

HEALTH & SAFETY POLICY

1. Primary Objective for Fibretec Telecommunications LTD H&S Policy:

- Fibretec LTD are committed to the compliance of all applicable Health & Safety laws, regulations and industry codes of practice in which to ensure the protection of our employees, other workers with whom our employees may come into contact with, the public and the environment. In order to maintain awareness and compliance and the continual improvement of our performance, this policy will guide our Health & Safety initiatives and actions.
- Compliance with this policy will require leadership and direction provided by the Managing Director, Company Directors, Project/Delivery Managers and QHSE Manager. Management will ensure that sufficient resources are made available to comply with the policy, including the provision of competent Health & Safety advice and guidance. All managers are responsible for EH&S performance and will include EH&S objectives in all activities and ensure that EH&S audits of our premises and working environments are undertaken to monitor compliance with this policy.
- Fibretec LTD will identify and assess the potential Health & Safety hazards associated with our industry, our business activities and take the appropriate action, to manage and control all significant risks to employees, contractors, the public and the environment.
- Fibretec LTD will provide and maintain safe machinery for use by our employees and ensure the safe handling of and use of all substances. EC Directives 1992 require regular assessments of all health and safety risks to employees and all persons connected with the business.
- Fibretec LTD will communicate openly with our employees, contractors, vendors, customers and all interested parties on the relevant Health & Safety matters with regards to our Health & Safety performance and we will ensure that our employees work safely and in an environmentally friendly manner.
- Fibretec LTD will train employees on the relevant Health & Safety laws and regulations in which to protect the health and safety of employees, public and the environment in addition to any specific H&S training required for their role within the Company.
- Fibretec LTD will also ensure employees are competent to do their tasks, fully aware of, and conversant with, the hazards and risks associated with their work and the associated control measures.
- Fibretec LTD will plan for and take effective actions during (and following) any emergency situation and will endeavor to protect our employees, the public and the environment; both on our own premises and that of our customer(s).
- As part of our continual improvement Fibretec LTD will work towards preventing injury and ill health to our employees. Fibretec LTD will also work to minimize the environmental and safety impacts of our business activities and operations. This will be accomplished by continually improving upon our Health & Safety management system.
- Fibretec LTD will monitor, audit and review our Health and Safety performance and report on the progress of our policy objectives on a regular basis in which to improve upon our performance.

2.EMPLOYEES

- All employees have a responsibility to co-operate with their Line Managers on all matters pertaining to health and safety.
- All employees should inform the company (via their Line Manager) of any personal allergy, medical condition (e.g. fractured limb) etc. which may require protective measures to be implemented during the course of their normal working activities.
- Not interfere with any fixed guards or other protective measures that have been provided to safeguard their health and safety.
- Take reasonable care of personal health and safety and those affected by their activities.
- To wear PPE when provided for the task they may be involved with. PPE must never be removed when undertaking a working activity unless there are extenuating circumstances.

Neither willingly or knowingly place the lives of others in danger through either a lack of H&S knowledge or poor procedures. Employees must carry out safe working practices to ensure the safety of themselves, fellow employees, other contractors, the public and our clients.

- Report all health and safety concerns/issues to the appropriate authority as identified in this policy. Where an employee witnesses a dangerous practice on site, the incident must be reported to the relevant site authority in addition to the employee's immediate supervisor.
- Full use is made of the safety equipment, devices and protective clothing provided and that damage and defects are reported immediately. Employees must not use any defective item of PPE and PPE must not be mishandled or abused.
- Other equipment provided in the interest of health and safety must not be misused, e.g. fire extinguishers, vehicle first aid kits etc.
- Any defects in plant, machinery, equipment or any hazardous situation must be reported to the relevant manager or person responsible. If safe to do so such equipment must be rendered unusable or stored in such a manner that it cannot be inadvertently used.
- To comply with all relevant legislation and the Company's policies with regard to Health and Safety.
- To report all accidents to the company Manager and their immediate Project Manager.
- Advisory Notices - All employees have a duty to make themselves aware of all the safety notices relating to safe working practices in the facilities in which they work.
- Emergency Evacuation – It is the responsibility of each employee to account for their whereabouts at all times in the event of any emergency evacuation of the premises.

3.FIRST AIDERS

- Maintain the contents of vehicle and company site first aid boxes in accordance with Health and Safety (First Aid) Regulations 1981.
- To report all accidents, however minor, to the Company Manager.
- To provide first aid assistance where the injury does not require medical attention e.g. cut finger.
- If there are multiple workers on site, then there must be at least one worker who is trained in emergency first aid at work.
- In the event of an injury occurring where medical help is needed, to help preserve life wherever possible and/or minimize the consequences of the injury until such help arrives

The Company recognizes that The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. In accordance with these regulations the Company will:

- Provide designated First Aiders or Appointed Persons. Names and work locations of First Aiders or Appointed Preface premises.
- In conjunction with the undertaking of risk assessments for our activities use the information provided in those assessments to determine the type, quantity and location of first-aid equipment and facilities.
- Ensure adequate First Aid Stations are situated at relevant locations on our premises e.g. first aid box in kitchen and store. Locations of First Aid Stations will be posted on the relevant office premise notice board and Intranet.
- Ensure all company vehicles are equipped with First Aid boxes and where possible, an eye-wash station.
- Ensure adequate on-site first aid facilities are provided along with directions and addresses of the nearest A&E hospital or unit.
- Ensure a suitable number of our employees are first aid trained and first aid training and awareness is carried out as part of our overall Health and Safety training policy.
- Where designated First Aiders are on leave or absent through sickness, bereavement etc. the Company will make provision to cover their absence through the nomination of a suitably trained and competent employee (Appointed Person).
- The Company will periodically review their first-aid needs to ensure its provision remains appropriate. It will also maintain a central record of incidents dealt with by First Aiders and Appointed Persons.

4.CONTRACTORS:

- All Contractors must comply with the direction and requirements of this policy as a condition of their association with Fibretec LTD.
- Contractors will, as requested by the Company, be required to provide proof of relevant training, certificates of competence etc. and Health and Safety qualifications.
- Contractors are responsible for the provision of PPE; the Company may provide additional PPE to the contractor for specialist activities e.g. working in confined spaces and other extenuating circumstances.
- Contractors are responsible for ensuring all personal tools and PPE is inspected on a regular basis and items not deemed fit for purpose are rendered in such a fashion that they cannot be used inadvertently. The Company reserves the right to view evidence of such inspections at any given time.
- In the case of lighting appliances and electrical equipment evidence must be provided as to the correct testing and certification.
- Contractors must ensure that prior to commencing any work activity they are familiar with the Method Statement for that particular project/task and understand the associated Risk Assessment. Contractors who fail to implement the identified control measures will be liable to have their association with the Company, terminated.
- Contractors must ensure they adhere to the Company's Zero Tolerance stance on unsafe practices and behavior and keep their working area clean, tidy and free from hazard.

5. PLANT AND EQUIPMENT:

- The Company will ensure that all plant and equipment are subjected to regular maintenance checks as detailed in the manufacturer's guidance and in compliance with current HSE Legislation. The Company will also ensure that plant and equipment conform to the Provision and Use of Work Equipment Regulations 1998 and that all equipment is CE marked. The Company will also ensure that new plant and equipment meet the required health and safety standards.
- Where equipment is used on a more than regular basis the Company shall consult with the manufacturer to determine whether additional maintenance checks need to be put in place and also whether increased usage equates to increased risk. Should this be the case the Company will consult with the manufacturer to determine additional control measures that can be implemented.
- All equipment should be checked before use for obvious defects and the Manager will be responsible for maintaining an effective equipment maintenance and repair process.
- The Manager will also be responsible for ensuring effective maintenance procedures are implemented in accordance with the manufacturer.
- The Company will ensure that no employee operates any plant or equipment unless they have undergone the required training, are deemed competent and are fully aware of the associated hazards, risks and control measures.
- Employees will be made aware of their responsibilities in reporting any problems found with any plant or equipment to their immediate supervisor and the company Manager as soon as found.

6. MAINTENANCE AND INSPECTION:

Maintenance and inspection arrangements are the responsibility of the QHSE Department supported by nominated employees i.e. stores staff.

- PPE. All items of regular PPE are to be inspected by the individual employee on a daily basis prior to use, any items found to be defective are to be reported to the manager.
- All items of specialist PPE i.e. harnesses, Petzl Helmets etc. are to be inspected by the user prior to use and by a trained competent PPE Inspector, every 6 months. Records of such inspections are to be maintained on Fusemetrix and retained by the individual employee.
- Fire Fighting Appliances. All fire extinguishers and fire-fighting appliances are inspected and serviced annually in accordance with BS 5306 1985 (Part 3) by Approved Contractors.

The Company has conducted risk assessments for all its activities. By identifying hazards associated with an activity the Company is able to implement control measures which are designed to remove or reduce the likelihood of injury occurring.



Facility / Activity	Identify the hazards	Who/what may be harmed	Risk likelihood	Severity of harm	Overall risk	Existing control measures	Recommendations/ further action required

Throughout all operations undertaken by Fibretec LTD the use of PPE will be in force at all times. PPE is mandatory, relevant to the task being undertaken at the time and detailed in the task specific Risk Assessment; it will also be provided by the company free of charge. All PPE worn by our employees will conform to the relevant British Standard and European Norm as shown in the following example:

- Specialized PPE i.e. harnesses, fall restraint equipment etc. will be issued to employees in accordance with the control measures identified in the relevant risk assessment; it will be inspected prior to issue and record of that inspection retained on the company's Health & Safety Management system. Specialized PPE will also be inspected every 6 months by a trained and competent individual.
- Field engineers will generally be issued 5 Point PPE (helmet, safety boots, gloves, glasses and high-vis vest) on joining the company. Any employee who is issued either a complete set of 5 Point PPE or an individual item of PPE is responsible for ensuring their PPE is inspected prior to use and any faulty items are rendered in such a manner that they cannot be used; defective items of PPE will be replaced by the company as soon as possible.

- Where an employee finds themselves to be short of the required PPE they are to bring this to the attention of the company Manager asap; should an employee leave the company or no longer require a specific item of PPE, all issued items are to be returned to the company in accordance with the employee's handbook.
- Employees must ensure they wear the appropriate PPE as identified in the relevant risk assessment or as stipulated by the leading site authority. Failure to wear the correct PPE as stipulated is considered to be unsafe practice and may result in disciplinary action.

8. EMERGENCY PROCEDURES:

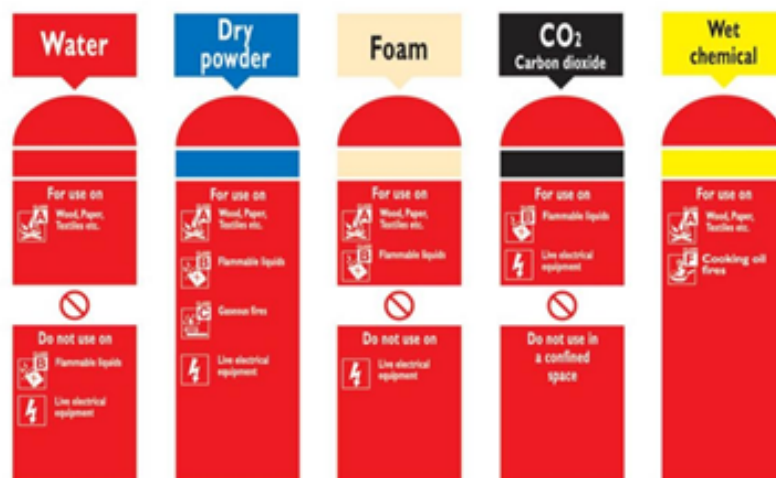
The Company will ensure that a Fire Risk Assessment has been conducted of the premises and all fire-fighting equipment is in date for both maintenance and service purposes.

- Fire-fighting equipment is to be located suitable to the activity being undertaken in a particular location and/or located next to fire exit routes.
- Employees must make themselves aware of evacuation routes in case of a fire or another emergency and remain alert to the possibility of a fire starting where they may not hear the alarm due to their work location.
- Evacuation routes are posted on noticeboards throughout the premises and in the Fire Risk Assessment. Emergency evacuation signs are located at all relevant exit points.

9. FIRE:

- On discovery or suspicion of fire:
- Shout fire, fire, fire and sound the alarm using the nearest "Break Glass" Call Point.
- Do not open a door if you notice smoke coming from under the door.
- If electrical appliances are involved switch off the current before dealing with the fire.
- Ensure the Fire Brigade have been called or dial 999 and give exact location of the office in a clear and calm manner.
- Leave the building using the quickest, safest route and assemble at your Fire Point.
- Fire Extinguishers. In attempting to put out a fire it is essential that the correct type of fire extinguisher is used. Use of the wrong type of extinguisher can increase the fire hazard and also be a danger to the extinguisher user. The chart below shows which extinguisher is to be used on different types of fire:

KNOW YOUR FIRE EXTINGUISHER COLOUR CODE



- Speed in action is the most important single factor in fighting all fires. Extinguishers are no substitute for the Fire Brigade but nearly all large fires start as small ones. Provided they are discovered early, fires that may otherwise become serious can usually be quenched by prompt and intelligent use of a hand-held fire extinguisher.
- Under no circumstances are employees to attempt to extinguish a fire which is either escalating out of control or deemed already out of control. At no stage are employees to endanger their own lives or those for whom they are responsible

- Employees are to evacuate the building and ensure clients, visitors etc. leave the building using the nearest available exit, leading away from the fire. The company has trained Fire Marshalls who will direct all operations during any such situation.
- Employees must leave the building using the quickest, safest route and assemble at the company Fire Point as directed by the Fire Marshalls.
- Do not stop to collect any belongings.
- When evacuating a building, at no time whatsoever will employees endanger their lives; they will evacuate the building and muster at the emergency assembly point which is located as signed. Employees are to remain at a safe distance at all times and ensure that members of the public do not encroach onto our premises whilst the emergency is
- on-going. In doing so, employees must ensure that they do not endanger their own lives or those around them.
- If a person's clothing is on fire, wrap a blanket, rug or similar article closely around them and lay them on the ground to prevent flames reaching the head.
- The Senior Member Manager or Fire Marshall are to liaise with the Emergency Services and where necessary provide them with details of any employees who are deemed to be missing or trapped.
- Employees must not re-enter the building until it has been cleared to do so by the Fire Brigade.

10. EMERGENCY PROCEDURES ON SITE:

Employees must make themselves aware of emergency evacuation routes in case of a fire or another emergency; employees must also remain alert to the possibility of a fire starting where they may not hear the alarm due to their work location. In such instances it is the responsibility of the Team Leader to ensure all personnel are accounted for in the event of an emergency.

Lifts will not be used in any unoccupied building at any time, and will never be used in an emergency situation; the staircase will be used at all times.

On locating a fire whilst on-site employees should raise the alarm; where there is no audible fire alarm located, "fire, fire, fire," will be broadcast at their loudest voice.

At no time whatsoever, will personnel endanger their lives; if buildings cannot be evacuated by the designated means they are to be evacuated by the safest means possible and employees must remain at a safe distance at all times.

Where an emergency situation occurs, on-site procedures must be followed. In the absence of any specific direction or instruction, 999 will be used to call the relevant emergency service, clearly stating the service required along with the full site address.

11. RIDDOR:

RIDDOR is legislation which requires employers and those in control of work premises to report and keep records of the following:

- Work related accidents which cause death.
- Work related accidents which cause certain serious injuries (reportable injuries).
- Diagnosed cases of certain industrial diseases.
- Certain 'dangerous occurrences' i.e. incidents with the potential to cause harm.

RIDDOR 2013 came into force on 1 October 2013 and introduced significant changes to the existing reporting requirements. The main changes are as follows:

- The previous classification of 'major injuries' to workers has been replaced with a shorter list of 'specified injuries'.
- The previous list of 47 types of industrial disease has been replaced with eight categories of reportable work-related illness.
- Fewer types of dangerous occurrence require reporting.
- For the purposes of RIDDOR an accident is –incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work. A RIDDOR report is now required when.

11. REPORTABLE INJURIES UNDER RIDDOR ARE AS FOLLOW:

- Deaths. All deaths to workers and non-workers are to be reported if they have arisen from a work related accident, including an act of physical violence to a worker.
- Specified injuries to workers. The list of specified injuries under RIDDOR 2013 includes:
 - A fracture, other than to fingers, thumbs and toes.
 - Amputation of an arm, hand, finger, thumb, leg, foot or toe.
 - Permanent loss of sight or reduction of sight.
 - Crush injuries leading to internal organ damage.
 - Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
 - Scalping's (separation of skin from the head) which require hospital treatment.
 - Unconsciousness caused by head injury or asphyxia.
 - Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Over 7 day injuries to workers. This is where an employee (or self-employed) person is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the accident).
- Injuries to non-workers. These are work related accidents involving members of the public or people who are not at work, are injured and taken from the scene of the accident to hospital for treatment to that specific injury.
- Reportable occupational diseases. Certain occupational diseases which are likely to have been caused by, or made worse, by an employees work must be reported. These include:
 - Carpal tunnel syndrome.
 - Severe cramp of the hand or forearm.
 - Occupational dermatitis.
 - Hand-arm vibration syndrome.
 - Occupational asthma.
 - Tendonitis or tenosynovitis of the hand or forearm.
 - Any occupational cancer.
 - Any disease attributed to an occupational exposure to a biological agent.

12. REPORTABLE DANGEROUS OCCURENCES:

These are certain, specified 'near-miss' events i.e. incidents with the potential to cause harm and are covered under Part 1 of RIDDOR 2013. Those more relevant to our business include:

- Lifting equipment – the collapse, overturning or failure of any load-bearing part of any lifting equipment, other than accessory for lifting.
- Overhead electric lines – any plant or equipment unintentionally coming into:
 - Contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts or
 - Close proximity with such an electric line, such that it causes an electrical discharge.
- Electrical incidents causing explosion or fire – any explosion or fire caused by an electrical short circuit or overload which either:
 - Results in the stoppage of the plant involved for more than 24 hours or Causes a significant risk of death.
- Structural collapse - the unintentional collapse or partial collapse of:
 - any structure, which involves a fall of more than 5 tones of material; or
 - any floor or wall of any place of work, arising from, or in connection with, on- going construction work (including demolition, refurbishment and maintenance), whether above or below ground.
- The unintentional collapse or partial collapse of any false-work.
- Explosion or fire – any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.
- Hazardous escapes of substances - the unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.

13. MANUAL HANDLING:

Throughout works undertaken by employees of Fibretec LTD, Manual Handling tasks will often form part of our everyday activities.

All employees will receive Manual Handling training; such tasks will never be carried out by personnel who have not received the correct training.

Manual Handling tasks will be avoided where possible, and where conditions permit the use of mechanical plant will be used, such as a stair walker, a pallet truck, a fork lift, a hoist, or other types of lifting equipment.

Where mechanical plant is used, all employees will be trained in the use of such equipment; all safety checks will be carried out prior to use along with any associated accessories.

All necessary precautions will be in place at all times when using such equipment, in which to ensure the safety of personnel, the general public and any potential damage to property or the environment. All personnel **MUST** wear Gloves when carrying out a manual handling task.

Where mechanical plant cannot be used, manual handling tasks will be undertaken.

In order to prevent injury it is essential to maintain the natural shape of the spine; to support this, the following will be determined (as remembered by the mnemonic TILEO):

- T - The overall task e.g. from where to where.
- I - The individual capability/strength of the employee.
- L - The weight of the load, its dimensions and contents.
- E - The safe route to avoid potential slip/trip hazards.
- O - Further Personal Protective Equipment requirements and other considerations.
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Once the above factors have been determined, the following process will be followed at all times:

- Assess the load - check it is nondirty / slippery or has any rough / jagged edges.
- Hold the load close (as depicted in Fig1.) to reduce the risk of stress to the lower back and to maximise stability.
- Where the load is unevenly distributed hold the heaviest part to the body.
- When lifting loads from the floor use the leg muscles rather than the back.
- When lifting to a high platform ,break the lift into two actions, from the ground to waist level and then waist level to the high platform.

14. REPORTABLE DANGEROUS OCCURENCES:

These are certain, specified 'near-miss'events i.e. incidents with the potential to cause harm and are covered under Part 1 of RIDDOR 2013. Those more relevant to our business include:

- Lifting equipment – the collapse, overturning or failure of any load-bearing part of any lifting equipment, other than accessory for lifting.
- Overhead electric lines – any plant or equipment unintentionally coming into:
- Contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts or
- Close proximity with such an electric line, such that it causes an electrical discharge.
- Electrical incidents causing explosion or fire – any explosion or fire caused by an electrical short circuit or overload which either:
- Results in the stoppage of the plant involved for more than 24 hours or Causes a significant risk of death.
- Structural collapse - the unintentional collapse or partial collapse of:
- any structure, which involves a fall of more than 5 tones of material; or
- any floor or wall of any place of work, arising from, or in connection with, on- going construction work (including demolition, refurbishment and maintenance), whether above or below ground.
- The unintentional collapse or partial collapse of any false-work.
- Explosion or fire – any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.
- Hazardous escapes of substances - the unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases.

15. USE OF LADDERS AND STEPLADDER:

When deciding whether to use a ladder or stepladder the HSE lists a hierarchy of controls that must be taken into account as follows:

- Avoid working at height wherever possible.
- Where working at height cannot be avoided, use work equipment or other measures to prevent falls.
- Where the risk of a fall cannot be eliminated, work equipment or other measures (fall arrest) must be used to minimize the distance and consequences of a fall.

Where work at height is necessary the Company will justify whether a ladder or stepladder is the most suitable access equipment compared to other access equipment options; this will be conducted by means of a risk assessment and the hierarchy of controls.

In addition to the restrictions which may be placed on the company employees when working on-site etc. rules pertaining to the correct use of ladders areas follows:

- Ladders will only be used for light work of short duration.
- Only Industrial Duty (Class 1) ladders will be used by personnel.
- Ladders are to be checked for any visible defects prior to use.
- Any surface that a ladder rests upon will be stable, and of sufficient strength.
- A ladder shall be so positioned as to ensure its stability during use.
- A ladder used for access shall be long enough to protrude (3 rungs) above the place of landing to which it provides access.
- The top 3 rungs are not to be used.
- Leaning ladders shall be placed at the correct angle i.e. 75° or a ratio 4:1.
- Personnel will face the ladder at all times whilst climbing or dismounting.
- Only one person will climb or work from a ladder.
- 3 points of contact must be maintained at all times.
- Heavy loads must not be carried either ascending or descending ladders.
- Ladders will be stored correctly.

16. COSHH:

The Company understands that it has a duty of care to its employees and other persons that may be exposed to hazardous substances arising out of our work activities. Despite there being few products used by the Company which fall within the COSHH Regulations (e.g. DENSO tape) control measures will be in place at all times.

At all times, where these products are in use on our premises (or when additional COSHH materials are purchased) they will carry the relevant Material Safety Data Sheet (MSDS).

Outside of the products that are in use, it is understood by all employees that other substances hazardous to health are in the workplace and may come from dust, fumes or other residues.

Risk Assessments will be carried out prior to the undertaking of any work involving hazardous substances and our employees will adhere to the following associated rules at all times:

- Follow safe working practices as detailed in both the Method Statement, Risk Assessments and manufacturer's guidance.
- Avoid contact with the skin and eyes.
- Avoid breathing fumes, vapours and dust.
- Wear the correct PPE as detailed in the Risk Assessment e.g. overalls, gloves, eye and head protection.
- Report any ill effects immediately to a First Aider and subsequently to the company QHSE Manager.
- Follow all relevant codes of practice when using hazardous substances and other specialist chemicals e.g. pesticides.
- Check all application equipment prior to use for signs of damage, wear and tear etc. All application equipment is to be cleaned thoroughly after use.
- Initiate and observe good hygiene practices. PPE is to be removed before entering any area associated with eating, drinking or smoking. PPE must also be removed before using any shared sanitary facilities.
- The Company has a strict policy of no smoking, drinking or eating whilst using or in the location of, hazardous substances.

- All chemicals are to be sealed in their original labelled containers and stored in a secure place, the key for which must be controlled on a “needs only” basis. If it is believed that the container may not be marked correctly, do not use it.
- All used containers are to be disposed of in a safe, secure and environmentally friendly manner.

17. WORKING IN CONFINED SPACE:

Throughout company operations, there may be a requirement to access certain areas which would be defined by the HSE as a confined space; this will include such areas as ceiling voids and basement levels and the access and egress into these areas will be restricted.

Following the requirements and guidelines set out within The Confined Spaces Regulations 1997, and in which to ensure the Health and Safety of our employees at all times, the following measures will be in force, prior to, and during any such activity taking place within a confined space.

- The task itself will be assessed taking into account the time and resource that will be required to carry out the operation; all other alternative options and available control measures will be taken into account with the final decision being whether the task can be undertaken at an acceptable risk.
- Consideration will also be given to the materials and tools required to complete the work in a safe manner as such items could also be an increased hazard; factors to consider include the weight, size, ease of transportation in, around and out of the confined space and whether they are free of sharps or sparks.
- The suitability of personnel entering the confined space will also be taken into account including their size, agility, fitness, and mental well-being i.e. whether they suffer from claustrophobia.
- After these key areas have been identified and all known hazards have been reduced, the arrangements for an emergency rescue must be in place.

During any confined space work, employees will have with them a suitable means of communications i.e. radio and there will also be a buddy-buddy system in place. Communication will be continuous, whereby, for personnel within the confined area, there will be personnel outside of the confined area and communication will be continuously made.

A first aid kit and fire extinguisher will be in place at all times, located with the personnel outside of the confined space. There will also be a means for contacting the emergency services if required.

Certain confined spaces may require additional training and it is the policy of the company that no such work will be undertaken unless all members of the team have undergone the required training and training certificates are in-date.

18. USE OF A MOBILE ELEVATED PLATFORM (MEWP):

Throughout company operations there will be occasion where there is a need to use a MEWP.

The company will generally utilize one of three options as follows:

- A vehicle mounted access platforms provided to us by an external company, along with the operative who will be fully trained and competent in the set up and operation of the vehicle and who will also hold accreditation to the IPAF Standards a mandatory requirement.
- A vehicle mounted access platform provided to us by an external company but operated by our own personnel who have been trained and certificated to the necessary standard.
- Where these vehicles are not required the company will use a self-operated machine; all our personnel have experience and the correct training in which to operate these machines in a safe manner and will hold accreditation to the IPAF Standard as a mandatory requirement.

Prior to any activity taking place with the use of a MEWP, a site-specific Risk Assessment will be undertaken by the most senior member of the engineering team. This will ensure that the machines have been fully inspected to the requirements of LOLER and PUWER and that they are safe for use.

Fall Protection PPE will be worn by personnel at times whilst using the MEWP, this will include a full body harness and fall restraint lanyard.

At all times, a safe working area “drop zone” will be in place; this will prevent unplanned interaction with other personnel, contractors, members of the public and vehicles on site.

The following factors will always be taken into consideration prior to the use of the MEWP and will assist personnel in the completion of the site-specific Risk Assessment.

- The SWL (Safe Working Load) of the basket must never be exceeded.
- The inspection certificates must be in date.
- The Operatives IPAF accreditation must be in date.
- Access and egress restrictions.
- Type of surface to be operated from.
- Overhead and underground obstacles and hazards.
- Guard rails and toe boards in place at all times.
- Wind speeds are not excessive for the platform in use. (Wind speeds are normally annotated on the MEWP and the company also provides anemometers for measuring wind speed.)

19. GENERAL WASTE:

- Project Managers are responsible for ensuring adequate waste disposal procedures have been identified prior to the commencement of any package of works. Employees are responsible for ensuring that they do not mix waste and where site facilities are available, any associated rules and procedures are strictly adhered to.

20. MONITORING:

Fibretec LTD will conduct regular workplace inspections which are designed to ensure:

- Identification of obvious hazards that have not been controlled with the aim of either eliminating them or implementing the appropriate control measures.
- Identification of hazards that are not always visible e.g. stress, chronic illnesses.
- Unsafe practices e.g. employees taking short cuts, not observing standard procedures that may expose either themselves or the patient in their care to other hazards.
- Good housekeeping policies are being adhered to e.g. disposal of clinical waste.
- Correct PPE being worn as required.
- Implementation of Safety Surveys focusing on specific employee/client care issues.

21. Approval:

Name BEN NORMAN

Signature

A handwritten signature in black ink, appearing to be 'BN', written over a light blue circular background.

Approval Date 25/03/25

Review Date 25/03/27