

## Policy Statement



Falcon Group Services Limited is committed under the Health and Safety at Work etc. Act 1974 to the health and safety of our employees and those that may be affected by our operations. We believe that a positive health and safety culture and active management of risk contributes to success.

Our aims and objectives are achieved through the following organisation and arrangements:

**Resources** – we will allocate sufficient resources to meet the requirements of current legislation and management systems. Quality, Health, Safety and Environmental (QHS&E) policies and standards (including procedures and work instructions) will be defined, documented, implemented, and maintained.

**Management** - will understand how they influence the QHS&E culture within their area of responsibility, demonstrate that HS&E issues are important to them, and seek to continually improve HS&E performance and lead by example. Leadership and Commitment to develop and improve integrated management system (IMS).

**Responsibilities** - we have defined HS&E responsibilities which are allocated and monitored.

**Health and Safety Management** - An HS&E management structure will be implemented to support the delivery of HS&E policies, systems, objectives and targets, to review HS&E performance and respond to significant HS&E incidents. In addition, we will secure access to competent advice as required.

**Risk Assessment** – we identify hazards, assess the risk and decide on appropriate precautions. These assessments are reviewed to check the relevance and the effectiveness of control measures.

**Training** – our employees are trained in safe working practices and procedures. Where persons are required to carry out specific tasks they will be provided with the necessary training.

**Consultation** – we promote an open attitude to HS&E and encourage employees to identify and report hazards and raise any areas where the policy appears inadequate. All matters raised are given full consideration.

**Checks and Inspections** – our managers and supervisors carry out checks and inspections to confirm that suitable precautions are in place and to identify any scope for improvement.

**Reviewing and Learning** – we prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level. Progress is reviewed, and any required improvements are identified.

**Revisions** – systems, policies and procedures will be regularly reviewed (at least annually) to ensure they reflect legal responsibilities.

- a. HSE laws, regulations, approvals, licenses and other legal requirements
- b. industry codes and best practices
- c. contractual requirements
- d. international, national and regional standards
- e. other interested parties



**Andrew Brown**  
Managing Director  
Falcon Group Services Ltd  
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## Organisation and Arrangements for Health and Safety

### *Resources and Management*

We follow HSE recommendations on managing Health and Safety and our systems are therefore based on the principles of Plan, Do, Check and Act. Annual plans are established, resources allocated, and we carry out ongoing risk assessments and checks to ensure that standards are being maintained. *ref: INDG417(rev1)*.



Primary responsibility for securing QHS&E across our operations rests with directors, managers and supervisors working in cooperation with employees and contractors.

The effectiveness of our policy is dependent upon ALL our employees and others involved in carrying out our activities. We seek to build a culture that actively encourages sound health, safety and environmental practices through engaging with our employees and those to whom we have a duty of care. *The Health and Safety at work etc. Act 1974*

This policy is applied and adopted by all operatives and visitors to our worksites. All persons are encouraged to report to their manager any identified breach of health and safety regulations or potential hazards whilst they are at work.

We carry out ongoing risk assessments for depot and client site work activities. The significant findings, including the required controls, are recorded and communicated to staff.

This procedure is continuous, and assessments are updated as required by situations or statutory requirements. Due to our core business activities, we are looking at:

- Plant
- Working at Height
- Power Generation
- Under Hook Accessories
- Transport

The control measures adopted regarding cranes we supply and our work on construction projects are based on the Construction Plant-hire Association (CPA) Tower Crane Interest Group Best Practice Guidance and Technical Information Notes (TINS). We follow best practice guidance from British Standards 7121 parts 1 – 5. The health and safety standards for activities at our storage and maintenance facilities are contained in HSE Guidance for Engineering Workshops and other HSE publications.

Our Road Haulage division specialises in the transport and logistics of tower crane components, self-erecting tower cranes, ballast (including test weights), rigging mats, containers and cabins. Licensed by the Traffic Commission and The Driving and Vehicle Standard Agency.

Our generator division runs a fleet of over 300 stage IIIA-compliant sets, plus 250, 500, 1,000, 2,000, and 3,000-litre fuel tanks together with a large range of ancillary items such as distribution boards and cabling. In addition, the company has its own crane-mounted trucks for ideal delivery and placement.

It is essential that all persons are trained to perform tasks effectively and safely. Our employees are trained in safe working practices and procedures prior to working on-site. Where employees are required to carry out key tasks,

we provide the necessary further training. Formal and informal training is carried out and employees are encouraged to identify areas where they feel they require training or retraining in H&S matters. Records will be maintained of individuals' training and competency. Contractors must demonstrate that their employees have the necessary training and proof of competency.

Consultation with our employees is essential to maintain an effective Health and Safety culture across the group, particularly before the introduction of new procedures or technology that may affect their working practices. We consult on a formal and informal basis according to the matters being relayed. In addition, we aim to work with client Health and Safety representatives and other persons so that relevant information and documentation is always shared and communicated to ensure the safe working of all parties.

Contractors whom we engage are required to ensure their employees are trained and that their own risk assessments and safe working documentation are available for inspection.

Consultation between the workforce, senior directors and managers takes place in accordance with *Health and Safety (Consultation with Employees) Regulations 1996* meeting every six weeks to discuss health and safety issues. Matters which cannot be resolved by the committee in conjunction with line managers are referred to the Managing Director.

Managers and supervisors are responsible for carrying out checks and inspections of our work activities to maintain and improve the precautions required to manage risk from our activities.

The findings of these checks and inspections are acted upon and reviewed to identify the scope for improvement in our H&S management system. Feedback on our performance also takes place at client sites during meetings with clients, architects, CDM Principal designer and others. Any corrective action advised or suggested is investigated and appropriate actions are implemented.

Managers are responsible for collating concerns from the employees and subcontractors and taking any action required. Accidents and incidents are monitored and reviewed to see what corrective or preventative action is required to prevent any recurrence.

The Group has a duty of care to comply with health and safety at work legislation and requirements to manage and control workplace risks, including protecting employees and others from the risk of a pandemic infection in the workplace, by providing a secure place of work.

The Group will take proportionate account of the risks and challenges arising from any such pandemic and will put measures in place to mitigate such risks.

Should a pandemic occur, the Group will produce a bespoke business continuity plan in accordance with section 14 of the plan.

The Falcon Group has considerable H&S expertise within the team to provide assistance on all issues.

Management systems will be reviewed at least every year or sooner if there is a business need or change in legislation or regulation, to ensure their continuing suitability and effectiveness. Reviews, significant findings and actions will be documented and implemented within agreed timescales.

## Responsibilities for Health and Safety

### *Managing Director*

- a. ensure H&S policy, Organisation and arrangements are in place and promulgated.
- b. review resource allocation and be satisfied that it is sufficient.
- c. agree on overall plans, strategy, and annual objectives.
- d. promote a strong and positive safety culture within the workforce *FALCON0174, FALCON0153*
- e. arrange for the board and senior managers to review performance.
- f. arrange for sufficient HS&E resources to be appointed and specialist assistance to be available.
- g. stay abreast of developments.
- h. review reports and remedial measures taken.
- i. review the outputs from checks and inspections.
- j. assist managers and others in meeting their duties under this policy.
- k. ensure arrangements are in place for consulting employees.
- l. report to the Board on any matters requiring consideration.

## **Directors and Senior Managers**

This category includes Directors, Associate Directors, Depot Managers, Departmental Senior Managers and Operator Controller.

These positions will understand how they influence the HSE culture within their area of responsibility, demonstrate that HSE issues are important to them, and seek to continually improve HSE performance and lead by example.

- a. inform the MD of staff training needs and attend to personal training required.
- b. promote a strong and positive culture and set a good personal example.
- c. take action when unsafe acts or conditions are observed.
- d. consult staff and others on their ideas to improve health and safety.
- e. carry out or assist in undertaking risk assessments.
- f. implement the control measures specified in risk assessments.
- g. carry out regular checks on compliance with control measures required.
- h. provide supervisors with guidance on expected actions.
- i. report, investigate and suggest action to prevent.
- j. provide monthly H&S updates to MD.

## **Managers and Supervisors**

This category includes Depot Supervisors, Erection Supervisors, Electrical Supervisors and any other positions involved in supervising the work of others. These positions require the following in relation to activities under their control:

- a. inform the manager of staff training needs and attend to personal training required.
- b. promote a strong and positive culture and set a good personal example.
- c. provide staff with daily instructions on safe working.
- d. take action when unsafe acts or conditions are observed.
- e. consult staff on their ideas to improve health and safety.
- f. assist in undertaking risk assessments.
- g. implement the control measures specified in risk assessments.
- h. carry out regular checks on compliance with control measures required.
- i. discuss health and safety problems and successes with manager.

## **Group Health, Safety and Environmental Manager**

- a. carry out full investigation and record to close out all accidents and incidents.
- b. all information from formal and informal H&S inspections to be reported at director level
- c. promote a strong and positive health and safety culture and set a good personal example.
- d. carry out dynamic risk assessments.
- e. maintain the records of substances used and assessments; *Control of Substances Hazardous to Health 2002 (COSHH)*
- f. report matters to HSE as required and prepare accident and incident data; *RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*
- g. amend as required by the board and keep documents updated.
- h. ensure standards, procedures and key controls remain fit for purpose, reflect legislative and regulatory requirements and effectively manage HS&E RISKS.

## **All Employees**

- a. stop working if you feel unsafe and inform your manager or supervisor.
- b. take reasonable care of the health and safety of self and others affected.
- c. make full use of protective clothing/equipment/plant provided.
- d. refrain from interfering with plant, equipment, apparatus etc. where such interference could be detrimental to health and safety.
- e. Undertake training provided and ensure mandatory training is kept up to date.
- f. follow supervisors/manager instructions and observe company systems.
- g. inform your supervisor or manager of any other health and safety concerns or ideas for improving health and safety.

## General Arrangements

### Accident Investigation

The relevant line manager or other nominated person will undertake a thorough investigation of any accident or serious incident. Accidents will be investigated to ensure that suitable controls are implemented, and safe systems of work are adopted with the aim of preventing a recurrence, removing any hazard and reducing the risk.

The accident book will be viewed on a regular basis with details analysed to assess trends for possible amendments to working practice. Accidents will also form part of the agenda at committee meetings where they will be reviewed, and statistics analysed.

### Accident Procedure and RIDDOR

*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR)* requires the reporting of defined accidents, diseases and dangerous occurrences.

We ensure that there are sufficient competent trained First Aiders to meet the risks of first aid requirements and that there are well-maintained First Aid Facilities in accordance with *The Health and Safety (First Aid) Regulations 1981*.

All accidents are to be reported to Head Office and entered into the accident book the statutory requirement to report under RIDDOR 2013 will be coordinated and dispatched by the H&S team.

### Smoking Policy

The Falcon Group recognises the prevailing attitudes against smoking and the potential effects of “passive smoking” on the health of others. Smoking also greatly increases the fire risk within premises. Individuals most likely to be affected by passive smoking include those who:

- Suffer respiratory ailments.
- Are “sensitized” by previous exposure to tobacco smoking.
- Wear contact lenses or glasses

It is therefore the Group's policy to prohibit smoking. The ban applies to anything that can be smoked and includes but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.

- In all buildings
- In all company-shared vehicles and pool vehicles
- Points of access and egress from Falcons buildings
- In all enclosed workplaces including crane cabs

Falcon Group of companies will:

- Display 'no-smoking' signs in smoke-free premises and vehicles and cabs
- Take reasonable steps to ensure that staff, customers/members and visitors are aware that premises and vehicles are legally required to be smoke-free.
- Remove any existing indoor smoking rooms.
- Ensure that no one smokes on smoke-free premises or in vehicles.

Anyone found smoking in a designated “No Smoking” area will be instructed to extinguish the cigarette immediately and disciplinary action may be taken.

### Drugs and Alcohol Policy

The Falcon group is committed to maintaining healthy, safe and productive working conditions for its entire staff. The Group recognizes that alcohol and drugs have an impact on any individual's ability to work safely and correctly and, as such, aims to provide an environment free from the inappropriate use of substances and where staff are able to carry out their duties in a safe and efficient manner.

Our operations are 'safety critical' meaning that a safety failure of the task could have a significant impact on the health and safety of our employees and or/others.

**As a group Falcon operates a zero-tolerance on drug and alcohol abuse.**

1. The consumption of drugs and alcohol by employees is inappropriate at any time when working or before work whenever work performance could be adversely affected.
2. The use of drugs is inappropriate at any time when working or before work whenever work performance could be adversely affected.
3. The use of drugs prescribed by a doctor, which may affect your ability to perform your job, must be notified in confidence to the Managing Director. Temporary impaired performance may require temporary redeployment.
4. The use of non-prescribed 'over the counter' medication, which may cause drowsiness or loss of coordination must be reported to your Managing Director.
5. Dispensing, distributing, possessing, using, selling or offering to buy controlled drugs at work is prohibited. Any such activity (including reasonable suspicion of it) on the companies or our customer's premises will be reported to the police immediately.
6. Any employee found to be in breach of these rules will be liable to dismissal without notice on the grounds of gross misconduct under the Group's Disciplinary Procedure.
7. To assist in the effective implementation of this policy the group reserves the right to have tests carried out on individuals following any incident where there is suspicion that drugs and or alcohol may have been a contributory factor.
8. The Group reserves the right to search employees or their property held on the Groups or its customer's premises at any time if there is a suspicion that the prohibition on drugs or alcohol is or has been infringed.
9. Refusal to consent to testing or search will be treated as gross misconduct under the Disciplinary Procedure and may result in the termination of employment without notice.
10. Where an employee is placed on a contract where more stringent terms apply, then the more stringent terms will prevail over those contained within this policy. Any employees in this situation will be provided with a copy of the more stringent policy when placed on a contract to which it applies.
11. The Group reserves the right to send an employee home if it believes that they are under the influence of drugs or alcohol.

**Employees must not:**

- Report or try to report for work under the influence of drugs, having just consumed alcohol, or be in an unfit state due to the use of drugs or alcohol.

***Remember you will fail the alcohol test if your blood (measured by testing a urine/blood sample) contains 80 milligrams per 100 millilitres of blood, which is the legal limit for driving.***

- Be in possession of controlled drugs in the workplace without having reported the fact to your manager in accordance with clause 3 above.
- Be in possession of any illegal drugs whilst in the workplace.
- Consume drugs or alcohol while on duty which includes 'on call'.
- Attend training or assessment events while under the influence of drugs or alcohol.
- Failure/Refusal of a drugs and alcohol test (including non-attendance)

*If an employee refuses to take a drug and or alcohol test or they take a test and the result is positive then they will be subject to the Group's disciplinary procedure, which may include dismissal without notice on the grounds of gross misconduct.*

To ensure compliance with this policy you can be required to undergo testing in the following circumstances:

**Pre / Existing Employment:**

New employees may be required to pass a drugs and alcohol test before they are considered for employment. All employees, new or existing, who are required to work on Balfour Beatty contracts will be screened, prior to their arrival on site and will carry their results with them, at **ALL TIMES**.

**Random:**

A percentage of employees may be screened each year. These persons will only receive 48 hours' notice both verbal and written before they are due to attend screening.

**For cause:**

Screening to find out whether drugs or alcohol was a factor in an accident or incident where person's actions or omissions are suspected of contributing to the accident or incident or the behavior of the person gives cause to suspect that the person is unfit to continue work.

**Transfer:**

The screening will be carried out if a person is transferring or being promoted to a post involving safety-critical work, or activities that affect safety-critical work.

All testing will be carried out by a nationally approved body. All testing is undertaken to ensure that the employees' safeguards, confidentiality and dignity is always maintained to a high standard.

**Right of appeal**

If following a positive screen result you feel that you have grounds to appeal you must do so first through the Managing Director in writing, within five working days.

**Employees Responsibilities**

In addition to your responsibility not to report or try to report for work under the influence of drugs, having just consumed alcohol, or be in an unfit state due to the use of drugs or alcohol.

**You must:**

1. Advise your Manager/Supervisor if you are taking any medication in writing before you report to work.
2. Declare any medication and if possible, produce the cartons to the screening officer before you are tested.
3. Advise your manager/supervisor if you have any reason to believe that you might have accidentally consumed drugs.

**If you need help**

Falcon Group will provide employees with all the necessary support, guidance and help if you think you have, or may be developing an alcohol or drugs problem or any other problem. In the first you should approach the HR Manager or the Managing Director in the strictest confidence.

**Asbestos**

Working with asbestos will undoubtedly be outside the parameters of the work undertaken by the company however any work involving asbestos in all forms will be carried out in accordance with *The Control of Asbestos at Work Regulations 2012* any materials used, which contain asbestos, must comply with *The Asbestos (Prohibition) Regulations 1992*.

Work involving the removal of asbestos materials covered by the Control of Asbestos at Work Regulations 2012 will be carried out in accordance with the current Approved Code of Practice for work with Asbestos Insulation and Asbestos Coatings.

The Depot Managers will co-ordinate Asbestos Risk Assessment, Registers and Management Plans with the aid of external consultants when necessary for Falcon premises.

**Asbestos – Dealing with Unidentified Asbestos**

The owners of buildings have a duty to investigate and make safe any areas where the presence of asbestos is known or suspected. However, the presence of asbestos is not always obvious. The HSE have advised that it is sensible to assume that any building constructed or refurbished before the 1980's will contain asbestos materials, i.e., insulation boards, corrugated roof sheets, cement guttering and boilers and associated pipe work and lagging. No work should be carried out which is likely to expose employees to asbestos unless an adequate assessment of exposure has been made. They must then call in a competent person / specialist, analyst to assess the material to confirm if it is asbestos.

If asbestos is confirmed, then a licensed contractor may be required to protect and remove the asbestos to a specified tip that is licensed by the local waste disposal authority. Once the asbestos has been made safe or removed other contractors will be advised and clearance certificates will be available. Work will then continue with caution lest any further unidentified asbestos is found.

**Falcon Group Vehicles****Group Cars Policy**

We recognise that requiring staff to drive company cars as part of their work activities exposes them to specific hazards and risks. Lack of vehicle maintenance or driver skills may increase the risk of injury and damage to vehicles.

Falcon will:

- Identify any driver training or instruction that may be necessary on the use of mobile phones, accident involvement, services, regular vehicle condition checks, breakdown, maximum working and driving hours and personal safety.
- Provide additional driver skills training or instruction, as appropriate.
- Check all driver licences on a periodic basis.
- Ensure that all staff are fully trained, insured and in a fit state of health to drive company or their own vehicles for work-related activities.
- Ensure that vehicles provided for staff are safe in a roadworthy condition.
- Ensure that vehicles are serviced and maintained at intervals recommended by the manufacturer.
- Ensure that vehicles provided are suitable for the individual who has to use them, e.g. sufficient adjustments, head and leg room, position of controls etc.

## Specialist Vehicles Policy

We recognise the specific hazards and risks that are inherent in the use of specialist vehicles for work-related activities. These may include earth-moving equipment, forklift trucks, MEWPs, dumpers, diggers etc.

Falcon will:

- Ensure that all operators are fully trained, insured and in a fair state of health to operate specialist vehicles for work-related activities.
- Provide specialist training, including refresher training, where appropriate, to comply with any licensing or other requirements.
- Ensure that vehicles provided to employees are suitable for the purpose and the environment they are used in and are safe to use.
- Check all driver licences and certificates on a periodic basis.
- Ensure that vehicles are maintained in safe condition and that any examinations e.g., lifting equipment, MOTs etc. are carried out, as required.

## Control of Hazardous Substances

Due to the type of operations undertaken by Falcon hazardous substances are used, however, we will endeavor through our purchasing policy to purchase only those substances that are not hazardous to health. Substances that may be hazardous will be reduced to the lowest level reasonably practicable.

The use of those substances purchased will be assessed using the *COSHH (Amendment) regulations 2002*, restricted and strictly controlled. Assessments will be reviewed periodically and whenever there may be reason to suspect the assessment may no longer be valid. A full survey of all chemicals used within Falcon and its work sites will be carried out and maintained, in line with the COSHH regulations.

The results of such findings will be communicated to employees together with controls. Protective equipment, if required, will be provided free of charge. It will be a disciplinary matter if staff does not adhere to the use of PPE or use controls identified as part of the assessment.

## Contractors

All contractors will receive a copy of Falcon's Health and Safety policy statement upon request and a list of safety rules and requirements. The following paragraph may be inserted into contracts to contractors.

*“Please note this copy of the groups’ policy statement for Health, Safety and Welfare and a list of safety rules and requirements for contractors on our sites/premises and clients’ premises. Your acceptance of the requirements of this policy will be deemed to include acceptance of the requirements of the Group policy. Please contact Falcon for any information on any matter in connection with Health, Safety or Welfare”*

## Data Protection

*The Data Protection Act 1998* and the General Data protection regulation (GDPR), ensures that anyone who has access to, or uses others personal data, abides by the same principles.

The Data Protection Act exists in order to secure and respect an employee's right to privacy with regard to personal information that is held about him/her.

In giving new privacy rights to individuals, the Act puts responsibility on those who keep personal information. Anyone processing personal data must comply with the principles, as put below.



## The Principles:

The principles of the Data Protection Act are that data will:

- ✓ Be obtained and processed fairly and lawfully,
- ✓ Be held only for specific and lawful purposes and must not be processed in a manner that is incompatible with those purposes,
- ✓ Be adequate, relevant and excessive for the purposes for which it is processed,
- ✓ Be accurate and, where necessary kept up to date,
- ✓ Be held for no longer than is necessary for the purpose for which it is processed,
- ✓ Be Processed in accordance with the rights of employees under the act.
- ✓ Be subject to appropriate security measures.
- ✓ Be subject to scrutiny by individuals who have the right to correct or erase inaccurate Information.

## Scope:

The Data Protection Act and therefore this statement covers employees, applicants, former applicants, agency workers, casual workers and contract workers.

## Definitions:

**Personal Data** – data which relates to a living individual who can be identified from the data e.g., CV, performance development reviews, starter forms. This can be manual or automatic records.

**Processing Data** – anything we do with data is, in effect, processing it including organisation, adaptation, alteration or retrieval.

**Sensitive Data** – information relating to racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, health, sex life and criminal convictions. Legitimate reasons for processing such data may be for example, the monitoring of ethnic backgrounds and treatment of minorities, for the purposes of demonstrating and promoting equal opportunities policies.

Failure to adhere to the principles of the Data Protection Act could result in disciplinary action.

## Disciplinary Procedure

When there are issues of non-compliance of Health and Safety Regulations Falcon will investigate them. Falcon will collate any information, and this will be reviewed, and the appropriate corrective action taken to ensure that there are controls implemented and that employees are made aware of the situations which are causing concern. If subsequently, the problems persist then Falcon will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee's attention will be drawn to a situation which is causing concern in order to give the employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where Falcon is dissatisfied with an employee or contractor's performance on Health and Safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade representative. After considering the details, an appropriate oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by Falcon and be available for any appeals or legal actions arising from the issues of non-compliance of Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry, which will be supervised by Falcon:

- Failure by Managers/Supervisors to notify and explain to operatives, over whom they have charge, the controls in force for projects and associated risks and the procedures established for their protection and safety.
- Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individual, colleagues or third parties.
- Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including.
  - Personal Protective Equipment
  - First aid provisions and facilities
  - Welfare facilities
  - Safety notices, instructions or signs
- Consumption of or being under the influence of alcohol or other substances during the course of employment.

## Display Screen Equipment

The use of display screen equipment is not generally considered a high-risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems, eyestrain, fatigue, stress.

Falcon will undertake assessments to check that DSE is properly installed in an acceptable environment DSE users are to co-operate with Falcon in the assessment and efficient use of their workstation and report any difficulties or defects, which could potentially contribute to a health hazard.

Employees who are required to use DSE for substantial work will receive advice so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.

Employees who carry out substantial work at a display screen will be entitled to the following eye tests, before commencing work on DSE or as soon as practical, at regular intervals afterwards or when visual difficulties are experienced.

Where tests show that eyesight correction is needed to carry out work on DSE corrective spectacles required solely for DSE will be obtained for the user.

## Documentation

The office will ensure that a complete copy of, or where appropriate, relevant extracts from Falcon Health and Safety Policy are made available to clients when requested for reference. A copy of the current Employer's Liability Insurance Certificate will also be made available on request and displayed when practicable on site/premises.

Each project shall be supplied with the following when necessary:

- A safety folder containing the necessary inspection records e.g., thorough examination certificate.
- Method statements, risk assessments and safety notices
- Up to date safety signs and standards.
- Records of safety talks, training and meetings.

## Electrical Power Tools

Electrical equipment is to be tested at regular intervals as recommended by the *HSE guidance note HS (G) 141 and L144* and in line with company risk assessment. Staff will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued.

## Emergency Procedures

Falcon will establish and where necessary provide appropriate procedures to be followed in the event of serious and imminent danger to persons working for them. The prime objective will be to ensure that no employee or visitor can access any area where an emergency or possible danger may be present without first receiving adequate Health and Safety instruction.

Falcon will inform workers about the potential dangers, the controls and the emergency procedures. The workers will also be instructed on how to identify conditions in these potentially dangerous areas where it may be necessary to stop work and go to a place of safety. The emergency procedures will then provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared.

## Environmental Considerations

Falcon recognises its duty of care under *The Environmental Protection Act 1995, The Environmental Protection (Duty of Care) Regulations 1990, The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1992, Hazardous Waste (England & Wales) regulations 2005, and other associated statutory provisions.*

*"Controlled Waste" will only be released to a "Registered Carrier" after proof (original only) has been produced by the "authorised person" all parts of the "Waste Transfer" note will be suitably completed with a copy remaining with Falcon for not less than 2 years.*

*"Hazardous Waste" will only be moved by a "Registered Carrier" after the completion of a "Hazardous Waste Transfer Note" and the pre-notification of the movement to the environment agency, a copy of which will be kept by Falcon for no less than 3 years.*

All waste will be suitably packed to ensure the safety of others during storage and carriage and also to prevent the spillage, leakage, waste blowing or falling or the pilfering of contents by third parties.

## Fire Safety

Operatives are expected to tackle a fire themselves only if trained and it would not pose a threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should raise the alarm and evacuate the building/area immediately. In this situation operatives are to meet at the pre-determined assembly point. A procedure for dealing with any fire will be prepared and effective steps taken to ensure that all employees are familiar with the procedure.

## Health Surveillance

Falcon will ensure that employees are provided with such Health Surveillance as is appropriate having regards to the risks to their Health and Safety and others who could be affected by their acts, omissions or ill health which are identified by the risk assessment of their activities.

Health surveillance is normally carried out by doctors; however, in certain areas a trained nurse or supervisor may check exposure/effects.

You are required to carry out health surveillance in the following circumstances:

- A. Persons working under Schedule 6 of COSHH, when manufacturing compounds of benzene, is likely to receive significant exposure.
- B. When exposed at work to substances that are likely to have an effect on health.

These records must be kept for 40 years.

## Insurance

In recognition of its statutory and common law duties, Falcon has taken out insurance with an approved insurer. The certificate of insurance will be prominently displayed to be available for inspection at all reasonable times by employees and regulatory authorities i.e. The Health and Safety Executive Inspectors.

## Manual Handling Operations

### Standards required.

The following regulation applies to manual handling:

[The Manual Handling Operations Regulations 1992.](#)

**Planning:** All work will be tendered for or negotiated considering the above regulations. Supervisors will ensure that materials are handled as far as possible by machine. Where the use of the machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads. A manual handling assessment will be undertaken in all situations in which a risk remains after the implementation of controls in accordance with the Manual Handling Operations Regulations 1992.

Staff required to manually lift loads will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

**Supervision:** Operatives will be instructed in the correct handling and lifting of loads when mechanical means are not practical, and staff will ensure that there is a supply of suitable gloves available for issue as required for the handling of materials which cause injury to hands. Safety footwear will be worn at all times on site and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear. The supervisor will not require any operative, owed a greater duty of care, to lift without assistance, a load which is likely to cause injury.

### Safe System of Work

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias
- Musculoskeletal disorders
- Lacerations, crushing hands or fingers.
- Tenosynovitis
- Bruised or broken toes or feet

- Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc. Where loads must be manually handled, the need to ensure that accesses are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Manual handling operations will be avoided as far as is reasonably practicable i.e., by delivering work equipment, as close to the area of intended works and by the use of lifting devices, but where a risk of injury still exists it will be reduced to the lowest level possible.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual to perform the task in hand.

An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance, all possible steps will be taken to reduce the risk of injury to the lowest possible throughout the workplace.

## **New and Expectant Mothers**

The following points must be actioned when an employee is a new or expectant mother:

- A new or expectant mother should provide notification regarding her condition. This should be in the form of a certificate from a registered medical practitioner or registered midwife.
- A new or expectant mother risk assessment must be completed by the Health and Safety Training Manager.
- If the risk assessment highlights that the mother could be at risk from working conditions, physical, chemical or biological agents that may adversely affect her condition then the following action must be taken.
- In accordance with employment law, alter working conditions or hours of work, offer suitable alternative employment, or suspended on full pay, for as long as necessary to prevent exposure to the risk.
- Carry out the necessary training.
- Regularly monitor the employees' condition and capabilities.

## **Personal Protective Equipment**

### *Personal Protective Equipment at Work (Amendment) Regulations 2022*

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by Falcon. Workers will be fitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. Falcon will operate an on-going policy of monitoring equipment use. It will be a disciplinary matter if staff do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that workers shall wear safety helmets, high visibility jackets and safety boots or safety shoes always. Other PPE may be required according to the risk assessment and in accordance with the Depot / site rules.

### **Personal Protective Equipment – Visitors to Site/Depot**

Official visitors to the site/Depot (e.g., surveyors, engineers, inspectors etc.) will be required to wear a safety helmet, high visibility jackets and safety boots. Other PPE such as goggles, and hearing protection should be considered and used when required. Visiting managers, engineers or supervisors or contractors will be reminded that they should always set a good example by wearing the appropriate protective clothing whilst on site.

## **Procedure for New Employees engaged by Falcon.**

The procedure is to be carried out by the supervisor where the new employee will be required to work.

- 1) Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible as part of the company induction process.
- 2) Issue the new employee with a copy of the Falcon Group Statement of Safety Policy and details of their responsibilities for safety matters. Also show the new employee where the complete Policy for Health, Safety & Welfare is kept and explain its purpose.
- 3) Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.
- 4) Show the new employee where copies of regulations are kept.

- 5) Warn new employees of any potentially dangerous areas of operations on jobs or in the workplace.
- 6) Warn the new employee of any prohibited actions e.g., entering specific areas without a safety helmet, operating plant unless authorised etc.
- 7) Ascertain whether there is any training or instruction is required, and as appropriate arrange, e.g., abrasive wheels, cartridge tools, scaffold inspections etc.
- 8) Issue all employees any protective clothing or equipment necessary, e.g., safety helmet, eye protection, ear defenders/plugs, wet weather, clothing etc., and obtain their signature for the items issued.
- 9) Where necessary, inform the new employee of servicing procedures etc.

## Additional Procedure for New Employees Under 18 Years of Age

Inform them that they must not operate any plant, give signals to any crane driver and use any power tools or equipment unless being trained under the direct supervision of a competent person. Carry out and communicate a risk assessment to the young person, direct supervisor and parent/guardian. The risk assessment will be carried out by the Health, Safety & Training Manager or Depot Manager, when required.

## Protection of Persons in Work Areas

All necessary measures required for the protection of others will be allowed for and planned, taking into account *section 3 of the Health and Safety at Work etc. Act 1974*. Consideration will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens etc. will be provided to ensure their protection and to obviate the effects of dust etc.

## Purchase Policy

Falcon recognises its duties in accordance with various regulations with regard to the purchase of materials, substances, machines and equipment and will, before each purchase, consider how they may impinge on Health, Safety and Welfare during their use, storage, handling and transportation. Falcon has a purchasing policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria.

### Examples:

Falcon will endeavor to purchase substances that are not hazardous to health if they compare favorably in all characteristics i.e. cost, effectiveness and quality with a less hazardous substance. Consideration will also be given to ensure that where practicable substances which are hazardous to the environment will also be replaced by less hazardous chemicals when available.

Equipment and machines will be compared not only by price but also on features including ergonomics, noise, vibration, usability, suitability for the task, adequate guarding and ease of maintenance and inherent hazards.

The choice of Personal Protective Equipment will not be limited to cost but assessed on quality and suitability for the protection it is to afford the wearer. It will also be compatible with other PPE and comply with standards.

Office furniture and equipment will be purchased after consideration has been given to: Ergonomics, fire rating, sustainable resources etc.

## Fraud and Malpractice Policy

### Policy Statement

The organization requires all staff at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. Fraud is an ever-present threat to these resources and hence must be a concern to all members of staff. The purpose of this statement is to set out your responsibilities with regard to the prevention of fraud.

### What is fraud?

The use of deception with the intention of obtaining an advantage, avoiding an obligation or causing a loss to another party.

**The organization** should be responsible for:

- Developing and maintaining effective controls to prevent fraud.
- Carrying out vigorous and prompt investigations if fraud occurs.
- Taking appropriate legal and/or disciplinary action against perpetrators of fraud.

Taking disciplinary action against supervisors where supervisory failures have contributed to the commission of fraud.

**Managers** should be responsible for:

- Identifying the risks to which systems and procedures are exposed.
- Developing and maintaining effective controls to prevent and detect fraud.

- Ensuring that controls are being complied with.

**Individual members of staff** are responsible for:

- Acting with propriety in the use of official resources and in the handling and use of corporate funds whether they are involved with cash or payments systems, receipts or dealing with contractors or suppliers.
- Reporting details immediately to (their line manager or next most senior manager) if they suspect that a fraud has been committed or see any suspicious acts or events.

## Security Arrangements

Sites will have suitable controls implemented to prevent intrusion by trespassers and children by the removal of ladders at the end of the working day and the alarming of scaffolding if in place, which is fixed to buildings. Suitable barriers/hoarding and notices preventing passage may also be used and where applicable the placement of lighting. All highly flammable materials will be stored in an adequate locked enclosure and highly flammable liquids if stored on site will be in dowsers or tanks with all taps locked and secured. All structures that are in the process of being demolished will be reduced to a safe state at the end of each working shift.

## Sharps (Needles/Syringes) Site or Depots

Falcon is aware that operatives may be working in areas where sharps (needles/syringes) may be present. These represent biological hazards at work and Falcon will control these risks and provide the staff with safe systems of work and the appropriate training and equipment.

Sharps can cause needle stick injuries, which are skin punctures caused by needle. If the needle has been used by a person infected with a blood borne disease including hepatitis B and C and HIV) this disease could be transmitted to a worker subsequently injured by the same needle.

When operatives are working in areas where there have been sharps found or are likely to be found, Falcon will inform, instruct and train its operatives in safe procedures, handling methods and provide suitable equipment: Disposable tongs, stout rubber gloves and a sharps box or container.

Sharps will not be placed in plastic bags; litter bins toilets or left about for others to pick up.

If sharps are found by operatives, they must inform their supervisor and management must report the find to the client or principal contractor. The removal of the sharps must be properly supervised and undertaken by a competent person with the correct PPE. Any injuries to personnel must be recorded in the accident book and Falcon will follow up these incidents, because any resulting infection will be reportable under RIDDOR regulations, and all situations of needle stick will need to be investigated to prevent further occurrence.

## Health and wellbeing policy

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress, effectively providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

Falcon are committed to the protection and promotion of the mental health and wellbeing of all staff.

- shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.
- shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

### Policy Aim:

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

### Scope:

This policy will comply with Health and Safety legislation and best practice guidelines.

This policy will be developed in accordance with existing organisational policies and procedures.

This policy will be owned at all levels of the Falcon Group, developed and implemented across all departments, evaluated and reviewed as appropriate.

## Policy Objectives

To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

**Company Mental Health First Aiders are:** Laura Dagless  
Ashley Cheetham  
Mel Edwards  
Mark Wardle

## Suppliers

The following paragraph may be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

***"In accordance with section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article or substance e.g., safety data sheets. Reference should be made to the Provision and Use of Work Equipment Regulations 1998"***

All information received from suppliers will be passed to the supervisor for implementation and reference by operatives. Falcon will maintain assessment procedures in order to ascertain the training needs for the staff allocated to use new work equipment introduced.

## Violence to Staff

Falcon will assess the risks and evaluate the work and the workplaces of the staff to identify possible "at risk" staff and to implement effective procedures and precautions to protect them from possible violence whilst at work. Staff will be trained in any specific procedures required and will familiarise themselves with all arrangements outlined by clients to reduce the possible risk of violence and follow them as appropriate to each situation where violence may occur.

Where there are known risks, a preventative strategy will be invoked before undertaking any work, these will differ in each case, the supervisor and operatives will agree on how to handle the situation and use appropriate safeguards.

Where there is any supervision that violence may occur, the operatives will contact a supervisor and seek assistance before undertaking any work or compromising their position. All violence or abuse towards staff i.e., verbal or physical intimidation, threat or assault by a member of the public, in circumstances arising out of in the course of their employment will be investigated by Falcon and as appropriate reported to the local police and local authorities.

## Welfare Facilities, Site Accommodation

The principal contractor will supply contract site accommodation and temporary buildings when agreed prior to commencement on site. The units will be positioned so as to minimise fire risk. When permanent welfare facilities are not available for some or all of the entire contract, then by agreement of the interested parties suitable sanitary facilities and water supply are to be supplied by Falcon together with office/canteen facility. Facilities will include the provision of fire extinguishers of an agreed type (i.e., AFFF, water, dry powder or carbon dioxide) when required they will be positioned in an appropriate position and be kept free of obstruction and available for use at all times. At each site, there will be facilities readily available for summoning assistance from the emergency services (i.e., telephone or mobile phone). Welfare Facilities and site accommodation will be provided at Shipdham in accordance with the *Workplace (health, safety and welfare) Regulations 1992*.

## Young Persons

When Falcon employs people under the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young person and the other workers who may be affected by the work of the young persons.

Falcon will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working environment as required by the above regulations. Falcon will provide the appropriate supervision to ensure that the young people undertake their tasks safely.