

# Contents

<b>PART 1 – POLICY</b>	<b>3</b>
<b>HEALTH, SAFETY &amp; ENVIRONMENT POLICY</b>	<b>3</b>
<b>PART 2 – ORGANISATION</b>	<b>4</b>
MANAGING DIRECTOR	4
DIRECTORS	4
CONTRACTS MANAGERS	5
PROJECT MANAGERS	6
EMPLOYEES	6
<b>SECTION 3 – ARRANGEMENTS</b>	<b>9</b>
<b>RISK ASSESSMENT</b>	<b>9</b>
LIKELIHOOD (PROBABILITY - FREQUENCY)	9
SEVERITY OF HARM	9
ACCEPTABILITY OF RISK	10
<b>COMPANY ENVIRONMENTAL IMPACT</b>	<b>10</b>
<b>SAFE SYSTEM OF WORK</b>	<b>11</b>
<b>CONSTRUCTION WORK</b>	<b>11</b>
CONTRACTOR WHERE THERE IS AN ALTERNATIVE PRINCIPAL CONTRACTOR.	11
CONTRACTOR /PRINCIPAL CONTRACTOR	11
DESIGN	13
PRINCIPAL DESIGNER	14
<b>SUB CONTRACTORS</b>	<b>15</b>
ASSESSMENT OF SUBCONTRACTORS	15
MANAGEMENT OF SUBCONTRACTORS	15
<b>TRAINING</b>	<b>16</b>
INDUCTION	16
SPECIALIST	16
BRIEFINGS	16
<b>SAFETY REPRESENTATIVES AND SAFETY COMMITTEES.</b>	<b>16</b>
<b>MONITORING, AUDIT AND REVIEW</b>	<b>17</b>
MONITORING	17
AUDIT	17
REVIEW	17
<b>FIRE</b>	<b>17</b>
OFFICE	17
SITE	17
<b>INCIDENT REPORTING</b>	<b>18</b>
‘SPECIFIED INJURIES’	18
‘DANGEROUS OCCURRENCES’	18
‘WORK RELATED ILLNESS’	18
ENVIRONMENTAL INCIDENTS	19
<b>ELECTRICITY</b>	<b>19</b>
SITE SUPPLY	20
UNDERGROUND SERVICES	20

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PORTABLE ELECTRICAL EQUIPMENT	20
<b>WELFARE AND FIRST AID</b>	<b>20</b>
SITE	20
OFFICE	20
<b>CO-ORDINATION AND CO-OPERATION</b>	<b>21</b>
<b>HOUSEKEEPING</b>	<b>21</b>
<b>WASTE MANAGEMENT</b>	<b>22</b>
<b>COMPANY CAR DRIVING</b>	<b>22</b>
<b>OCCUPATIONAL HEALTH</b>	<b>22</b>
<b>SMOKING</b>	<b>23</b>
<b>DRUGS AND ALCOHOL</b>	<b>23</b>
<b>NOISE AND VIBRATION</b>	<b>23</b>
<b>HAZARDOUS SUBSTANCES</b>	<b>24</b>
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)	24
ASBESTOS	24
LEAD	24
HIGHLY FLAMMABLE LIQUIDS	25
LIQUEFIED PETROLEUM GAS	25
<b>PROTECTIVE CLOTHING AND EQUIPMENT</b>	<b>25</b>
<b>MANUAL HANDLING</b>	<b>26</b>
<b>DISPLAY SCREEN EQUIPMENT</b>	<b>27</b>
<b>WORK EQUIPMENT</b>	<b>27</b>
<b>WORK AT HEIGHT</b>	<b>27</b>
FIXED SCAFFOLD	28
MOBILE SCAFFOLD TOWERS	28
PORTABLE ACCESS EQUIPMENT	28
POWERED ACCESS EQUIPMENT	28
<b>HIRED IN PLANT AND EQUIPMENT</b>	<b>29</b>
<b>MECHANICAL LIFTING</b>	<b>29</b>
CONTRACT LIFTS	29
<b>CARTRIDGE TOOLS</b>	<b>29</b>
<b>USE OF HAND TOOLS ON SITE</b>	<b>30</b>
<b>ABRASIVE WHEELS</b>	<b>30</b>
<b>SECTION 4 - REFERENCE LEGISLATION</b>	<b>31</b>
<b>HEALTH AND SAFETY RELATED</b>	<b>31</b>
<b>ENVIRONMENT RELATED</b>	<b>31</b>

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## PART 1 – POLICY

### HEALTH, SAFETY & ENVIRONMENT POLICY

It is the intention of SM&E that its work will be carried out in accordance with the relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees, the environment or others who may be affected.

The Company recognises the benefits of working for a sustainable future, to help achieve this we will work to the following principles.

- Reduction of risk to health, safety and the environment as far as reasonably practicable,
- Health, Safety and Environmental good practice are at the forefront of project planning and day to day supervision of the work,
- Minimise the impact of our work through the use of products with a balance of lower risk and higher recycled material content where reasonable.
- Reducing waste to landfill through waste minimisation, segregation and recycling,
- Investment in our staff to improve their competence and awareness,
- Engagement with our clients and their local community projects,
- Utilisation of local suppliers where possible.

The Board of Directors have appointed Benjamin Jardine as having particular responsibility for Health, Safety and Environmental matters and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The directors through Mr Jardine will ensure that resources are made available to ensure the full implementation of this policy and that other company objectives do not compromise this policy.

All employees and sub-contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as it reasonably practicable, is carried out without risk to themselves or others. Employees and sub-contractors are authorised to stop work if they reasonably expect it to be unsafe.

The operation of this Policy and Manual will be monitored by the Management and staff of the Company along with an action plan to facilitate continuous improvements for health, safety and environment issues, in order to enhance performance. To assist them in this respect the Company has appointed a Health, Safety & Environment Consultant to advise on the requirements of the relevant statutory provisions and good practice.

This Statement of Company Policy will be displayed prominently at all sites and workplaces.

This Policy will be reviewed at least annually or when current legislation demands.

**Mr Alex Lockwood**

Managing Director

**Signed:.....Date:.....**

## **PART 2 – ORGANISATION**

The effectiveness of the H,S&E Policy is dependant on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director but specific duties are delegated to others according to their experience and training.

Company Directors, both individually and collectively will ensure that this Policy is applied throughout the whole company as well as within the departments for which they have direct responsibility.

Similarly, all department managers must ensure that the objectives set out in this Policy and Manual are undertaken in their department as well as the departments in which their work integrates.

Site Management will ensure that this Policy and Manual is adopted by all operatives, sub contractors and visitors to site.

Each individual person has a duty of care to him/herself as well as to all those they come into contact with during any part of the working day.

### **MANAGING DIRECTOR**

Promote the company's policy for Health, Safety & Environment to prevent injury, ill health, damage and wastage.

Ensure that employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.

Encourage training for all levels of employees.

Ensure that the company policy on new/updated legislation is conveyed through all management levels down to site.

Sanction the necessary funding and resources for all matters of Health, Safety & Environment to meet the requirements of the company policy.

Set a personal example when visiting sites by promoting good practice.

Insist that sound working practices are observed throughout the company, as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.

Arrange for regular meetings with the appropriate personnel to review and discuss Company incident prevention, performance, possible improvements etc.

Ensure that the company has access to competent health, safety and environmental advice, from either internal or external sources.

### **DIRECTORS**

Promote the company's policy for Health, Safety & Environment to prevent injury, ill health, damage and wastage.

Ensure that employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.

Encourage training for all levels of employees.

Sanction the necessary funding and resources for all matters of Health, Safety & Environment to meet the requirements of the company policy.

Set a personal example when visiting sites by promoting good practice.

Insist that sound working practices are observed throughout the company, as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions

### **CONTRACTS MANAGERS**

Understand the Company Policy for Health, Safety and Environment and ensure that it is readily available on each site.

Plan all works in accordance with its requirements and feedback any improvements or additions should be made.

Ensure, so far as is reasonably practicable, that work:

- Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary.
- Is carried out in accordance with the appropriate statutory requirements and using the principle of reduction of risk and environmental impact.

Set a good personal example when visiting site.

Proactively liaise with regards Health, Safety & Environment matters between the Company and others working on the site, to facilitate good communication between stakeholders.

Ensure that all suppliers and sub contractors are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to the relevant people.

Ensure that sub contractors have received a list of the Health, Safety and environment rules and requirements as well as a copy of the Company Policy Statement.

Ensure that all equipment or materials purchased by the Company are to the standards required by Company policy.

Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads where relevant.

Organise sites so that work is carried out to the required standard with minimum risk to stakeholders.

Undertake risk assessments for the work required and develop written safe systems of work where necessary. Gain the approval of the main contractor, where necessary. Ensure that those affected are briefed prior to starting

Ensure that sub contractors under your control are aware of their responsibilities for safe working.

Stop any work if you consider that there is an imminent risk of serious injury to any person.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid incidents, damage and wastage.

Consider the health and safety of those who will use the completed project and those who will be involved in future cleaning, maintenance, repair and dismantling or demolitions.

Ensure that materials, plant, equipment, substances etc selected and specified for the project have been evaluated from the health, safety and environmental aspect and that where safer/less harmful alternatives are available these are chosen where ever possible.

## **PROJECT MANAGERS**

Understand the Company Policy for Health, Safety and Environment and ensure that it is readily available on each site.

Ensure, so far as is reasonably practicable, that work:

- Is carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds and update the written assessments as necessary.
- Is carried out in accordance with the appropriate statutory requirements and using the principle of reduction of risk and environmental impact.

Organise sites so that work is carried out to the required standard with minimum risk to stakeholders including communication and coordination with others working on the site.

Undertake risk assessments for the work required and develop written safe systems of work where necessary. Undertake briefings to those affected are briefed prior to starting.

Ensure that sub contractors under your control are aware of their responsibilities for safe working.

Stop any work if you consider that there is an imminent risk of serious injury to any person.

Consider the health and safety of those who will use the completed project and those who will be involved in future cleaning, maintenance, repair and dismantling or demolitions

## **EMPLOYEES**

The attention of all employees is drawn to their responsibilities under the Health & Safety at Work, etc, Act 1974. These include the following in particular;

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions.

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## Employees will

- Read and understand the Company Health, Safety & Environment Policy and carry out their work in accordance with its requirements.
- Not start work unless they have been provided with and briefed on a safe system of work including risk assessments and control measures for using plant, tools, equipment and hazardous substances.
- Use the correct tools and equipment, as provided, for the job.
- Keep tools in good condition and report any defects.
- Wear protective clothing and safety equipment provided, e.g. safety helmets, respirators, etc.
- Work in a safe manner at all times. Not to take unnecessary risks which could endanger themselves or others.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Not to use plant or equipment for work for which it was not intended, nor if they are not trained or experienced to use it.
- Not play practical jokes or "horseplay" on site.
- Report any person seen abusing facilities provided.
- Report any injury which results from an accident at work, even if the injury does not stop them working.
- Encourage good housekeeping on site, by clearing waste while working and disposing of it correctly.

Employees are encouraged to bring to the attention of their immediate supervisor, areas which in their opinion this policy appears inadequate. All such comments will be passed to the directors for their consideration and review.



## SECTION 3 – ARRANGEMENTS

### Risk Assessment

Risk Assessment is based on a combination of Likelihood or Probability (Frequency) of the operation being carried out and the severity of harm that could occur should things go wrong.

Risk assessments are undertaken by project managers who have the SMSTS or higher qualification. The HSE ‘five steps to risk assessment’ guidance is utilised along with the following matrices.

#### Likelihood (Probability - Frequency)

Probability is divided into five levels:

OVERALL RATING	DESCRIPTION		
	POSSIBILITY OF AVOIDING OR LIMITING HARM	EXPOSURE	PROBABILITY OF EVENT
1. Extremely Unlikely	Inexperienced, unskilled person who is not particularly mobile easily avoids harm	Extremely short time exposed	Very unlikely event – freak combination of factors (1 event every 40 yrs)
2. Unlikely	Unskilled but aware person can avoid harm	Exposed for short periods	Unlikely event – a rare combination of factors (1 event every 4 yrs)
3. Possible	Trained person may avoid harm	Frequently exposed	Possible event – could happen when additional factors are present. (1 event every 6 months)
4. Probable	Agile, quick-witted, trained and experienced person may avoid harm	Very Frequently exposed	Not certain to happen but very likely (1 event every 2 weeks)
5. Almost Certain	No possibility of avoiding harm should event occur	Continuous exposure as main task	Almost certain to be an outcome (1 event every day)

#### Severity of Harm

Health/Safety	Environment

1	non-disabling injury/illness - no medical treatment/no lost time	Little or no environmental harm. Little potential for fines or complaints.
2	First Aid with required medical treatment - full recovery <3 days off work	Minimal environmental harm. Fine unlikely.
3	Injury/illness with lost time - full recovery ≥ 3 days off work	Moderate environmental impact. Possible fine.
4	Major injury with less than full recovery - permanent disability	Long term or serious environmental damage. Potential for prosecution. Loss of reputation
5	Death or total disability	Major environmental harm. e.g. major pollution incident causing significant damage or potential to health or the environment. Fines and prosecution likely

### Acceptability of Risk

	Likelihood				
<b>Severity</b>	1	2	3	4	5
	2	4	6	8	10
	3	6	9	12	15
	4	8	12	16	20
	5	10	15	20	25

<5 Acceptable risk

5-9 Acceptable only if all reasonably practicable controls have been put in place

>9 Unacceptable Risk – contact Managing Director for review

The Project Manager will bring to the attention of the workforce all the necessary precautions detailed in written risk assessment.

The Project Manager will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment

### Company Environmental Impact

The company holds an aspects and impacts register, which gives an overview of the aspects of the company that effect the environment and the potential impacts involved. This will show the company impacts on the environment. It will follow the 'Source-Pathway-Receptor, model.

For individual projects, environmental aspects of the work will be evaluated in the risk assessments for that work using the model above.

## **Safe System of Work**

Where the work needs to follow a specific sequence or the use of permits to control the work, such that the use of a risk assessment on its own is insufficient, then a safe system of work will be produced. Where the risk is high such that the sequence of work is critical then a permit to work will be used.

## **Construction Work**

The company acts a Contractor/Principal Contractor and Designer as defined by the Construction (Design and Management) Regulations 2015.

At all times the company will comply with the requirements of part 4 of the Regulations (Duties relating to health and safety on construction sites) when planning the method of any work undertaken. Written risk assessments and method statements will be prepared taking into account Health & Safety requirements and defining procedures as necessary.

### **Contractor where there is an alternative Principal Contractor.**

Where an alternative Principal Contractor has been appointed, the company, led by the contracts manager, will communicate and cooperate with them to;

- Plan, manage and monitor the work to ensure it accounts for any relevant aspect of the construction phase health and safety plan.
- Provide our employees with any necessary information
- Ensure our employees attend an induction to the site
- Cooperate with any other contractors on site
- Arrange for welfare provision for our employees

### **Contractor /Principal Contractor**

Where the company is the only contractor, or is a Principal Contractor due to the need to employ specialist sub-contractors, the company, led by the project manager will undertake the following during each stage of construction

### **Pre-Construction (Contract Award)**

The Project Manager will

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- Work with the client to establish the needs and requirements of the project and ensure that all parties have the same understanding, for example crossover/interaction with clients activities
- Check that the Client is aware of his responsibilities under CDM 2015
- Make contact with the Principal Designer/Designer and request information on any risks they have identified.
- Identify potential areas where construction may crossover with the clients business which will require further coordination
- Establish communication channels
- Check what, if any, welfare facilities are available to use and identify any additional requirements.
- Prepare a construction phase health and safety plan.

### **Construction Phase**

The project manager will

- Implement the construction phase plan, including
  - communication with sub-contractors (Principal Contractor only) & workers
  - Securing the site
  - Providing welfare facilities
  - Inducting personnel before the start work
- Communicate with the Principal Designer/Designer to discuss the design and any potential changes
- Plan the work by identifying the health and safety risks involved including
  - What could go wrong?
  - Who could be harmed and how?
  - What do I need to do to make it safer and healthier?
- Monitor and manage health and safety risks on site by
  - Identifying health and safety risks
  - Ensure there is adequate supervision
  - Monitor the health and safety risks e.g.
    - By talking to workers about what they are doing and the risks involved
    - By inspection
    - Checking briefing records
    - Checking skills, training, knowledge & experience
    - Monitoring near miss and accident reports
- Promote employee engagement by
  - Involvement in assessing risks
  - Involvement and feedback on working methods

At all times the company will comply with the requirements of part 4 of the Regulations (Duties relating to health and safety on construction sites) when planning the method of any work undertaken. Written risk assessments and method statements will be prepared taking into account Health & Safety requirements and defining procedures as necessary.

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## Post Construction

The Project Manager will pass on information for the health and safety file to the Principal Designer (where one is appointed) or the Client (where no Principal Designer is appointed)

The Site Manager must ensure that all registers, site inspection reports and other documentation relating to Health and Safety are returned to the office for safe keeping at the completion of the contract where it will be kept for 3 years after the completion of the contract.

## Design

The company may occasionally act as a designer. The company will only act as Principal Designer where we have also been appointed as Principal Contractor, with the main design being undertaken by ourselves.

The limits of design for employees are the recommendations of products based on our knowledge and experience and do not include structural design. If the company is required to undertake design work where there is not a Principal Designer already appointed, then we will inform the client of their duties.

## Pre-Design

The Designer/Principal designer must obtain or agree the following information with the Client and Principal Designer (if appointed) as appropriate;

- Pre-construction information
- A client brief
- Information on site and ground conditions, existing structures, operational activities, noise levels, working hour restrictions, existing utility services and ecological, environmental or heritage constraints
- Details of the project team
- Methods for communicating the design, including design risks.
- Format required for information to be included in the health and safety file
- Information held by others which may affect the design such as
  - Designers drawings and reports with special requirements such as temporary loadings or build requirements for installation or maintenance
  - Sequences of construction where this may affect the design
  - Specialist guidance if appropriate, such as fire prevention or commissioning requirements
  - Any residual risks and information on controlling these risks

## During Design

Individuals will use the Principles of Prevention to reduce risks during design considerations;

- Avoid risks
- Evaluate risks which cannot be avoided

- Combat the risks at source
- Adapt the work to the individual (e.g. through choice of equipment)
- Adapt to technical progress
- Replace the dangerous by the non-dangerous or less dangerous
- Develop a prevention policy which covers technology, organisation of work, working conditions etc
- Give collective protective measures priority over individual protective measures
- Give appropriate instructions to employees

Designs will be reviewed during project meetings.

### **Post Design**

The Project manager will compile any information required for on-going maintenance or future demolition and provide it to the client or Principal Designer, as appropriate.

### **Principal Designer**

Where the company is appointed as Principal Designer, the company will manage the pre-construction phase. The method for this will be agreed with the Client but as a minimum the project manager will

- Review pre-construction information provided, pass relevant information onto other designers and request from the client any information they feel is missing from the pre-construction information.
- Coordinate other designers. These will only be specialist designers working direct for the company.

Where specialist designs are undertaken by others, the company is not expected to have a detailed knowledge, but will review health and safety risks to check

- for clashes with other designs
- that information provided to the specialist designer (e.g. from the pre-construction information) has been taken account of
- That the specialist designer has provided information on any health and safety risks that require further control during the life of the structure
- That any assumptions made are correct and reasonable

As the company will only be Principal Designer were we are also Principal Contractor, the project manager during the design phase must ensure a full handover of information to the project manager for the construction phase, so they are able to continue with ensuring compliance with the duties of the Principal Contractor and Principal Designer.

The project manager will agree the format for the health and safety file and will gather the information required from contractors and designers and pass this to the client.

## **Sub Contractors**

### **Assessment of subcontractors**

All potential subcontractors are vetted before any works commence, to assure Surrey M&E of their competency. Subcontractor competency is assessed by means of completion of a Health and Safety Questionnaire. Where subcontractors have already been assessed by anSSIP organisation (e.g. CHAS) then the Health and Safety questions will not be required to be answered. Other Subcontractors will be required to provide the following information as a minimum:

- Health & Safety Policy
- Relevant risk assessments and method statements
- Employee health and safety training records
- Copies of any relevant certification (in date)
- Details of accident statistics and any prosecutions or Improvement/ Prohibition Notices.

Surrey M&E will specify the terms and conditions applicable to the sub-contractors entry on to the site and ensure that the sub-contractor and their workforce understand all conditions.

The company will verify that the Sub-contractor has the correct insurance policies and that they are valid and of sufficient value.

In addition to their statutory responsibilities, subcontractors will be required to conform to Surrey M&E Health, Safety & Environment Policy, safety procedures and permit systems. Subcontractors are responsible for dissemination of relevant information and safety standards to their personnel.

### **Management of Subcontractors**

All contractors will be issued with a code of conduct – see appendix A

The Project Manager is responsible for ensuring that all work on site by the sub-contractor and others whom the Company may have jurisdiction over, comply with all the statutory and Company safety requirements.

Sub-contractors are legally responsible for their own labour force and for ensuring that their work is carried out in a safe manner and that all personnel have received Health & Safety training appropriate to the task being undertaken.

Surrey M&E will ensure co-operation and co-ordination with subcontractors on assessment of risk for the contracted work, particularly where activities overlap and control measures that apply.

Sub-contractors will be provided with any information concerning site hazards, means of access and egress and any other relevant issues and instructions.

Sub-contractors and others must notify the site manager of any hazards arising out of their operations.

Should the Sub-contractor use a self-employed person, he should notify Surrey M&E.

Sub-contractors are responsible for the reporting of accidents and dangerous occurrences linked to or arising from their operations (including those involving any self employed persons they use) to Surrey M&E and assisting with the investigations should the need arise.

Subcontractors must co-operate with site management on all matters of Health & Safety.

## **Training**

Whilst appropriate qualifications are required by the Company before employment begins, it is not accepted that training will cease for that employee. This Policy requires all employees to continue training during the course of their employment. The minimum requirements for training for health, safety and environment matters are shown in the company training matrix

The company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

## **Induction**

All new employees will be taken through a company induction. This process will provide an overview of the health, safety & environment requirements of the company as well as confirm the current competencies of new employees and identify any additional training required.

Employees working on clients sites will attend the clients induction as required. If there is no formal induction then enquiries will be made as per emergency arrangements.

## **Specialist**

Where operatives are required to carry out key tasks (e.g. MEWP, Scaffold Towers, abrasive wheel mounting, etc.) they will be provided with the necessary training.

Sub contractors will need to demonstrate that their employees, where required, have undergone similar appropriate training.

## **Briefings**

Employees will be briefed on any changes to the health and safety policy or relevant changes to legislation.

Employees will participate in fortnightly tool box talks which will be relevant to the work or projects being undertaken.

## **Safety Representatives and Safety Committees.**

In accordance with the Safety Representatives and Safety Committee Regulations 1977 and the Codes of Practice and Guidance Notes relating to these regulations, every facility will be afforded to officially appointed Safety Representatives and Committees.

Where no formal safety committee exists, all employees will be consulted with, either directly or via an employee representative.

## **Monitoring, Audit and Review**

### **Monitoring**

Each new site project is preceded by a walk-round by the Project Manager to identify any areas that may require attention and for which additional audits may be required.

Project Managers will complete one site inspection per site per month. Information will be fed back to the management meetings.

The Company Health and Safety Competent Person shall carry out a formal site inspection of Health and Safety at monthly intervals using a different site each time. When the Company is working on a large long-term project, regular visits (as agreed with the Principal Contractor) to the project may be made to continually check on the Company safety compliance.

### **Audit**

A formal audit of the health, safety and environment management system is conducted annually under the control of the Director to identify any issues that could impinge of safety.

### **Review**

This policy and arrangements will be reviewed on at least an annual basis, based on the results of the monitoring and auditing arrangements undertaken by both internal employees and external organisations, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

## **Fire**

### **Office**

Fire precautions shall be provided and maintained in accordance with the requirements of The Regulatory Reform (Fire Safety) Order 2005, specifically, that a fire risk assessment is carried out and its findings are made known to all employees. The fire risk assessment also details the arrangements applicable to the individual building. This will be briefed to all employees.

A fire log will be kept for each building which details and records the checks and maintenance required on fire equipment.

### **Site**

The site manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:

Instigate a procedure for the safe evacuation of all buildings on site in the event of emergency

Ensure this procedure is executed in such an event

Summon the emergency services when an incident is reported

When conditions require, fire extinguishers of a suitable type, will be kept on site and adjacent to any activity which may lead to the outbreak of fire.

Instruct site staff in the use of portable fire extinguishers

Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

## Incident Reporting

This applies to health, safety and environmental incidents, whether or not they result in injury or damage.

Following an incident, employees will inform the office as soon as possible by phone. When working on a clients premises, they will also be informed of any incident. On return to the office an incident report will be completed (including accident book for injury incidents).

Incident records are held by the management in the office.

If the outcome of an incident is reportable to the HSE or the environment agency, then the Contracts Manager will ensure it is reported. These include the following;

### ‘Specified Injuries’

- **fractures**, other than to fingers, thumbs and toes
- **amputations**
- any injury likely to lead to **permanent loss of sight or reduction in sight**
- any **crush injury** to the head or torso causing damage to the brain or internal organs
- **serious burns** (including scalding) which covers more than 10% of the body or causes significant damage to the eyes, respiratory system or other vital organs
- any **scalping** requiring hospital treatment
- any **loss of consciousness** caused by head injury or asphyxia
- any **other injury** arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

### ‘Dangerous Occurrences’

For example some types of

- Failure of load bearing parts of lifting equipment
- Unintentional explosions
- Plant overturning
- explosions
- Malfunction of breathing apparatus
- Scaffolding collapse

### ‘Work Related Illness’

- **Carpal Tunnel Syndrome:** where the person's work involves regular use of percussive or vibrating tools
- **Cramp of the hand or forearm:** where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- **Occupational dermatitis:** where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- **Hand Arm Vibration Syndrome:** where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- **Occupational asthma:** where the person's work involves significant or regular exposure to a known respiratory sensitiser
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements
- **Any Cancer** – attributed to an occupational exposure to a known carcinogen or mutagen
- **Any disease** – attributed to occupational exposure to a biological agent

### Environmental Incidents

Any incident that results in the following environmental impact must be reported to the environment agency;

- damage or danger to the natural environment
- pollution to water or land
- poaching or illegal fishing
- dead fish or fish gasping for air
- watercourses blocked by a vehicle or fallen tree causing risk of flooding
- flooding from main rivers or the sea
- illegal dumping of hazardous waste or large amounts of industrial waste
- incidents at Environment Agency-regulated waste sites
- illegal removals from watercourses
- unusual changes in river flow
- collapsed or badly damaged river or canal banks

The Project Manager shall take all necessary steps to determine the reason for the incident. Following the investigation the management will implement measures to prevent repetition including communicating with all other employees as relevant to ensure the reason for the incident is known to prevent a recurrence.

All incidents resulting in damage to premises or plant and machinery on site must be investigated by the Project Manager and details reported to the Company.

### Electricity

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Any permanent electrical installation shall be to the requirements of the I.E.E. Regulations and shall be installed, tested, altered and maintained by qualified electricians only. Office facilities will be tested every 5 years.

### **Site Supply**

The Project Manager will ensure that only qualified electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

When cutting-off, shutting down or decommissioning an electrical supply the appropriate permit to work or certificate will be obtained.

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

All electrical supplies to hand tools and equipment used on site will be taken from a 110V source. 240V supplies will not be used.

### **Underground Services**

Surrey M&E do not undertake excavations, but if it is necessary to penetrate the ground, for example, with fence pins, then we will review utility drawings for the area and undertake a survey of the area using a CAT and Genny prior to working.

### **Portable Electrical Equipment**

Project Managers will ensure that any portable electrical equipment hired in or supplied by the company is in good condition and records of inspection are available before use.

All Portable electrical equipment will be recorded on a schedule and be inspected and labelled with their next test date, according to the following minimum schedule.

Site – 3 months

Office – 2 years

In addition all tools will be visually inspected for damage by the user before use. Damaged or out of date equipment will not be used, but reported to the project manager.

## **Welfare and First Aid**

### **Site**

The Project Manager will ensure that the welfare and first aid requirements are established and co-ordinated with the Client/Main Contractor before work starts, as part of the pre-start meeting. Once work has commenced on site the project Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

### **Office**

Welfare and first aid facilities are also provided at the Office. A first aider is available at the office.

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## Co-ordination and Co-operation

The Project Manager will ensure that all work is planned in advance so as to cause the least disruption, to other contractors or others who may be affected by the work (e.g. in communal areas). The planning will include discussion and agreement with others affected by the work, whether that is other contractors/Principal Contractor or asset owners. Safe access and egress around the work site will be provided and the work area segregated. The means of segregation will depend on the hazards and the environment, for example barriers, warning tape, cones or warning signs

In the case where passageways or staircases cannot safely be used while work is in progress the Project Manager will make arrangements for such work to be undertaken out of normal working hours.

## Housekeeping

Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.

Floors and traffic routes will be kept free from obstructions at all times.

Wherever possible, files, boxes etc. will not be stored at high level.

A tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on the Company sites.

The Project Manager will ensure that, before the site commences, access routes are planned, deliveries are programmed, to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and sub contractors are made aware of the Company requirements with regard to storage, clearing up, tidiness etc.

The Site Manager will ensure that stacking areas are prepared and that materials are called off in quantities, which will not create difficulties on site.

Storage areas for potentially environmentally hazardous materials will be appropriately bunded and/or on impermeable surfaces away from water courses/surface water drains to reduce the risk of land or water contamination.

The Site Manager will ensure that all waste materials are clear and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All openings in floors must be securely covered or be clearly marked to show that there is an opening below.

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe method used.

The Project Manager will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with these standards.

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## Waste Management

Surrey M&E will follow the principals of reuse and recycling before considering disposal.

This will be achieved by;

- Using items in standard sizing to allow reuse where possible
- Ensuring precise measurements are used for bespoke items
- Minimising packaging requirements
- Prioritising packing that can be recycled
- Providing detailed maintenance plans to the client to minimise failure and replacement

## Company Car Driving

Employees may only drive company cars with the express permission of the managing director.

Employees will;

- Make regular inspections of their vehicle for obvious defects
- Ensure any defects are rectified without delay.
- Report all accidents or damage, however minor, to the Company Management.
- Ensure any traffic violations you are involved in which result in yourself being prosecuted are reported to the Company Management.
- Ensure their vehicle is serviced in accordance with the manufacturers requirements.
- Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc at least every week.
- Ensure they are physically fit to drive, reporting any health problems or personal circumstances that may make driving hazardous.

Drivers will not;

- Drive when under the influence of alcohol, illegal drugs or prescription drugs that may adversely affect driving capability.
- Use mobile phones whilst driving, except when the phone is installed in a 'totally hand free car kit' and then only if, in your best judgement, it is safe to receive or make a call whilst driving. IF IN DOUBT DON'T.
- Use, whilst driving, any equipment or materials ie. Satnav (while programming), map, etc. that may distract you from driving safely. You must pull over in a safe place first.

## Occupational Health

Surrey M&E employees are not typically exposed to risks that require health surveillance, however they are influential in managing the exposure of others (sub-contractors). Health risks will be considered in risk assessment and the principles of prevention used in the selection of techniques, tools and materials to minimise the health risks to those undertaking the work and those affected by the work.

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If any employees are expected to be exposed to a significant risk to their health then a surveillance program will be put into place. Sub-contractors are required to have their own health surveillance program where necessary.

## **Smoking**

The company has acknowledged the adverse impact on employees' health caused through direct and passive smoking at work. In line with The Health Act 2006, the company enforces a policy of no smoking on the premises and inside company vehicles. This policy includes e-cigarettes and vaping devices. Smoking is permitted in the uncovered area of the yard. Employees who breach this policy will be subject to the company disciplinary procedures.

Visitors will be informed of this policy and if breached will be required to leave the premises.

When working on other employers or clients premises, employees will not smoke inside buildings and will follow any additional requirements outlined in the policy for that site.

Signage will be provided on the premises to remind employees or visitors of the requirements.

## **Drugs and Alcohol**

There is at no time any alcohol and drug misuse allowed on any Surrey M&E Office or Project. Where employees are on a pre-scribed medication that may affect their ability to work then they must inform their manager. The manager is to undertake an assessment of the risks to the employee and others of undertaking their normal work activities. If the risk is significant then alternative work will be found.

There is potential for danger, due to alcohol/drug misuse, to the health and safety of employees and their colleagues if an alcohol/ drug problem is left untreated. However Surrey M&E recognises that an alcohol or drugs problem may be an illness to be treated in the same way as any other illness and as such pro-active requests for assistance will be treated favourably and supported where possible.

All employees will comply with requirements of working on any clients sites, for example drug and alcohol testing.

It is the duty of every employee to report any issues and or concerns to the Managing Director. Such reports will be treated with confidentiality.

## **Noise and Vibration**

The Project Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He, in conjunction with any relevant Sub Contractor required to use or work near such plant, will ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where reasonable practicable engineering solutions to reduce noise and vibration will be used. Where the level of noise is or exceeds 80dB(A) a full assessment will be made and the area labelled and controlled accordingly and ear protection provided where requested. Where the noise level exceeds 85dB(A) ear protection will be provided and its use enforced.

All hand held tools will be assessed for their vibration characteristics using the manufacturers data and the 'HSE vibration calculator'. Where vibration levels may exceed the exposure action level, control measures will be put in place to reduce to the level to below the exposure action level. For example by;

- Use of alternative equipment,
- Minimising the time that individuals use the equipment,
- Use of vibration absorbing gloves.

## **Hazardous Substances**

The Company will keep records of all assessments, data sheets and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

### **Control of Substances Hazardous to Health (COSHH)**

Project Managers will ensure that all substances are assessed for their properties and hazards before use. Where there is a significant risk associated with their use, this assessment will be recorded and briefed to the employees affected by the Project Manager, generally as part of the safe system of work briefing.

If possible, arrangements should be made for an alternative, less hazardous material to be specified.

The COSHH register is held on a database in the office. Information from the database will be provided to employees and Clients as required.

The COSHH assessment will contain information on handling, storage, and disposing of the substances.

### **Asbestos**

Surrey M&E will not undertake work involving asbestos. Information on asbestos containing materials will be obtained from the client prior to commencing work to verify their location.

If employees detect the possible presence of asbestos, work on that area of the works shall cease and the client and Project Manager informed. Work will not commence until evidence is supplied that the material does not contain asbestos or the asbestos containing material is removed by a specialist contractor.

### **Lead**

Surrey M&E will not work with Lead. If employees detect the possible presence of lead, work on that area of the works shall cease and the client and Contract Manager informed.

Lead and other toxic materials shall be removed by a specialist Contractor or by an employee under the strict control of the Project Manager following a method statement produced following a detailed assessment of the works and risks involved.

### **Highly Flammable Liquids**

The Project Manager will ensure that suitable storage facilities are provided for Highly Flammable Liquids, and will arrange for a licence for the storage of petroleum or petroleum mixtures, where applicable.

The Project Manager will ensure that suitable storage facilities are provided for liquids which are not defined as Highly Flammable, but which could be a fire hazard and will arrange for any necessary fire fighting equipment or materials to be available before work starts.

The Project Manager will ensure that fire resistant, absorbent material is available to soak up any spillage of Highly Flammable Liquids and that this material is immediately disposed of safely after use.

The Project Manager will ensure that any fire fighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify and that defects are resolved.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Highly Flammable Liquids.

The storage Highly Flammable Liquids in large quantities or in unusual situations is to be specifically Risk Assessed.

### **Liquefied Petroleum Gas**

The Project Manager will ensure that the provision, installation of equipment and storage facilities for L.P.G., and any other compressed gases that will be used on site/workplace by Sub contractors, are planned in accordance with the above standards and that, where necessary, liaison takes place with the local Fire Brigade, to establish the safe storage and sitting facilities.

The Project Manager will ensure that any necessary training in the Safe Working Practices, or emergency procedures, associated with L.P.G. or compressed gases, is arranged and carried out before work starts.

The Project Manager will check all storage facilities, appliances, hoses, fittings, connections, fire fighting equipment etc., at weekly intervals and ensure that action is taken to rectify any defects noted.

Appropriate action must be taken against any person who disregards any instructions given for the safe use and storage of L.P.G. or compressed gases or who misuses equipment provided.

Where large quantities of L.P.G. or compressed gases are to be used or stored, or where L.P.G. or compressed gases are to be used in confined spaces or unusual situations is to be specifically Risk Assessed.

## **Protective Clothing and Equipment**

The Project Manager will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue, as required and that, when issued to employees, a record is kept. Employees must inspect their PPE at a minimum of the start of each shift. If defects are noted at any time then work must stop and the defect reported to the project manager.

The Project Manager will ensure that when Sub Contractors' employees are set to work, they have been provided with any necessary protective clothing that is suitable for the specific process for which it is provided.

All Supervisory and Management Staff will set a good example by wearing personal protective equipment.

## Manual Handling

All manual handling operations that are to be regularly undertaken by employees of the Company are controlled by the following procedure:

The Project managers, are responsible for, firstly identifying such operations requiring a specific manual handling risk assessment. These include any potential lifting, lowering, pulling, pushing, carrying or moving of loads whether by hand or other bodily force.

It is the policy of Surrey M&E to wherever possible or practicable, engineer out or mechanise, any manual handling operation. Where manual handling may be required the following planning will be followed and an assessment undertaken.

- Can a mechanical aid be used to reduce manual handling?
  - If yes then ensure a competent person is available to use it.
- If no mechanical aid is available then plan the task
  - Can the load be lifted by one person or does it need multiple people? Consider the following;
    - weight,
    - size,
    - weight distribution
    - shape
    - stability
    - ease of grip
  - Are there other potential hazards?
    - E.g. sharp edges, spilt chemicals
  - Plan the route, considering
    - Slip or trip hazards
    - Closed/narrow doors
    - Rest stops
    - Other traffic people or vehicles
    - Final destination
  - Is any PPE required
    - Gloves
    - Hard hats/bump caps
    - Safety boots etc.

The Project Manager will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required.

The Project Manager will ensure that materials that require manual handling are supplied in sizes suitable for manual handling.

The Company must not require any operative, particularly a young person, to lift, without assistance, a load which is likely to cause injury.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

## **Display Screen Equipment**

Work at display screen equipment will be planned so that there are breaks or changes of activity. Work stations will be set up to ensure that workstations satisfy the minimum requirements, which are set for the display screen itself, keyboard, desk and chair, working environment and task design and software. In addition individuals will complete display screen equipment assessments for their workstations. Following the assessment any alterations or special equipment requirements identified will be put in place.

The Company will provide appropriate and eyesight tests to users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

## **Work Equipment**

The use of work equipment includes starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The Company will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment.

The company will provide information, instruction and training, and will provide equipment that conforms with any relevant EC product safety directive.

The company will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair.

## **Work at Height**

When work at height is required, then the following hierarchy of fall protection will be used

1. Collective fall protection(e.g. scaffold)
2. Collective fall arrest (e.g. nets/airbags)
3. Individual fall prevention (e.g. restraint to prevent access to the edge of the structure)

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#### 4. Individual fall arrest (harness)

##### **Fixed Scaffold**

Surrey M&E will not erect, dismantle or adapt any fixed scaffolding. If a fixed scaffold is required this will be managed by either the client/Principal Contractor or a competent scaffolding contractor, with Surrey M&E providing information on loadings etc.

Scaffold will not be used until certificated complete by the erector. Scaffolds will be inspected weekly, following adaptation and bad weather, and recorded on a register.

##### **Mobile Scaffold Towers**

Only employees who have successfully completed an appropriate PASMA training course will erect, adapt or dismantle mobile scaffold towers.

Towers shall be erected according to the instructions supplied. If a tower cannot satisfy the requirements, standing scaffolding shall be obtained from a specialist.

Mobile scaffolds shall only be used for light work and to a maximum height to base ratio as described in the manufacturers instructions, taking into consideration the surrounding environment.

##### **Portable Access Equipment**

Portable access equipment (ladders, stepladders, podium steps, pulpits) will be formally inspected weekly and visually inspected before use. If any defects are found the equipment will be removed from service immediately.

Ladders, and Stepladders, etc. shall only be used for short duration work. Wherever possible mobile towers or other access equipment shall be used. Trestles are not permitted without the permission of the Contracts Manager.

Portable access equipment will be inspected weekly and before use. If defects are found the equipment will not be used and will be reported to the project manager.

Ladders and steps will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

##### **Powered Access Equipment**

Only competent employees who have successfully completed appropriate PAL training may operate powered access equipment (MEWP/Scissor lift/cherry picker etc).

Surrey M&E do not own any powered access equipment, however does have cause to hire it in as required by each project. Suppliers will be required to provide initial test and inspection certificates. Users will undertake a visual inspection of equipment before its use.

## Hired in Plant and Equipment

The Project Manager will take all aspects of the work into account, to ensure that sufficient information is provided to the Hire Company or Sub Contractor to enable the correct type of plant to be provided.

The Project Manager will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

Any defects noted will be reported to the Sub Contractor or Hire Company immediately.

The Site Manager will ensure that only authorised operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, the Site Manager will report to the Sub Contractor or Hire Company, immediately.

No young person (under 18 years old) is permitted to operate any items of plant or act as banksman unless being trained and under direct supervision.

All plant will be properly secured and immobilised at the end of each day.

All necessary testing and Thorough Examination Certificates will be obtained from the hire company and checked by the Project Manager and all items of plant requiring weekly inspections by operator, or other competent person, will have the inspection recorded in the Site Register, regardless of any Register kept by operator or Plant Hire Company.

## Mechanical Lifting

All lifting/handling equipment will

- have an identification number,
- be labelled with the SWL or WLL,
- be subject to formal inspection every 12 months as a minimum (6 months if lifting people).

Details on all test/inspection dates will be recorded on a database in the Office and the certificates held on files.

Any equipment found to have defects will be clearly labelled 'DO NOT USE', quarantined and disposed of as soon as possible.

The Site Manager will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc. are available on site. Any other equipment will not be used to carry out lifting operations.

## Contract Lifts

On the occasion when Surrey M&E require the use of a crane, they will employ a specialist contractor to undertake a 'contract lift' that is managed and planned by the contractor.

## Cartridge Tools

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Only cartridge tools of low velocity, indirect type will be used on the Company sites. Sub-contractors will be informed of this policy.

The Project Manager will arrange for all operatives, who will be required to use cartridge tools on site, to be trained by the cartridge tool manufacturer's representatives and Certificates obtained, which will be maintained on site.

Suitable storage facilities with restricted access must be provided where cartridges are stored on site.

The Project Manager will ensure that only persons who have been trained and are in possession of a Certificate are permitted or required to use cartridge tools on site. No person under the age of 18 may use cartridge tools.

Persons found misusing Cartridge Tools will be disciplined and could be dismissed.

### **Use of Hand tools On Site**

The Project Manager will ensure that all tools are provided and used in accordance with the planned arrangements, that all safety devices, guards etc. are available and fitted and that protective clothing or equipment, e.g. ear defenders, eye protection, respirators etc are provided

The Project Manager will not permit any tool to be used for work for which it is not designed

### **Abrasive Wheels**

Only certificated operatives, who have been suitably trained, in the mounting of abrasive wheels and discs and the type of machine, will be employed to mount abrasive wheels or discs.

The Project Manager will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection, and other protective equipment, is available and issued when required.

## SECTION 4 - REFERENCE LEGISLATION

### Health and Safety Related

1. Health and Safety at Work Act 1974
2. Corporate Manslaughter and Corporate Homicide Act 2007
3. Construction (Design and Management) Regulations 2015
4. Protective Equipment at Work Regulations 1992
5. Reporting of Injuries, Diseases,, Dangerous Occurrences Regulations 1995 (2013)
6. Control of Vibration ad Work Regulations 2005
7. Control of Substances Hazardous to Health 2002
8. Provision and Use of Work Equipment Regulations 1998
9. Lifting and Other Lifting Equipment Regulations 1998
- 10.Noise at Work Regulations 2005
- 11.Management of Health Safety (at Work) Regulations 1999
- 12.Work t Height Regulations 2005
- 13.Confined Space Regulations 1997
- 14.The Safety Representatives and Safety Committees Regulations 1977
- 15.Working Time Regulations 2005

### Environment Related

- Environmental Protection Act 1990
- Carbon Reduction Commitment 2009
- Integrated Pollution Prevention and Control Directive 2008
- Pollution Prevention Control Act 1999
- Site Waste Management Plan Regulations 2008
- Environmental 'Duty of Care) Regulations 1991
- The list of Wastes Regulations 2005
- Town and Country Planning (Environmental Impact Assessment) Regulations 1999
- Environmental Noise Regulations 2010
- Hazardous Waste Regulations 2005
- Environmental Permitting Regulations 2010