



Health and Safety Policy

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Introduction

This policy document has been prepared to define the way that ITI Network Services Ltd intends to manage health and safety and meet the requirements of *Section 2(3), The Health and Safety at Work etc Act 1974*. This act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

ITI Network Services Ltd's health, safety and environmental management document system is contained within this policy document and its associated instructions, procedures manual, assessments and guidance documents. This document system formally communicates the instructions and procedures covering operation and work activities from the company Directors to their supporting Managers, Supervisors and all other personnel employed or involved in the companies' activities. The document system has been developed to meet statutory requirements for a safety management system to ensure the health and safety of all personnel associated with work activities of the company including, contractors, visitors and members of the public.

The policy and its associated documents apply as defined to all personnel employed or contracted to the company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.

Health and Safety Statement of Intent

This Health and Safety Policy Statement recognises ITI Network Services Ltd's obligations under *The Health and Safety at Work etc Act 1974*. This policy statement and the health and safety documentation detailing the means of implementing the policy are in respect of ITI Network Services Ltd and its operating businesses.

ITI Network Services Ltd has a moral and legal obligation to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the acts and omissions of the company, its employees, or as a result of ITI Network Services Ltd activities. ITI Network Services Ltd fully accepts its obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries, and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety, and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training, and supervision for them to understand their role within the Company.
- Setting standards that comply with the relevant statutory requirements relating to health, safety, and welfare with regard to the effect on employees, contractors, visitors, and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes, or premises are introduced, adequate guidance, instruction, training, and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensure that competent H&S advice is sought in order to allow the company to comply with relevant legislation and implement suitable control measures to mitigate risks.

Employees are required to cooperate with the company not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by the company for breach of company rules.

The company will communicate the health and safety policy to all employees and sub-contractors, and it will freely be available to customers, and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

This policy, supported by instructions, procedures and organisational arrangements, is to be applied to all activities carried out by the company.

All Directors, Managers, Supervisors and Foreman's will enforce this policy. The Managing Director is personally responsible for the health and safety performance of the company and signs this statement of intent in acknowledgement of this.

Signed: **D Newton**
For and on behalf of ITI Network Services Ltd

Date:

Environmental Statement of Intent

ITI Network Services Ltd acknowledges its contribution, as a consumer of resources, to the growing global environmental burden and recognises its responsibility to future generations by undertaking business practices that promote sustainable development.

Our Environmental Policy shall earn the confidence of employees, customers, and the general public by demonstrating our commitment to comply with relevant environmental legislation and minimise pollution, resource use and waste through the continual improvement of performance in all areas of the Company.

ITI Network Services Ltd recognises the need to operate in a manner that reflects good environmental management. We will:

- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Reduce our consumption of resources. (energy, materials, packaging)
- Minimise waste through a commitment to reuse or recycle, where feasible.
- Identify routes for the storage, transfer and disposal of controlled waste under Duty of Care.
- Regularly monitor and review our environmental performance.

It is our duty to ensure that good environmental management is practiced in all projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all company employees and sub- contractors, and it will be freely available to customers, and the general public.

All Directors and Managers will enforce this, Policy. The Managing Director is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this.

Signed: **D Newton**
For and on behalf of ITI Network Services Ltd

Date:

Section 1 – Organisation

1.1 General Organisation

Arrangements for health, safety, welfare, and the environment will be organised by ITI Network Services Ltd. The Managing Director has overall responsibility for health, safety, and the environment.

The Managing Director is responsible for monitoring the Company's Health, Safety and Environmental Policy and for dealing with related health, safety, welfare, and environmental matters.

Constructive suggestions to improve health, safety, welfare, and environmental awareness in the Company are welcomed from any employee.

1.2 General Responsibilities

Directors and management are responsible for the implementation of the Company's Health, Safety and Environmental Policy and determining the Company's policies on health, safety, welfare and environmental matters, including revision of this Policy.

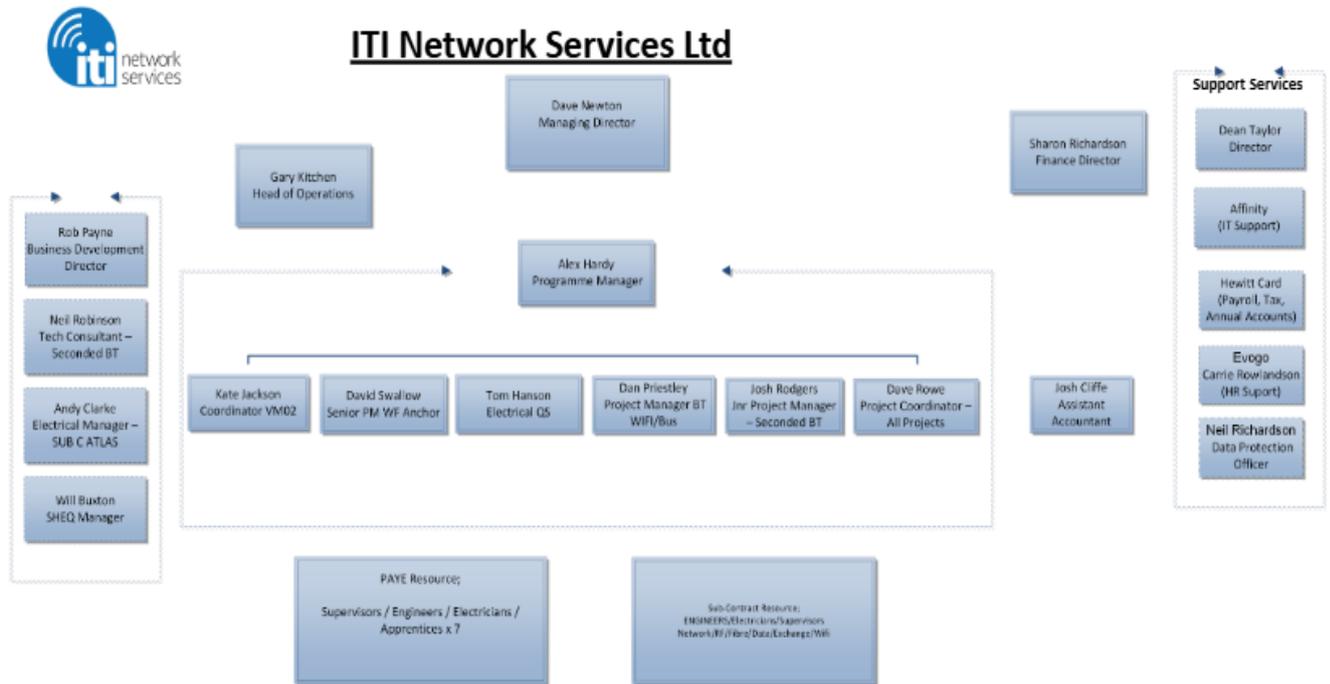
All employees and sub-contractors are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions, as well as protection of the environment from their work activities.

Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control. These Supervisors, supported by the appointed Safety Advisor, will monitor compliance with the requirements and provide advice on health, safety, welfare and environmental matters.

1.3 Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

1.4 Organisational Chart



Section 2 – Responsibilities

2.1 Responsibilities of the Managing Director and Company Directors:

- To have overall responsibility for health, safety and the environment within the Company. (Managing Director)
- To ensure that sufficient resources are made available to meet health, safety and environmental needs within the Company.
- To appoint competent persons to manage health, safety and the environment within the Company.
- To ensure that the Policy supported by its Instructions, Procedures and Organisational Arrangements are implemented on a day-to-day basis.
- To read and understand the Company's Health and Safety Policy and comply with the prescribed arrangements.
- Be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure the health, safety and welfare at work of employees and contractors under the control of the Company by providing and maintaining:
 - Safe places of work and safe access/egress,
 - Safe systems of work,
 - Adequate levels of supervision, training, instruction, information,
 - Relevant risk assessments,
 - Safe plant or equipment,
 - A safe and healthy working environment,
 - Adequate personal protective clothing and safety equipment,
 - Welfare facilities,
 - Safe methods of handling, transporting articles and substances.
 - Accurate health and safety records.
- To ensure all employees and sub-contractors are aware of and have knowledge of their health, safety and environmental responsibilities while undergoing their tasks and do not take unnecessary risk.
- Employ best practice as always defined by the Company and the industry on the site with regard to issues such as housekeeping, welfare, etc.
- Set a personal example and carry out your own work in a safe manner, e.g., use personal protective equipment issued by the Company to protect health and safety.
- To ensure that other people, including visitors and members of the public, are not placed at risk as a result of the Company's activities.

2.2 Responsibilities of the SHEQ Manager

The responsibilities of the SHEQ Manager shall include, but not be limited to:

- Carry out site inspections, as requested by the Company and/or Client.
- Provide written reports and assessments subsequent to the inspection.
- Ensure that the Health and Safety Policy and documentation, as prepared, is reviewed and updated as required.
- Provide an accident investigation service and liaise with the enforcing authority as necessary.
- Assess, review, and renew all method statements prepared by the Company as necessary.
- Attend meetings regarding health and safety, on behalf of the Company.
- provide Health and Safety Training/Information for both management and staff as required.
- Investigate all accidents, incidents and near misses reported and where appropriate, report major accidents, fatalities, dangerous occurrences and occupational disease in line with *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*.

2.3 Responsibilities of Project Managers

The Project Manager's Health and Safety responsibilities are to ensure that: -

- They understand the Company's Health and Safety Policy and appreciates the allocated responsibilities.
- Materials purchased are adequate and suitable for the task for which they are required.
- Written instructions and adequate information are provided by the suppliers or manufacturers to enable the company to comply with the COSHH Regulations and carry out an assessment as required by the Regulations.
- The precautions and work methods for each product purchased are provided to site management prior to commencing work.
- All plant purchased or hired is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- The required protective equipment is purchased and is available for issue.
- The costs of the following are determined, and incorporated in the tender:
 - The most appropriate order and method of work.
 - The provision of adequate lighting.
 - Allocation of responsibilities with other contractors on site.
 - The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site.
 - Facilities for sanitation and welfare.
 - The provision of basic fire precautions.
- Persons under his control are adequately trained in the tasks allotted to them.
- People under his control observe the requirements of the health and safety policy.
- The policy is effectively administered and monitored in the areas under his control.

- All equipment within his area is in good condition, adequately maintained and guarded and is suitable for the purpose for which it is used.
- They set a good personal example by using the appropriate personal protective equipment.
- Comply with environmental legislation.
- Promote the use of energy efficient and sustainable products.
- Reduce packaging and transportation.
- Reduce the use of hazardous substances.

2.4 Responsibilities of Site Managers

The Site Managers Health and Safety responsibilities are to ensure that: -

- They understand the Company's Health and Safety Policy and appreciates the allocated responsibilities.
- The relevant legislation is complied with in all the company's areas of operation.
- Sound working practices are observed.
- Health and safety activities are coordinated between all contractors working on the same site.
- All accidents and incidents are correctly reported and recorded, and that action is taken to prevent a re-occurrence of the accident or incident.
- That any hazardous substances are stored and handled in accordance with established rules and procedures.
- The following are determined at the planning stage: -
 - The most appropriate order and method of work.
 - The provision of adequate lighting.
 - Allocation of responsibilities with other contractors on site.
 - The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site.
- Facilities for sanitation and welfare.
- The provision of basic fire precautions.
- Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- All COSHH, Risk, Manual Handling and PPE Assessments are compiled and distributed.
- The precautions and work methods are checked with site management prior to commencing work.
- Work is carried out as planned and the relevant legislation is complied with on site.
- They set a good personal example by using the appropriate protective equipment whilst on site.
- All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- All plant is operated by trained and experienced personnel.
- All repairs to plant on site are carried out in the proper manner.

- The required protective equipment is issued and used correctly.
- They set a good personal example by using the appropriate protective equipment whilst on site.
- Comply with environmental legislation.
- Promote the use of energy efficient and sustainable products.
- Reduce packaging and transportation.
- Reduce the use of hazardous substances.

2.5 Responsibilities of Estimators / Surveyors

The Estimators/Surveyors Health and Safety responsibilities are to ensure that: -

- They understand the Company's Health and Safety Policy and appreciates the allocated responsibilities.
- The costs of the following are determined, and incorporated in the tender:
 - The most appropriate order and method of work.
 - The provision of adequate lighting.
 - Allocation of responsibilities with other contractors on site.
- The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site.
- Facilities for sanitation and welfare.
- The provision of basic fire precautions.
- Materials purchased are adequate and suitable for the task for which they are required.
- Written instructions and adequate information are provided by the suppliers or manufacturers to enable the company to comply with the COSHH Regulations and carry out an assessment as required by the Regulations.
- The precautions and work methods for each product purchased are provided to site management prior to commencing work.
- All plant purchased or hired is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- The required protective equipment is purchased and is available for issue.
- They set a good personal example by using the appropriate protective equipment whilst on site.
- Comply with environmental legislation.
- Promote and source the use of energy efficient and sustainable products.
- Reduce packaging and transportation.
- Substitute where possible, the use of hazardous substances.

2.6 Responsibilities of all employees

The Operatives' Health and Safety responsibilities are to ensure that they: -

- Use the correct tools and equipment for the task.
- Use the protective equipment provided.
- Only use tools which are in good condition.
- report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
- Do not endanger themselves or other persons through their actions or failures to act.
- Avoid improvisation.
- Warn new employees of known hazards.
- Refrain from horseplay.
- Do not abuse the welfare facilities.
- Co-operate with the Company on all aspects of health, safety and welfare.
- Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
- Comply with the requirements of the Company's Safety Policy.
- Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any task(s).
- Comply with environmental legislation.
- Reduce packaging and waste.
- Reduce the use of hazardous substances.
- Dispose of waste correctly to allow proper disposal and where possible recycling.
- To read and understand both the Company's Health and Safety Policy, it's Environmental Policy and comply with the prescribed arrangements and objectives.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted unless express authority is given. Damage to equipment should be notified to a Manager/Supervisor.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager/Supervisor, including those where no injury occurred.

2.7 Responsibilities of First Aiders

- To provide first aid to employees, as trained.
- To ensure that the first aid kits and accident records are maintained.
- To report serious accidents to Management and assist with RIDDOR reporting and where required, assist in any accident investigation.

2.8 Responsibilities of Trade Contractors

Trade-Contractors are to comply with all the requirements of this Safety Policy and are to provide copies of their Safety Policies and any other documentation appertaining to health and safety, which may be requested by the Company or their Safety Advisers.

Failure to do so will render the Trade Contractor liable to suspension from the site and any financial penalties will be charged to that Trade Contractor.

Labour only sub-contractors shall, for the purposes of health and safety only, be considered as employees of the companies.

All work must be carried out in accordance with the relevant statutory provisions and considering the safety of others on the site and the general public.

Scaffolding used by Trade-Contractors' employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and codes of practice.

Trade-Contractor's employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless authorised by their employer and the senior Temple Safety representative.

All plant or equipment brought on to site by Trade-Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the Trade-Contractor must be provided to senior company representative before work commences.

No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.

Any injury sustained or damage caused by Trade-Contractors employees must be reported immediately to the senior site representative.

Trade-Contractors employees must comply with any safety instructions given by the senior company representative

This company has engaged ITI Network Services Ltd to inspect sites and report on health and safety matters. Trade-Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Trade-Contractors will provide

ITI Network Services Ltd representative with the name of the person they have appointed as their safety supervisor.

Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health which will be used on the site must be provided to the ITI Network Services Ltd representative before work commences.

Trade-Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds

A detailed method statement will be required from Trade-Contractors carrying out site works. The method statement must be agreed before work begins and copies made available on site so that compliance can be maintained.

All Trade Contractors will be expected to be aware of their environmental responsibilities and ensure that measures are implemented to reduce waste and emissions and promote less sustainability, recycling and less harmful products.

2.9 Responsibilities of Sub-Contractors

Whilst you are working in any capacity for ITI Network Services Ltd you will be expected to adhere to the Company Health and Safety Policy and to cooperate with the Company on all matters of health and safety at work; and to cooperate with the Company's appointed Health and Safety Advisers.

You will be required to comply with the Company's arrangements for health and safety as detailed in Section 3 of this policy.

Your attention is therefore drawn to Section 3 of the Policy in order that your employees are aware of the standards contained within the section and are provided with information and instruction to comply with these.

Section 3 – Arrangements

Introduction

The general duties of ITI Network Services Ltd's arrangements for the management of health and safety and the environment are provided within this section.

Internal Communication

All relevant safety information will be provided at all workplaces where employees are located, this will include:

- Health and Safety Policy.
- Environmental Policy.
- HSE Law poster.
- Employers liability insurance certificate.
- Fire safety instructions.
- Names of fire wardens and first aiders.
- Other safety instructions relevant to that workplace.

Health, Safety and Environmental Policy

The health, safety and environmental policy will be reviewed annually to ensure that it is effective.

The policies will be amended where required and all employees informed of any amendment. Copy of policies will be available to all employees.

Each workplace with staff will hold a copy of the policies.

3.1 Accident Reporting

(Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013)

Employees, contractors & visitors are required to report **ALL** accidents resulting in injury to any person (not just employees), or damage to any property, in accordance with company policy and ensure details are recorded in the workplace accident book.

The SHEQ Manager (on behalf of the company) must report serious injuries, incidents or diseases at, or as a result of activities at the workplace, as required under the RIDDOR 2013 regulations.

The enforcing authority (*Health and Safety Executive (HSE)*) will be notified when:

- Any person suffers a fatality as a result of, or in connection with work activities.

- Any person suffers a specified reportable injury, in line with Regulation 4 of the RIDDOR 2013 regulations.
- Any person is incapacitated for more than 7 consecutive days as a result of, or in connection with work activities.
- All non-fatal accidents to people other than workers who have been injured in connection with work activities **and** have been taken to hospital to receive treatment (Examinations and diagnostics tests such as X-rays do not count as treatment)
- Any person suffers from a specified occupational disease.
- Any person is exposed to an occupational cancer, mutagen or biological agent in connection with work activities.
- A dangerous occurrence (specified in Schedule 2 of the RIDDOR 2013 regulations), that occurs as a result of or in connection with work activities.

The SHEQ Manager (on behalf of the company) will formally investigate all accidents, incidents and near misses that occur as a result of or in connection with work activities. On completion, the investigations will be escalated up to the Managing Director and any lessons learnt will be recorded in the lessons learnt log.

3.2 Asbestos

(The Control of Asbestos at Work Regulations 2012)

ITI Network Services Ltd will continue to develop and implement preventative and protective measures relating to health risks associated with occupational exposure to asbestos fibres to fulfil their obligations under *The Control of Asbestos at Work Regulations 2012*, with the objective of reducing the exposure to airborne respirable fibres of employees, contractors working on its behalf and to any person who may be affected by our activities.

Hazard identification and risk assessment will be the basis for introducing practical preventative control measures in the workplace.

All ITI Network Services Ltd field staff will be invited to complete approved UKATA Asbestos Category A and where applicable Asbestos Category B (Non-Licensed work with Asbestos) training.

Adequate information and instruction will be given to employees to ensure they are aware of:

- The health risks associated with asbestos.
- The reasons for and the nature of the precautions to be observed to protect themselves and other people who may be affected.
- How to make use of the protective equipment and other safeguards.
- Their duties under the Control of Asbestos at Work Regulations 2012.

3.3 CDM Responsibilities

(The Construction (Design & Management) Regulations 2015)

Defines the system of work for ensuring that projects carried out at ITI Network Services Ltd sites, where applicable, comply with the relevant regulations.

ITI Network Services Ltd shall ensure that:

- Generic health and safety preconstruction information is obtained for all relevant projects.
- Managers and Supervisors are trained and competent in applying CDM requirements to relevant projects involving construction activities.
- Assess the work to be undertaken against the requirements of CDM regulations and implement the relevant controls and methodologies.

3.4 Contractors

ITI Network Service Ltd will have the overall responsibility for the safe working methods and operations of its sub-contractors.

Any contractors being engaged by the company, will be required to:

- Undertake a site induction programme.
- Any contractor, who is deemed not to be complying with health and safety standards, will be removed from site and reported accordingly.

ITI Network Services Ltd will ensure that all contractors have been provided with all the relevant health and safety information and equipment necessary to ensure their safety and the safety of other persons who may be affected by their activities.

3.5 COSHH

(The Control of Substances Hazardous to Health (COSHH) Regulations 2002)

ITI Network Services Ltd will, prior to any operation commencing, provide information on any material, substance or process to be used or likely to be encountered, which could be a hazard to the health of personnel.

ITI Network Services will:

- Carry out risk assessments to identify substances hazardous to health. If necessary, produce a specific COSHH assessment.
- Identify appropriate control measures and implement them to ensure health and safety of personnel affected by their use, and the protection of the environment.
- Provide information and instruction on the safe handling and storage of hazardous substances.

A hazardous substance includes:

- Substances used directly in work activities (e.g. paints, adhesives, cleaning agents).

- Substances generated during work activities (e.g. soldering fumes, welding fumes).
- Naturally occurring substances (e.g. grain, dust)
- Biological agents (e.g. bacteria and other micro-organisms).

Effects from hazardous substances can range from eye irritation to long term respiratory problems, such as chronic lung disease or even fatalities.

3.6 Display Screen Equipment (DSE)

(The Health and Safety (Display Screen Equipment) DSE Regulations 1992)

ITI Network Services will identify all “users” – those employees who use Display Screen Equipment (DSE) for a significant part of their working day (usually in excess of 1 hour).

ITI Network Services will:

- Ensure a suitable assessment of the risk will be carried out for all “users”. Any risks identified will be reduced as far as reasonably practicable.
- All users will receive suitable and sufficient training and information in the correct set up and use of Display Screen Equipment (DSE).
- When required by the “User”, the company will provide them with a voucher for regular eyesight testing in relation to the use of Display Screen Equipment.

3.7 Driving at Work

(The Road Vehicle (Construction & Use) Regulations 1986)

ITI Network Services Ltd has the responsibility for the health, safety and welfare of their employees whilst driving either company or self-owned vehicles used for work.

- Authority will be given to all drivers and a copy of their full UK driving licence will be held on file.
- All driving convictions and offences will be requested from all authorised drivers.
- Business class insurance will be in place for all drivers of vehicles.
- For all company vehicles, the required Vehicle Excise Duty, MOT’s (if applicable) will be held, and a register held on file.
- For all company vehicles, weekly checks utilising the “FleetGo” app will be performed.

3.8 Electricity at Work

(The Electricity at Work Regulations 1989)

ITI Network Services Ltd takes responsibility for:

- Ensuring all electrical fixed installations are maintained and in safe working order.
- All portable and transportable equipment will be tested as frequently as required (the frequency will depend on the environment in which the equipment is used and the

conditions of usage. This will normally not exceed every 12 months for equipment used in the office environment.

- Provide information, instruction and training around the risks associated with electricity.
- Only allow competent and qualified persons to perform work on electrical installations.

3.9 Fire

(The Regulatory Reform (Fire Safety) Order 2005)

A fire risk assessment will be completed at all sites under the control of ITI Network Services Ltd.

In the case of working on sites not directly controlled by ITI Network Services Ltd, adherence to the site controllers fire and emergency plans will be applicable.

Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection.
- Raising of the fire alarm in the event of a fire.
- Firefighting equipment.
- Installation of emergency lighting.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.

Procedures will be produced at workplaces detailing action to be taken in the event of a fire, including on discovery of a fire, hearing the alarm, evacuation routes and assembly points.

An appointed person will regularly inspect the designated evacuation routes for obstructions.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly, and records will be maintained.

Fire marshals will be appointed and suitably trained in the fire prevention and evacuation procedures.

3.10 First Aid Provision

(The Health and Safety (First Aid) Regulations 1981)

Nominated "suitable person(s)" will be provided to administer first aid treatment.

Adequate first aid equipment will be provided at all workplaces, under the control of the first aider, to include:

- First aid kits.
- Eyewash stations.
- A suitable place or room for the administration of simple first aid measures.

3.11 Hazard Reporting & Monitoring

A hazard is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

Near misses are hazardous incidents with the potential to cause harm but no injury has occurred.

ITI Network Services Ltd expect all employees to report all new and increasing hazards to the SHEQ Manager, all new and increasing hazards will be formally investigated and where applicable risk assessments will be updated to provide information and adequate controls to protect all employees performing the activity.

3.12 Health Surveillance

(The Management of Health and Safety at Work Regulations 1999)

Health surveillance is conducted through observation, communication and systematically watching for early signs of work-related ill health. Health surveillance is essential if there is an identifiable disease or adverse health effect which is related to the employee(s) exposure to a health risk, and a risk assessment has identified as having a reasonable likelihood of occurring under the particular work conditions involved.

It requires the implementation of certain procedures to achieve this, including simple methods (i.e. looking for skin damage on hands), technical checks (i.e. audiology checks) or more involved medical examinations.

Associated hazards can include:

- Noise.
- Whole body (WBV) or hand arm vibration (HAV).
- Solvents, fumes, dusts, biological agents and hazardous substances.
- Dermatitis.
- Occupational Asthma.
- Asbestos, lead or work in compressed air.
- Ionising radiation
- Diving.

Employee's must cooperate with their employer on matters of health and safety. This extends to health surveillance where it has been identified as a necessary control measure or where there is a specific statutory requirement.

3.13 Information, Instruction & Training

(The Management of Health and Safety at Work Regulations 1999)

Well trained and competent personnel, who undertake work activities, decrease the likelihood of accidents and injury. Many accidents at work occur because of an individual's capability and training not meeting the requirements and skills of a specified task.

Management and supervisory staff must ensure that all employee(s) under their control have appropriate training and experience to undertake their allocated task(s).

Where necessary, management and supervisory staff will identify and arrange training and instruction of employee(s).

All records of training will be stored and maintained.

3.14 Ladders & Stepladders

(The Working at Height Regulations 2005)

Step ladders will only be used when a risk assessment determines that their use has a low risk and is of short duration (less than 30 minutes), this in effect means that step ladders should rarely be used and only ever be used for short duration work.

All persons using step ladders will ensure:

- Suitable ladder safety training has been undertaken.
- Ladders will be subject to annual inspection by a competent person.
- All persons will ensure that a pre-use inspection is completed everyday before use.

3.15 Lone Working

(The Management of Health and Safety at Work Regulations 1999)

Lone workers are those that work without direct contact or supervision.

ITI Network Services Ltd will ensure:

- All staff that lone work are trained, supervised and monitored.
- Will keep in touch with them and respond to any incident.

Risks that particularly affect lone workers include:

- Violence in the workplace.
- Stress and mental health or wellbeing.
- A person's medical suitability to work alone.
- The workplace itself, for example if it's in a rural or isolated area.

Certain high-risk work requires more than one person and should never be completed alone. These workplaces are:

- In a confined space, where a supervisor may need to be there, along with someone in a rescue role.
- Near exposed or live electricity conductors.

3.16 Manual Handling

(The Manual Handling Operations Regulations 1992)

ITI Network Services Ltd, so far as is as reasonably practicable will ensure arrangements are made to reduce the risks to employee's health, safety and wellbeing.

Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.

Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include:

- Provision of mechanical handling equipment. (Trolleys, etc.)
- Provision of sufficient person to undertake the lift.
- Provision of proper handles, handholds.
- Provision of a carrying device.
- Secure items, to prevent the load shifting.
- Reduce the size of the load to be lifted.
- Provision of adequate PPE.
- Provision of manual handling training.
- Provision of manual handling information.
- Posters giving guidance in lifting techniques should be displayed.

3.17 Method Statement

(The Management of Health and Safety at Work Regulations 1999)

A method statement will be produced by Managers where a number of activities are to be undertaken, and a safe system of work needs to be established to control the risks identified.

A copy of the method statement and associated risk assessments will be available at the workplace and the findings will be brought to the attention of all employee(s) affected by it. This will be undertaken by way of safety briefings by Managers / Supervisors so that those undertaking the activity understand what they have to do and the control measures to be implemented. A sign off sheet is to be completed by those receiving the briefing to acknowledge their understanding.

3.18 Mobile Plant

(The Lifting Operations & Lifting Equipment Regulations (LOLER) 1998)

It is the responsibility of ITI Network Services Ltd, that where any work involving the use of Mobile plant (e.g. scissor lifts, cherry pickers), they will ensure:

- Proper planning, supervision and execution of lifting operations by competent individuals.
- That lifting equipment is safe and fit for its intended purpose.
- Provide appropriate LOLER training for all personnel. (e.g. IPAF)
- Maintaining lifting equipment in a safe condition.
- That work equipment conforms to the designated standards and is properly maintained.

All mobile plant operated by ITI Network Services Ltd will be subjected to daily pre-use checks which are documented and stored accordingly.

3.19 New & Expectant Mothers

(The Management of Health and Safety at Work Regulations 1999)

Upon notification from a New and Expectant Mother, a mother that has just given birth or a woman that is breast feeding, ITI Network Services Ltd will perform an individual risk assessment where:

- The persons working is of childbearing age.
- The work is of a kind which could involve risk, by reason of their condition, to the health and safety of a new or expectant mother or to that of her baby.

ITI Network Services should be notified by New and Expectant mothers:

- As soon as is possible once an expectant mother finds out they are pregnant.
- If a new mother has given birth within the past 6 months.
- Or the new mother is breastfeeding.

3.20 Noise at Work

(The Control of Noise at Work regulations 2005)

Where ITI Network Services exposes employee(s) to a noise level at or above the Lower Exposure Action Value (LAV) of 80 dB(A), ITI Network Services will conduct a risk assessment to assess the levels of noise to which employee(s) are exposed to by means of:

- Observation of specific work activities.
- Reference to relevant information on the probable noise levels of noise corresponding to any equipment used in the particular working conditions.
- If necessary, measurement of the level of noise to which their employees are likely to be exposed.

The risk assessment shall include consideration of:

- The level, type and duration of exposure, including any exposure to peak sound pressure.
- The effects of exposure to noise on employees whose health is at particular risk.
- Any effects to health and safety of employees resulting from the interaction between noise and ototoxic substances.
- Any indirect effects resulting from the interaction between noise and any audible warning signals (e.g. fire alarms).
- Any information provided by manufacturers.
- The availability of alternative equipment designed to reduce noise emissions.
- Any extension of exposure to noise at work beyond normal working hours.
- Appropriate information obtained following health surveillance.
- The availability of personal hearing protection with adequate attenuation characteristics.

3.21 Personal Protective Equipment (PPE)

(The Personal Protective Equipment (PPE) at Work Regulations 1992)

Management will ensure that suitable and adequate quantities of PPE are available and used appropriately.

Where required, adequate PPE to the approved standards for the task will be provided, free of charge not all personnel working or visiting company sites.

Employee(s) will ensure they take care of all PPE provided to them by the company and report any defects with them to their line manager.

3.22 Risk Assessment

(The Management of Health and Safety at Work Regulations 1999)

Management and supervisory staff are required to carry out risk assessments of work activities, which pose a significant risk to health, safety and the environment, to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.

Managers are required to complete the site-specific section of the risk assessment to make the assessment specific to the site and working conditions encountered.

The findings of the risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work are carried out.

All risk assessments are produced by the relevant project manager and are sent to the SHEQ Manager for review prior to use.

A copy of the risk assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of safety briefings by managers, so that to those undertaking the activity understand what they have to do and the control measures to be implemented. A sign off sheet is to be completed by those receiving the briefing to confirm this.

All risk assessments will be monitored and reviewed at regular intervals, normally annually, or when working practices or equipment change, to confirm that all risks from work activities are adequately controlled and are following current legislation.

3.23 Safety Signs

(The Health and Safety (Safety Signs & Signals) Regulations 1996)

Safety signs shall apply if a completed risk assessment indicates that ITI Network Services Ltd, having adopted all the appropriate techniques for collective protection, and measures, methods or procedures used in the organisation of work, cannot avoid or adequately reduce risks to its employee(s) except by provision of appropriate safety signs to warn or instruct. Or both, of the nature of the risks.

ITI Network Services will also ensure:

- Comprehensible and relevant information on the measures to be taken is provided to all employee(s).
- That all employee(s) receive suitable and sufficient instruction and training in the meaning of safety signs and the measures to be taken in connection with safety signs.
- Maintain the signage so it can be easily read by all individuals.

Types and use of signs:

- Prohibition Signs – Circular in shape with white and red background with black pictograms. These signs forbid behaviours that may cause danger.
- Warning Signs – Triangular in shape with yellow and black backgrounds with black pictograms. These signs indicate hazards or dangers.
- Mandatory Signs – Circular in shape with a blue background with white pictograms. These signs enforce specific actions or behaviours.
- Emergency Signs – Rectangular in shape with a green background and white pictograms. These signs provide information on escape routes and emergency facilities.
- Fire signs – Rectangular or square in shape with a red background and white pictograms. These signs indicate the location of fire equipment and fire exits.

3.24 Stress

(The Workplace (Health, Safety & Welfare) Regulations 1992)

At work, an employee who is severely stressed could become a danger to themselves, as well as to others in the workplace.

ITI Network Services Ltd has a responsibility to control the health, safety and welfare of their employees and this includes reviewing the impact of stress at work.

Any persons known to be, or strongly suspected of being affected by stress should be referred to the appropriate manager who will arrange for the person to be monitored.

It shall be ITI Network Services Ltd policy to regularly review each employee's work performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

3.25 Vibration

(The Control of Vibration at Work Regulations 2005)

ITI Networks Services Ltd shall make a suitable sufficient assessment of the risk created by work that is liable to expose employee(s) to vibration. The risk assessment shall identify the measures that need to be taken to keep employee(s) below the Exposure Action Value (EAV) of 2.5m/s² or 100 HSE points using the ready reckoner tool.

In conducting the risk assessment, ITI Network Services Ltd shall assess daily exposure to vibration by means of:

- Observation of the specific work activities.
- Reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the particular working conditions.
- If necessary, the measurement of the magnitude of vibration to which their employees are liable to be exposed.

The risk assessment shall also take consideration of:

- The magnitude, type and duration of exposure, including any exposure to intermittent vibration or repeated shocks.
- The effects of exposure to vibration on employees whose health is at particular risk from such exposure.
- Any effects of vibration on the workplace and work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints.
- Any information provided by the manufacturer.
- The availability of replacement equipment designed to reduce exposure to vibration.
- Specific working conditions, such as low temperatures.
- Appropriate information obtained from health surveillance.

3.26 Visit by Enforcement Body

The Health and Safety at Work etc Act 1974, and associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties on are informal, inspectors offer information, advice and support, both face-to-face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Material breaches within legislation can lead to prosecution but this is always seen as the last step in the process, except for:

- Failure to comply with an improvement or prohibition notice.
- Material breach of the law that has significant potential for harm, regardless of whether it caused an injury.
- Reckless disregard for the health and safety of workers or others.
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with.
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

3.27 Welfare

(The Workplace (Health, Safety & Welfare) Regulations 1992)

Suitable and sufficient welfare facilities will be available to all employees, contractors and visitors, including:

- Toilet facilities (Male, Female & Disabled).
- Washing facilities.
- Accommodation for clothing.
- Facilities for rest and to prepare and eat meals, including means for boiling water. (To include adequate seating with back rests.)
- Drinking water.

All facilities will be maintained to a satisfactory standard, regarding:

- Accessibility.
- Temperature.
- Ventilation.
- Lighting.
- Cleanliness / hygiene.

3.28 Working at Height

(The Working at Height Regulations 2005)

The working at height regulations requires employers to:

- Avoid working at height where they can.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequence of a fall should one occur.

ITI Network Services Ltd will carry out a risk assessment to identify the risks involved from work at height, however this will be avoided as a priority and processes developed to control the risks. Additionally, ITI Network Services Ltd will ensure that all work at height is adequately planned, organised, supervised and carried out in a safe manner.

ITI Network Service Ltd will ensure that everyone involved in working at height is competent.

ITI Network Services Ltd will provide any information, instruction and training that an employee may require to carry out their work in a safe manner when working at height.

If work is to be undertaken at height, then prevention of the fall will be the first priority, additionally collective prevention measures will take priority over personal protection.

Step ladders will only be used when a risk assessment determines their use has a low risk and is of short duration (less than 30 minutes).

3.29 Work Equipment

(The Provision & Use of Work Equipment Regulations PUWER 1998)

All reasonable steps will be taken to secure the health and safety of all employees who use work equipment.

All equipment provided for use in the workplace will be subject to a system of inspections, servicing and maintenance as recommended by the manufacturer or competent engineer.

Records of the inspections, service and maintenance including statutory inspections will be maintained in accordance with PUWER 1998 regulations.

3.30 Young Persons

(The Management of Health and Safety at Work Regulations 1999)

In accordance with *The Management of Health and Safety at Work Regulations 1999*, ITI Network Services Ltd will ensure that where young persons (those that haven't yet reached the age of 18) are employed:

- They must be protected from any risks that exist in the workplace.

- Are supervised by a competent person.
- Are informed of any restrictions and necessary precautions to be taken within areas where they will work.

Risk assessments will be reviewed for activities in which young persons may be employed before they commence work. This will ensure that appropriate assessment has been given regarding young person's lack of awareness, inexperience and mental maturity.

Copies of the risk assessments and control measures taken, for young persons under 18 years of age, will be sent to their parents or guardians.

Signed:

Date:

For and on behalf of ITI Network Services Ltd