

# FOX

## BROTHERS



# HEALTH AND SAFETY POLICY

## FOX BROTHERS (LANCASHIRE) LTD

**Effective Date:** 17<sup>th</sup> April 2018  
**Version:** 1.2  
**Revision Date:** 28<sup>th</sup> November 2019  
**Annual Review Date:** 1<sup>st</sup> September 2020

## Contents

### **1.0 Introduction**

- 1.1 Aims and objectives of the Health & Safety Policy
- 1.2 Document Control
- 1.3 Policy Review Record

### **2.0 Health & Safety Policy Statement**

### **3.0 Organisation & Responsibilities**

- 3.1 Organisation Chart
- 3.2 Responsibilities
  - 3.2.1 Managing Director
  - 3.2.2 Managers & Supervisors
  - 3.2.3 All Employees
  - 3.2.4 External Health & Safety Consultant

### **4.0 Arrangements**

- 4.1 Emergency Arrangements
  - 4.1.1 Accident, Incident & Near Miss Reporting & Investigation
  - 4.1.2 First Aid
  - 4.1.3 Fire
- 4.2 Safe Systems of Work
  - 4.2.1 Transport
  - 4.2.2 Workshop
  - 4.2.3 Contracts
- 4.3 Electrical Safety
- 4.4 Hazardous Substances
- 4.5 Equipment, Plant and Machinery Safety
- 4.6 Personal Protective Equipment
- 4.7 Control of Contractors
- 4.8 Risk Assessments
- 4.9 Manual Handling
- 4.10 Display Screen Equipment
- 4.11 Training
- 4.12 Health Surveillance
- 4.13 Health & Safety Monitoring
- 4.14 Working at Height
- 4.15 Noise
- 4.16 Vibration
- 4.17 Consultation & Communication
- 4.18 Smoking at Work
- 4.19 Drug & Alcohol
- 4.20 Stress
- 4.21 Driving at Work
- 4.22 Young Persons at Work
- 4.23 Welfare
- 4.24 Protection of the Public
- 4.25 Asbestos
- 4.26 Mental Health

"The Company", "we", "our" refers to Fox Brothers (Lancashire) Ltd

## 1.0 INTRODUCTION

### 1.1 Aims & Objectives of the Health & Safety Policy

The prevention of accidents and ill-health is one of the most important duties of all our Managers, Supervisors and staff because:

- We do not want any employee or other person to suffer as a result of our work.
- We intend to comply with all health and safety legislation.
- We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the company and demonstrate a lack of efficient management.

This policy document has therefore been prepared and developed to define the way that this intends to manage health and safety and meet the requirements of Section 2 (3) of the Health and Safety at Work Act 1974. This requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisational arrangements set up to carry out that policy.

Successful implementation of this policy should ultimately meet the aims and objectives of Fox Brothers (Lancashire) Limited to prevent accident, injury or ill health to staff or anyone who may be affected by our activities.

### 1.2 Document Issue and Control

A copy of this policy document is provided to all managers and a copy is made available to all staff.

Upon each revision to the policy, a revised copy will be distributed and it is the responsibility of each manager to communicate the implications and requirements of the policy to staff under their supervision and/or control.

### 1.3 Policy Review Record

This Policy has been effective from 17<sup>th</sup> April 2018.

Revisions have been made from effective date, as per below;

Version 1.1 – Revised date: 22/11/18

Adding sections to cover document issue and control and annual review process

Version 1.2 – Revised date: 19/07/19

Implementing Mental Health section under 'Arrangements' ref. 4.26

## 2.0 HEALTH & SAFETY POLICY STATEMENT

The following policy statement is applicable to all works, sites and operations belonging to and conducted by the company.

The company will take all reasonable and practicable steps to:

- Ensure the health, safety and welfare of all employees at work and of those who may be affected by the Company's operations.

- Prevent damage to buildings, plant and equipment.

In particular the Company will seek to:

- Provide and promote safe and healthy working conditions.
- Provide information, instruction, training and supervision to enable all work to be safely and efficiently carried out.
- Install and make available such safety devices and protective equipment that may be suitable to the circumstances and practice of any operations and to provide instruction and supervision of their proper use and maintenance.
- Maintain a continuing interest in the development of health and safety and encourage the active participation of all employees.

Legislation, Approved Codes of Practice, and informed guidance will be regarded as the basis upon which the company health and safety organisation and working procedures are designed.

The particular responsibilities for health and safety held by individual Senior Manager, Middle Managers, Site Supervisors and others will be clearly set out in writing and attached to this policy statement.

Employees will be kept informed of legal requirements, Codes of Practice and other such information and advice which may influence the safe performance of their respective roles and functions.

In this and other matters relating to health and safety at work, the company will seek the advice and assistance of the Health & Safety Consultant.

There shall be established at each works, such consultative procedures and may be necessary to:

- Enable employees to participate in the development of health and safety practices.
- Provide effective communications with a view to passing health and safety information on potentially hazardous situations and notifying action taken to improve health and safety performance.

Details of the organisation and arrangements for securing health, safety and welfare of employees and others who may be affected by their activities will be attached to this policy statement.

## **3.2 RESPONSIBILITIES**

### **3.2.1 Managing Director Responsibilities**

The Managing Director has overall responsibility for the health and safety of employees, customers and members of the public, where they may be affected by the Company's activities. The Managing Director will look to fulfil the following duties:

- Appoint a competent person or body to advise Fox Brothers (Lancashire) Limited on health and safety management issues.
- Ensure that there exists an effective policy for health and safety management supplemented by additional documents relating to particular areas, types of activity or groups of employees, and ensure that this policy is implemented.
- Place on the agenda of any board meeting an item entitled 'Health and Safety' where relevant health and safety matters will be discussed together with

recommendations where necessary. Health and Safety will be given equal consideration with other company management issues.

- Ensure that adequate resources and information are made available to enable the policy to be effectively put into practice.
- Ensure that the duties and responsibilities for health and safety are properly assigned, accepted and understood by all personnel.
- Take responsibility where reasonably practicable for actioning any recommendations arising from any risk assessments carried out within the organisation.
- Ensure that all accidents are fully documented, and, where appropriate, investigated with the objective of preventing re-occurrence by improving practices and systems.
- Ensure that all accidents or dangerous occurrences are reported by the Company to the Safety consultant, relevant emergency service (if required) and any other outside agency concerned with health and safety enforcement.
- Ensure that regular health and safety monitoring of workplaces, work sites, means of access, plant tools and equipment, the working environment, fire precautions and welfare arrangements is carried out.

### **3.2.3 Senior Managers and Managers Responsibilities**

Management and Supervisory staff are in a special position to influence attitudes and give encouragement to active participation in health and safety matters by employees under their control. Therefore, they will, so far as is reasonably practicable;

- Ensure that all persons under their control have been briefed on and understood the Health and Safety Policy, are shown where the health and safety information is held and receive sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to the worksite.
- Ensure that necessary protective clothing and equipment is correctly used and maintained in good order by employees under their control, visitors to site and external contractors.
- Produce the appropriate safe system of work for each operation and ensure any significant risk and subsequent risk control measures are communicated to staff under their control.
- Co-operate and assist where required in any site audit, risk assessment, accident investigation or associated procedures carried within a workplace.
- Take an active role in ensuring that the requirements of any risk assessment or method statement are complied with on site.
- Monitor safe working conditions and practices on site, ensure the security of worksites and that no unauthorised persons are permitted on site.
- Consult and co-operate with the Health & Safety consultant when matters arise for the requiring specialist knowledge and agree appropriate action.
- Comply with procedures laid down for reporting and investigating accidents taking prompt action to prevent re-occurrence whenever possible.

### **3.2.3 Employee Responsibilities**

Employees have a statutory duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions, also to co-operate with the company so far as is necessary to enable any duty or requirement imposed on the company to be complied with. Employees are reminded that breach of this duty could constitute a disciplinary offence. In order to comply with this duty all employees will be expected to;

- Conform to any legal requirements, rules, procedures and instructions necessary for ensuring health and safety.
- Use protective clothing and equipment recommended for their particular work unless they have a medical condition preventing them from using such equipment and are in receipt of a written dispensation from the Managing Director.
- Seek advice and instruction from their supervisor/foreman when situations arise which may affect the health and safety of themselves or others.
- Report any unsafe plant, tools, equipment, methods of work or any other matters and stop work if there is a risk of injury to persons or damage to plant taking the equipment out of service and reporting it to the responsible person on site.
- Report any incident or accident, however slight, whether or not injury or damage has been sustained.
- Assist at all times in maintaining good hygiene and cleanliness standards on site.
- Attend health and safety training courses as required.
- Co-operate and assist where required in any site audit, risk assessment, accident investigation or associated procedures carried out within the workplace.

### **3.2.7 External Health and Safety Consultants Responsibilities**

Bill Rogerson Site Safety Services Limited have been appointed as External Health and Safety Consultants for Fox Brothers (Lancashire) Limited. As such, they will act as Competent Persons to advise the Director responsible for health and safety on the Company's health and safety obligations, as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

In order to fulfil this role, Bill Rogerson Site Safety Services Limited will assist through provisions of the following services where required:

- Carrying out general risk assessments within the workplace (in conjunction with the relevant supervisors and staff).
- Carrying out specific assessments such as manual handling, display screen equipment, hazardous substances, noise and vibration.
- Assistance in preparing written safe-systems of work for operations and processes which pose significant risk.
- Advising Fox Brothers (Lancashire) Limited of significant changes to legislation likely to have an effect on the safety management system.
- Providing telephone advice on any safety related manner.
- Liaison with employer's liability insurance brokers where required to update them on health and safety progress/improvements.
- Assistance in investigating accidents which occur in the workplace.
- Undertake an annual audit of the Company's overall safety management system and preparation of an annual audit action plan to ensure continuous improvement.
- Assistance in completion of any contractor's health and safety competency questionnaires.

### **4.0 ARRANGEMENTS FOR ENSURING HEALTH & SAFETY AT WORK**

This section outlines general arrangements which will be implemented within Fox Brothers (Lancashire) Limited in order to ensure that the Health and Safety Policy is effectively put into practice.

It must be borne in mind that these are minimum general requirements and the directors may need to implement further procedures and arrangements appropriate to worksite conditions in order to effectively control specific risks to health and safety.

## **4.1 EMERGENCY ARRANGEMENTS**

### **4.1.1 Accident & Incident & Near Miss Reporting and Investigation**

It is the policy of Fox Brothers (Lancashire) Limited to report all accidents, industrial diseases and dangerous occurrences as detailed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

All accidents at work to staff members or members of the public, however minor and including near misses, must be reported. The director responsible for Safety will be responsible for reporting the accident to the Enforcing Authority where required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and to advise the employers' liability insurance company. Accidents will be classified as 'minor', 'seven day reportable' or 'major reportable' in line with above Regulations, and the appropriate action will be taken should they be reportable to the Enforcing Authority.

In addition, all incidents which result in first aid treatment being required will be recorded and investigated in an attempt to prevent a reoccurrence. All employees are instructed to report all such occurrences immediately after treatment and to ensure that an entry is made in the Accident Report Book, regardless of the severity of the injury. If they are unable to make an immediate entry, then that entry should be made by their supervisor or representative.

### **4.1.2 First Aid**

It is Fox Brothers (Lancashire) Limited's policy to comply with the Health and Safety (First Aid) Regulations 1981, relevant Codes of Practice and good working practices by training and appointing a suitable number of people and providing suitable and sufficient facilities.

Each work site will have an appointed person provided with emergency first aid training and first aid equipment.

Arrangements made for first aid provision will be communicated to each member of staff, and appropriate signage displayed where possible.

### **4.1.3 Fire**

Checks are carried out on our sites on fire extinguishers, fire exits, fire detection, warnings and fighting equipment. Extinguishers are checked annually and any extinguisher which is used and partly discharged will be returned to the supplier and a refill obtained.

Fire evacuation drills are held at a minimum annually and the details recorded. Emergency action plans are displayed detailing arrangements to be taken upon discovering a fire. These arrangements will also be included during new starter inductions.

## **4.2 SAFE SYSTEMS AT WORK**

### **4.2.1 Transport**

All high-risk operations have a documented safe system of work and associated risk assessments which are communicated to all those affected.

Regular communications regarding safe working methods are passed to all operatives and refresher training is provided to ensure driving and plant operations are in accordance with industry best practice.

Regular maintenance of all vehicles and machinery is undertaken.

## 4.2.2 Contracts

All site operations have a documented safe system of work and supporting risk assessments. The safe system of work will be in the form of a method statement and will include the following information:

- The scope of works.
- Plant, equipment and materials required.
- The competence of personnel required to carry out the task.
- Emergency procedures.
- Arrangements for supervision.
- Sequence of works.
- Environmental controls.
- Significant risks.

The method statement will be supported by the appropriate risk assessments and will be communicated to all persons affected and a copy provided to the Principal Contractor who is responsible for including it in the Construction Phase Plan. All employees will undergo a site-specific induction by the Principal Contractor to ensure our activities and staff comply with the site rules.

## 4.3 ELECTRICAL SAFETY

Electrical works will only be undertaken by a competent electrical contractor. No employee shall undertake any kind of electrical work where specialist knowledge is required.

## 4.4 HAZARDOUS SUBSTANCES

Hazardous substances are stored in a secure location. Storage, use, disposal and transporting of all hazardous substances is in accordance with safety data sheets. COSHH assessments are developed for each substance used and the control measures and safety arrangements detailed in the COSHH assessments are communicated to anyone who may be affected.

Appropriate spill kits are provided in the vicinity of the stored substances and a suitable number of staff are instructed in the events to be taken following a spillage. All spillages are to be reported and investigated as an incident.

## 4.5 EQUIPMENT, PLANT & MACHINERY SAFETY

Test certificates and maintenance records for all plant and equipment are maintained by the Plant Manager.

Operators are required to hold current training certification, copies of which are held by the training department. Personnel with no certificated record of training will not be permitted to use any items of plant and equipment. The authorised operator will carry out daily visual checks and any defects, actual or suspected, should be reported immediately.

## 4.6 PERSONAL PROTECTIVE EQUIPMENT

Where a need for the wearing of personal protective equipment is identified through the risk assessment (whether by legislation or otherwise) all employees, contractors and visitors are required to use, and take care of, such equipment. Supervisors and Managers must ensure that all personnel under their control comply with this requirement.

Each safe system of work will detail mandatory PPE required for each operation with additional PPE identified through risk assessment, as required.

All staff should ensure the PPE is maintained in the correct manner and the Supervisor/Manager will ensure replacements are provided where requested.

#### **4.7 CONTROL OF CONTRACTORS**

Fox Brothers (Lancashire) Limited do not normally sub-contract work, however if the need for subcontracting arises, all contractors working for or on behalf of the organisation will be assessed with regards to health and safety prior to the works commencing.

The pre-qualification process will include a review of:

- Health & Safety Policy.
- Insurance Cover.
- Competence and training records.
- Safe systems of work.
- Risk assessments.

Contractors safety performance will be monitored during health and safety inspections and audits and feedback on performance, negative or positive, given during relationship review meetings.

#### **4.8 RISK ASSESSMENTS**

Each manager will identify operations containing significant risks. Wherever possible these hazards will then be eliminated by such means as are reasonably practicable.

Where a hazard cannot immediately be removed, all measures necessary to control or reduce that risk will be considered, specified, and recorded, and the appropriate action taken as soon as possible. The Supervisor/Manager will be responsible for ensuring action is taken within his area of control and the risks and control measures are communicated to those affected.

Records of risk assessments will be kept and reviewed on an annual basis in order to establish their continual validity.

Any new process, plant or equipment will have its risks duly assessed before work with it commences. Any modifications to a process, plant or equipment likely to significantly alter its characteristics will be similarly assessed, before such modifications are carried out.

Where any further assessment is necessary, either due to specific areas of risk or legislative requirements (e.g. Manual Handling, Display Screen Equipment, Noise, Hand Arm Vibration) these will be carried out with advice from the Health & Safety consultant as required.

#### **4.9 MANUAL HANDLING**

All manual handling operations will be eliminated wherever practicable through automation or mechanical aids. An assessment will be carried out for all remaining tasks which pose significant risk of injury. Suitable control measures will be identified and communicated to those affected. Information, instruction and training will be provided to all employees and information will also be displayed on the safety notice board.

#### **4.10 DISPLAY SCREEN EQUIPMENT**

Those classified as a 'user' under the Health and Safety (Display Screen Equipment) Regulations 1992 will undergo a display screen equipment assessment. Records of the assessments will be maintained along with any subsequent action identified and taken.

## 4.11 TRAINING

Every new employee will undergo initial induction training by their Supervisor/Manager. The induction training will contain, but not limited to:

- Emergency arrangements (location of fire exits, assembly points and extinguishers, first aid points and appointed persons).
- Welfare facilities.
- Site safety notice board.
- Health & Safety policy.
- Company safety rules.
- Disciplinary procedures.
- Safe manual handling procedures.
- Safety when handling hazardous substances.
- PPE requirements.

Records of induction training will be maintained and any additional, specific training needs will also be identified at this time.

The relevant Supervisor/Manager will be responsible for monitoring the performance of employees and contractors and for identifying any need for further, refresher or alternative training.

Training needs will also be identified from analysis of accident statistics and safety inspections. Training records will be maintained by the Training Department.

## 4.12 HEALTH SURVEILLANCE

Health assessments are undertaken prior to persons commencing employment with Fox Brothers (Lancashire) Limited. Any health surveillance identified as necessary through risk assessment will be carried out as required.

Regular assessments of fitness for work, rehabilitation or job adaptation following injury or ill health, take place through return to work interviews. Regular health checks are encouraged to reflect risks to health identified by risk assessments. Records of these checks are maintained and medical advice sought where appropriate.

### Noise

If employees are exposed to noise levels above the Upper Action Value of 85db(A), they will receive an annual hearing test.

### Dermatitis

Any employee regularly working with cleaning or other hazardous substances will receive health surveillance for dermatitis and will be provided with information on the signs and symptoms of dermatitis.

### Respiratory

Any employee regularly exposed to concentrations of a hazardous substance above the Workplace Exposure Limit will receive health surveillance in the form of an annual lung function test.

## **Vibration**

Any employee regularly exposed to hand-arm vibration above the action value of 2.5m/s<sup>2</sup>, or employees are likely to be exposed occasionally above the action value and where risk assessment identified that the frequency and severity of the exposure may pose a risk to health, or if an employee has a diagnosis of HAVS (even when exposure is below the action value).

### **4.13 HEALTH AND SAFETY MONITORING**

Regular inspections will be undertaken to help maintain safe standards of work, hygiene, cleanliness and welfare arrangements. These inspections will be undertaken by all Supervisors and Managers and integrated into effective management.

The Health & Safety Consultant will carry out health and safety audits and will maintain records of these audits and any subsequent non-conformances to identify trends.

An annual audit of the whole organisation will also be undertaken and will be used to form an action plan of continual improvement. This audit will review workplace conditions and safety documentation and management systems.

### **4.14 WORKING AT HEIGHT**

All working at height activities will be in compliance with the Working at Height Regulations 2005. Working at height will be eliminated wherever possible, work at height will only be carried out if it is not safe to do the work from the ground. All necessary works at height will be risk assessed and the safe system of work will detail the requirements for managing this activity safely.

### **4.15 NOISE**

Assessments of all equipment and operations likely to exceed noise exposure values will be carried out.

Where the lower action level (80dBA) is exceeded, staff will be informed of the risk and provided with appropriate hearing protection.

Where the upper action level (85dBA) is exceeded, staff will be informed of the risk, ear protection zones established and health surveillance considered. The wearing of the ear protection will be monitored and those not wearing it may be subject to disciplinary procedures.

### **4.16 VIBRATION**

Risk assessments are carried out to identify any potential risk of exposure to vibration. Where vibration risk cannot be eliminated, it will be reduced to as low as reasonably practicable.

Risk assessment will include measures to reduce exposure and consider health surveillance where appropriate, and communicated to staff affected.

### **4.17 CONSULTATION AND COMMUNICATION**

The Managing Director will take reasonable steps to involve employees in health and safety related matters.

All employees will be involved in the management of health and safety and will meet regularly with Supervisors and Managers to consider health and safety issues.

Staff are actively encouraged to make constructive health and safety suggestions to improve conditions within their own department or worksite.

All employees will be briefed by their Supervisor/Foreman on any issue which is relevant to their health, safety or welfare.

A notice board is displayed on site and includes:

- A health and safety law poster.
- Employees liability insurance certificate.
- H&S policy statement.
- Relevant H&S rules and awareness.

Each Director, Manager and Supervisor is responsible for ensuring that sufficient information is provided for personnel under their control.

#### **4.18 SMOKING**

All employees have a right to work in a smoke free environment. All workplaces and work vehicles are smoke free. No smoking signs are clearly displayed at office entrances and in work vehicles. Any member of staff not compliant with these arrangements will be subject to disciplinary action. Staff seeking help to stop smoking should contact the NHS Smoking Helpline.

#### **4.19 DRUG & ALOCOHOL ABUSE**

Our operations are safely critical so it is imperative that no-one during working hours is under the influence of alcohol, drugs or solvents or misusing prescription medication. Anyone under prescription medication should advise their Manager and/or Supervisor before commencing work and check if the medication could impar performance.

The use of drugs or alcohol during working hours is strictly forbidden and anyone believing that a colleague is working under the influence of drugs or alcohol should report it to their Supervisor or Manager immediately to prevent the risk of injury. Random testing will be introduced if there is a suspected issue in this area.

Any member of staff with a drug or alcohol dependency problem should seek help voluntarily and report the matter to the Managing Director and/or line manager. Fox Brothers (Lancashire) Limited will support anyone actively obtaining help and all cases will be treated in the strictest confidence. Treatment and rehabilitation will be regarded as sickness. If help is not sought and impaired performance is observed this will result in suspension from work pending further investigations of gross misconduct. If, after further investigations, gross misconduct is confirmed disciplinary action will be taken through dismissal. Any suspected or confirmed illegal activity will be reported to the police.

#### **4.20 STRESS**

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed upon them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. Managers and Supervisors will identify all sources of workplace stress and conduct risk assessments to eliminate stress or control the risks from stress. Training will be provided as required and workloads will be monitored to ensure that people are not overworking, and monitor holidays to ensure staff are taking their full entitlement.

Individuals who have been off sick with stress will be supported during their absence and upon their return to work. In addition, all managers will be vigilant and offer additional support to a member of

staff who is experiencing stress outside work eg, bereavement or separation. All employees will raise issues of concern with their line manager and should seek medical advice where appropriate.

#### **4.21 DRIVING AT WORK**

All drivers of company vehicles are required to provide a copy of their current driving licence prior to being granted permission to drive a vehicle. Regular servicing and maintenance of all vehicles will be carried out and records kept. No un-roadworthy vehicles must be used until appropriate repairs/maintenance have been carried out.

All employees are aware that the use of a mobile phone whilst driving on a public highway can potentially distract the attention of the driver, and is also against the law. Mobile phones should be switched off whilst driving. Voicemail, message service or call diversion arrangements can be used so that messages can be left when the phone is switched off. Provided that a phone can be operated without holding it, then hands-free equipment may be used whilst driving, though the user must retain proper control of the vehicle whilst using the equipment.

#### **HGVs**

The driver of the vehicle is responsible for ensuring the vehicle is maintained in a safe and roadworthy manner. Drivers should record daily pre-use checks, including checks of wheel nuts and ensure any defects or problems are recorded in the Defects Register and issued to the Workshop/Transport Manager as soon as possible.

#### **4.22 YOUNG PERSONS AT WORK**

A definition of a young person at work is any person between the age of 16 and 18. Supervisors/Foremen who have a young person in their control shall ensure all work to be undertaken by the young person is subject to a risk assessment and suitable preventative measures are implemented reflecting the needs of a young person.

Where a risk assessment has already been completed for a particular task, these will be reviewed to ensure that the vulnerability of a young person has been adequately addressed. Site based personnel must be made aware of any young person working within the site demise and remain vigilant and not put the young person at unnecessary risk.

#### **4.23 WELFARE**

When working at clients' premises or for a principal contractor, arrangements will be made to ensure operatives can use existing facilities. It is imperative that clients' facilities are not mis-used in any way and are left in clean and tidy condition.

#### **4.24 PROTECTION OF THE PUBLIC**

All safe systems of work are developed to ensure there is no risk of members of the public at any time.

Appropriate barriers/signage as detailed within the appropriate risk assessment will be in place before work commences.



#### 4.25 ASBESTOS

It is not envisaged through Fox Brothers (Lancashire) Limited's normal work activities that any persons under their control will come into contact with asbestos fibres. If Fox Brothers (Lancashire) Limited employees do come into contact with asbestos containing materials, the requirements of the Control of Asbestos at Work Regulations 2012 will be complied with.

In the event that unauthorised waste, including suspected asbestos containing materials, enters the waste transfer station, the area would be segregated using suitable barriers. The waste would then be tipped into the segregated and examined. The waste producer would be contacted immediately to carry out his own inspection of the waste and appropriate arrangements to remove the unauthorised waste from the site.

#### 4.26 MENTAL HEALTH

As an employer we aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

To develop a culture based on trust, support and mutual respect within the workplace. As an employer we aim to create and promote a culture where employees are able to talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal.

**Signature:**

**Name:** Paul Fox

**Position:** Managing Director

**Date:** 1<sup>st</sup> September 2019