment or tool unless they have received correct training in safe methods of operation and are authorised to use the said equipment with written evidence held on file (eg woodworking machinery, abrasive wheels etc.).
- f. **Abrasive Wheels.** Only specifically designated employees who are trained and who are competent to do so may mount abrasive wheels. Details will be kept of the appointment of employees designated to mount abrasive wheels by way of a signed and dated entry into a register held at the Company's offices. Copies will be given to the appointed employees.

2.18 **Vibration.** An assessment on the level of vibration transmitted to employees during everyday use of hand held powered tools will be undertaken by the company to ascertain the risk of hand/arm vibration syndrome and, where possible, it shall be reduced to as low as is reasonably practicable. This objective will be achieved by ensuring an overall reduction in the use of vibrating tools/equipment in the early "design" stages and by ensuring:

- a. exposure levels are below the daily exposure action value of $2.5 \text{ m/s}^2 \text{ A}(8)$ or controlled below the daily exposure limit value of $5 \text{ m/s}^2 \text{ A}(8)$;
- b. information and instruction is provided to employees on the health risks and any control measures;
- c. health surveillance is arranged for any employee regularly exposed to values above the exposure action value;
- d. records are maintained and reviewed following the introduction of new equipment, to include:
 - i. vibration magnitude(s);
 - ii. risk assessment(s);
 - iii. any health surveillance programme, excluding personal/medical information;

Future procurement of powered hand held tools will need to consider the vibration levels to ensure they are as low as is reasonably practicable and in any case less than the exposure limit value.

2.19 **Lifting Operations.** The Company will comply with the provisions of the Lifting Operations and Lifting Equipment Regulations which require that any lifting operation be properly planned and under the control of a competent person. The normal process will be to procure crane companies under the terms of a “contract lift”. To further verify lifting operations are undertaken safely the company will ensure:

- a. that any lifting equipment is of adequate strength and stability;
- b. positioning and installing of the equipment prevents a person being struck by a load drifting or falling;
- c. equipment is marked with its safe working load (SWL) and any characteristic necessary for their safe use;
- d. every lifting operation with lifting equipment is properly planned and supervised and carried out safely;
- e. equipment required to lift people, and any lifting accessories, requires a thorough examination to be undertaken after installation and before being put into service for the first time and at least every 6 months thereafter; for other lifting equipment a thorough examination is required at least every 12 months;
- f. any defect found by the examination that could be a danger is reported to the line manager and if there is a risk of serious injury, to the enforcing authority;
- g. a report of the thorough examination, containing information as specified in the Regulations is prepared and kept on file.

2.20 **Manual Handling Operations.**

- a. The Company will, so far as is reasonably practicable, introduce measures wherever possible to avoid hazardous manual handling operations in accordance with the statutory regulations.
- b. Where appropriate, mechanical aids for manual handling operations will be provided. Employees will use such aids in situations for which they are designed.
- c. Before any significant manual handling operation is carried out, a suitable and sufficient risk assessment will be made to ensure that a safe technique is employed.
- d. Appropriate training and instruction will be provided to ensure safe manual handling methods are used, whether carried out by physical or mechanical means.

2.21 **Electricity at Work.** The Company acknowledges that work on electrical equipment can be hazardous and it is therefore the Company’s intention to eliminate the risks as far as is practical. The Company will:

- a. ensure that electrical installations and equipment are installed in accordance with the latest Electrical Engineers (IEE) Wiring Regulations edition;

- b. maintain the fixed installation in a safe condition by arranging routine safety testing;
- c. inspect and test portable and transportable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, ie how carefully it is handled);
- d. promote and implement a safe system of work for maintenance, inspecting and testing;
- e. forbid live working unless absolutely necessary, in which case a permit to work will be issued before work begins;
- f. ensure that employees who carry out electrical work are competent to do so;
- g. exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the Company's health and safety arrangements.

2.22 Control of Substances Hazardous to Health (COSHH).

- a. Substances of a hazardous nature used or created by employees, including emissions of dust, fumes or vapour, will be adequately controlled in accordance with the principles of good practice and within the current statutory workplace exposure limits.
- b. A suitable and sufficient assessment will be made relevant to the safety data sheet on the substance and tasks being undertaken to ensure appropriate control measures are identified and implemented.
- c. Controls shall where possible be by means other than Personal Protective Equipment.
- d. Substances likely to affect or cause dermal or skin disorders will be identified and information made available to users.
- e. Any vessel or container containing hazardous substances shall be marked accordingly and stored as directed by the assessment/supplier data sheet.
- f. Monitoring and other records relating to personal exposure shall be kept for at least 40 years.
- g. Where substances are likely to cause ill health due to an exposure denoted within the schedules to the regulations, or where there is a reasonable risk of an employee contracting an identifiable disease or adverse health from exposure, health surveillance will be arranged.

2.23 **Smoke-free (Premises and Enforcement).** The Smoke-free (Premises and Enforcement) Regulations and accompanying legislation aim to protect all employees, customers and visitors from exposure to second-hand tobacco smoke. It is company policy that smoking will be prohibited throughout the entire company premises. All work vehicles will also be a smoke-free/non-smoking environment at all times unless they are only ever used by the same person and where passengers are never carried. This policy applies to all employees, contractors and visitors. No Smoking Signs will be displayed at the entrance to company premises and state clearly "No smoking. It is against the law to smoke in these premises".

2.24 Dangerous Substances and Explosive Atmospheres. The Dangerous Substances and Explosive Atmospheres Regulations make provision for protecting employees against risks from fire, explosion and similar events arising from dangerous substances used or present in the workplace.

- a. The Company will carry out a risk assessment of any work activities involving dangerous substances and provide measures to eliminate or reduce risks as far as is reasonably practicable. Where risk cannot be entirely eliminated, the Company will apply control and mitigation measures in the following order of priority:
 - i. reduce the quantity of dangerous substances to a minimum;
 - ii. avoid or minimise releases;
 - iii. control releases at source;
 - iv. prevent the formation of an explosive atmosphere;
 - v. collect, contain and remove any releases to a safe place (eg by ventilation);
 - vi. avoid ignition sources;
 - vii. avoid adverse conditions (eg exceeding the limits of temperature or other control settings) that could lead to danger;
 - viii. keep incompatible substances apart.
- b. The Company will ensure that any employee with any responsibility for the use, storage and transport of flammable or explosive substances fully understands the characteristics and hazard of the product being used. They should understand the fundamentals of fire fighting and control of leakages and know the procedures for dealing with emergencies.
- c. Any highly flammable liquids will be stored in fixed storage tanks or closed vessels. If less than 50 litres are stored, they will be kept in fire resistant bins or cupboards. In both situations, appropriate warning signs will be displayed and smoking and other sources of ignition prohibited.

2.25 Asbestos.

- a. The Company recognises the potential risk to health resulting from exposure to asbestos fibres and will endeavour to avoid materials or situations where asbestos material may be present. It will, in order to provide suitable instruction and information, develop standard procedures regarding accidental discovery of asbestos material for its employees, and ensure all are trained to the appropriate level.
- b. Should the Company be acting in the capacity of Principal Contractor, or as a Contractor, at premises where there is a likelihood of exposure to asbestos fibres, it will, in conjunction with the Client and/or CDM Co-ordinator, require information to be forwarded that identifies the material or asbestos type, its location and condition, prior to the commencement of any work.

- c. The Company will take all reasonable steps to ascertain that materials are free from asbestos material before work commences. In the absence of a suitable survey being available all fibrous material shall be viewed as asbestos material until proven otherwise.
- d. Any removal of asbestos, other than asbestos cement bonded products containing chrysotile asbestos material, will only be conducted by suitably resourced, approved and licenced contractors in accordance with the Regulations and Approved Code of Practice.
- e. Where the removal of asbestos cement material is necessary a risk assessment and plan will be prepared by a competent person with adequate knowledge of the risks and work to be undertaken.
- f. The Company will inform any employee or contractor required to work near products or materials containing asbestos, as to the asbestos type and the relevant safety precautions required.

2.26 **Safety Signs.** Wherever there is a residual risk which could be reduced by the use of appropriate signage or there is a requirement to communicate site rules to people on site, safety signs conforming to the standards within the Health and Safety (Safety Signs and Signals) Regulations will be erected.

2.27 **Personal Protective Equipment.**

- a. An Assessment will be made of the risks at work. If the risks cannot be controlled to a satisfactory level by engineering controls and safe systems of work, personal protective equipment (PPE), appropriate to the task, will be provided. PPE will only be adopted as a 'last resort' to protect against residual risks to safety and health.
- b. PPE will be appropriately selected to provide the protection needed and compatible for the work being done and selected to ensure a proper fit for the wearer. The issue of PPE will be recorded in an appropriate register held on site or at the head office.
- c. An assessment will be made of the risks to be controlled and PPE appropriately selected to provide the protection needed and compatible for the work being done, and be selected to ensure a proper fit for the wearer.
- d. Where an employee is required to wear PPE, appropriate information, instruction and training will be provided regarding the risks which the PPE will avoid or limit and the purpose and manner of its use.
- e. Employees shall use the PPE provided, take reasonable care of the equipment and report any loss or defects promptly to a senior member of staff.

2.28 **Traffic and Pedestrian Management.**

To comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations, the Company will ensure:

- a. only trained and competent persons are allowed to operate lift trucks and other machinery;
- b. Pedestrian and traffic routes are maintained to ensure they are not uneven, slippery or on unnecessary slopes and kept free from obstructions;
- c. barriers and suitable signage is positioned at pedestrian intersections to avoid contact with any passing vehicle;
- d. adequate segregation of pedestrians from vehicles within loading bay zones by the provision of personnel refuge spaces;
- e. parking areas for commercial vehicles and cars are clearly identified;
- f. suitable lighting is provided on all external roadways, parking areas, loading points and pedestrian walkways.

2.29 **Display Screen Equipment.**

- a. The Company, in compliance with statutory regulations, will undertake a suitable and sufficient risk assessment of all display screen equipment and work stations. The equipment will include word processors, computers, graphic screens, CAD for draughting capabilities, micro-film machines and others of a similar nature.
- b. Employees who work with display screen equipment will be consulted regarding the assessment. This will be by way of an employee conducted survey of their own equipment and needs.
- c. Employees will be provided with, on request, an appropriate eye and eyesight test which will ensure that, where necessary, corrective appliances required for use with display screen equipment are provided.

2.30 **Noise at Work.** Employees must make full and proper use of hearing protection or equipment provided to reduce or eliminate the effects of noise at work and act in accordance with the guidance/instruction given by the company. In addition the Company will:

- a. conduct an assessment of noise exposure where the exposure is expected to be at, or above, the lower exposure action value of 80 dB(A) or peak sound pressure of 135 dB(C).;
- b. reduce noise exposure, where possible, to the lowest level reasonably practicable, other than by the use of ear protectors;
- c. provide and ensure maintenance and proper use of ear protection where the exposure cannot be reduced to satisfactory levels by other means;

- d. designate ear protection zones where the upper action value of 85 dB(A) [daily or weekly average exposure] or peak sound pressure of 137 dB(C) occurs and post appropriate signage;
- e. prevent employees from accessing areas where noise levels exceed the daily or weekly exposure limit value of 87 dB(A) or peak sound pressure of 140 dB(C), taking into account the reduction provided by hearing protection;
- f. provide information, instruction and training for employees, and maintain the following records:
 - i. details of any noise exposure assessments, and any revisions;
 - ii. details of the significant findings of the general risk assessment;
 - iii. maintenance information, including tests, examinations, faults etc. of any machinery and equipment;
 - iv. information provided by manufacturers, suppliers etc.;
 - v. issue and maintenance of any Personal Protective equipment issued to employees.

SPECIALIST ACTIVITIES

2.31 Confined Spaces.

- a. No person shall enter a confined space to carry out work for any purpose unless it is not reasonably practicable to achieve that purpose without such entry. If such an entry is required it will be undertaken in accordance with a safe system of work and permit to work system as required by the Confined Spaces Regulations.
- b. For the purpose of safety the term 'confined space' has two defining features. Firstly it is a place which is substantially (though not always entirely) enclosed and, secondly, there will be a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.
- c. If there is any doubt whether or not a particular workplace presents the problems of a confined space a risk assessment shall be undertaken and documented, and if necessary, appropriate advice shall be sought from the Health and Safety Consultants.

WASTE MANAGEMENT AND POLLUTION CONTROL

2.32 It is the Company's intention to give due consideration to environmental issues and in particular the minimisation of waste, so far as is practical, when designing, planning and during the works by the following actions:

- a. **Selection.** Materials shall be selected for minimum environmental impact through the life cycle of the equipment and materials, and where possible, the useful reclamation of harmful components.
- b. **Reuse.** Equipment will be selected during the design stages where possible if it provides the option of reuse following any necessary refurbishment.
- c. **Recycling.** Waste paper, plastics, metals, electronic goods and any hazardous waste or items containing re-useable components will be segregated and either returned to the suppliers or sent for re-cycling at appropriate centres.
- d. **Disposal.** All waste removed/transferred from the yard/site will be identified and recorded on a waste transfer note. Waste designated as 'construction' waste will only be carried by authorised/licensed carriers and disposed at licensed tips or transfer stations. Any 'hazardous waste' will be documented on a consignment note and only sent to authorised centres.
- e. **Disposal of Electrical and Electronic Equipment.** Details of suppliers of electronic and electrical equipment, purchased after 13 August 2005, will be recorded, and arrangements made for waste electrical equipment to be collected by the producer of the equipment via their producer compliance scheme. For electronic and electrical equipment purchased prior to this date, arrangements will be made with the supplier to collect the equipment as new equipment is purchased.

Waste electronic and electrical equipment purchased prior to 13 August 2005, and not being replaced, will be stored, collected, treated and recycled and disposed of separately from other waste. Proof will be obtained that the waste electronic and electrical equipment was given to a waste management company and was treated and disposed of in an environmentally sound way.

- f. **Waste Production.** All sites/projects creating waste will be checked to ensure they are registered with the Environment Agency as a 'waste producer'.
- g. **Air Pollution.** Dust will be controlled at source to prevent contamination of the surrounding area. Certain materials may be burnt after seeking the Environmental Agency or Local Authority approval, when there is no other safe and practical means of disposal. The burning of materials will be in such a way as to minimise the emission of dark smoke and will be continually supervised.
- h. **Noise Pollution.** All available techniques will be used to minimise the effect and nuisance created, as far as necessary, by the level of noise to which employees and others in the area are exposed.

- i. **Water Pollution.** Processes or substances likely to contaminate water courses, rivers or streams will be contained in appropriate ‘bunded’ areas/tanks that protect against accidental contact from plant or vehicles and prevent spillages or leakage. Containers will be stored in areas that can contain spillages and be suitably labelled to identify contents.

- j. **Site Waste Management Plans (SWMP’s)** [to include new build, maintenance, alteration or installation/removal of services] will be prepared/in place on all projects over £300,000.00. The SWMP will detail;
 - i. the identity of the client, principal contractor and person drafting the plan,
 - ii. details on the project location and estimates of project costs,
 - iii. the type and description of any waste
 - iv. the quantity of waste,
 - v. the person/company that removes/transfers the waste,
 - vi. the site the waste was taken to and,
 - vii. how the building materials and resulting waste is managed during the project, to ensure materials are managed efficiently, waste is disposed of legally and that material recycling, reuse and recovery is maximised.

- k. **Final Site Clearance.** Final site clearance will be carried out prior to the completion of the Company’s contracted activities to ensure the removal of all waste generated by those activities has been dealt with appropriately.

Phoenix Network Communications Ltd

HEALTH AND SAFETY POLICY

Part Three

Health and Safety Rules and Procedures

INTRODUCTION

This part of the Health and Safety Policy defines the standards and rules which relate to all employees whilst at work. It is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work.

Failure to comply with the following rules may render employees liable to action involving established disciplinary procedures.

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

The Company recognises that it is not possible to prepare, in written form, every safety rule laid down by the Company, as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to verbal instruction given by management.

Training will be given to all employees to reinforce the issues of health and safety on site or with work activities and machinery etc.

HEALTH AND SAFETY RULES

These rules are of paramount importance. Please read them carefully to ensure that you understand what is expected of you.

WORKING PRACTICES

You must:

- ▶ not operate any machine, plant or equipment unless you have received sufficient training or are under adequate supervision and authorised to do so;
- ▶ make full and proper use of all machine guarding;
- ▶ report to management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards;
- ▶ not clean any moving machinery, plant or equipment unless authorised to do so;
- ▶ not leave any machinery, plant or equipment in motion whilst unattended unless authorised and it is safe to do so;
- ▶ not make any repairs or carry out maintenance work of any description unless authorised to do so;
- ▶ use all substances, chemicals, liquids, etc. in accordance with all written and verbal instructions;
- ▶ return all substances, chemicals, liquids, etc. to their designated safe storage area when not in use;
- ▶ observe all pedestrian and vehicle control areas;

NOTICES AND WRITTEN INSTRUCTIONS

- ▶ You must comply with all hazard/warning signs and notices displayed on the premises.
- ▶ You are expected to read and observe any notices and instructions displayed in your work area.
- ▶ If in doubt **ASK** your supervisor.

WORKING CONDITIONS/ENVIRONMENT

You must:

- ▶ make proper use of all safety equipment and facilities provided to control working conditions/environment;
- ▶ keep work areas clear and in a clean and tidy condition, with materials stacked/stored safely;
- ▶ not climb/walk over unstable structures or materials;
- ▶ dispose of all rubbish and waste materials within the working area in accordance with the company environmental policy using the facilities provided;
- ▶ clear up any spillage of liquids as soon as is practicable;
- ▶ deposit waste, chemicals or oils in the correct disposal skip/bin in accordance with the written waste disposal requirements;
- ▶ not pollute water courses, sewers or drains with any chemicals, oils or other hazardous substances.

PROTECTIVE CLOTHING AND EQUIPMENT

You must:

- ▶ only use items of protective clothing/equipment as instructed and during working hours;
- ▶ not misuse or wilfully damage any items of protective clothing/equipment provided;
- ▶ store and maintain protective clothing/equipment in accordance with your supervisor's instructions;
- ▶ report any damage, loss, fault or unsuitability of protective clothing/equipment to your supervisor.

FIRE PRECAUTIONS

You must:

- ▶ comply with all emergency procedures pertinent to your work activity;
- ▶ not obstruct any fire escape route, fire equipment or fire doors;
- ▶ report any use of fire fighting equipment to your supervisor.

VEHICLES

You must:

- ▶ carry out daily checks of your vehicles prior to use and in conjunction with the laid down checking procedure;
- ▶ not drive or operate any vehicle for which you do not hold the appropriate driving licence or permit;
- ▶ not carry unauthorised passengers or unauthorised loads;
- ▶ not use company vehicles for unauthorised purposes;
- ▶ not overload vehicles beyond the stated capacity;
- ▶ not drive or operate company vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;

ACCIDENTS

You must:

- ▶ seek medical treatment for injuries you sustain, no matter how slight and ensure that appropriate records are entered in the accident book. Upon returning from treatment you must report the incident to your supervisor;
- ▶ report all accidents and dangerous occurrences to your supervisor as soon as it is practicable;
- ▶ notify your supervisor of any incident in which damage is caused to company or clients' property.

HEALTH

- ▶ You must report to your supervisor any medical condition which could affect the safety of yourself or others.
- ▶ You are expected to co-operate on the implementation of any occupational health surveillance to prevent ill health or infections, etc.

RULES COVERING GROSS MISCONDUCT

An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways:

- ▶ a serious or wilful breach of the company's health & safety rules or of statutory legislation;
- ▶ unauthorised removal or interference with any guard or protective device;
- ▶ unauthorised operation of any item of machinery, plant or equipment;
- ▶ unauthorised removal of any item of first aid equipment;
- ▶ wilful damage to, misuse of, or interference with any item provided in the interests of health, safety and welfare at work;
- ▶ unauthorised removal or defacing of any label, sign, guidance or warning device;
- ▶ misuse of chemicals, flammable or hazardous substances or toxic materials;
- ▶ smoking on Company premises;
- ▶ horseplay or practical jokes which could cause accidents;
- ▶ making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- ▶ misuse of compressed air, pneumatic, hydraulic or electrical equipment;
- ▶ dangerously overloading any item of lifting equipment;
- ▶ overloading or misuse of any of company vehicles.

APPENDIX 1

Health and Safety Organisation Chart

Phoenix Network Communications Ltd

Organisation Chart

Managing Director

**Director/
Project Manager**

**Health and Safety
Consultants**

Installation Manager

**Sales/Development
Manager**

Office Manager

Accounts

Engineers

Administration

Administration

Administration

Contractors